



Infrastructure and Asset Management

Request for Qualifications for Cabarrus County EMS Headquarters Design

April 8, 2020

Project Description

Cabarrus County Infrastructure and Asset Management (IAM) is soliciting responses from qualified firms licensed in North Carolina to provide design services (design, FF&E, Construction Admin) for a new EMS headquarters. Programming, limited site exploration and cost estimating have been completed on approximately a 25,000 to 30,000 square foot building.

Qualification Package Evaluation Criteria

Qualifications packages will be evaluated on the firm's ability to meet the requirements of this RFQ. Special emphasis will be placed on the proposed team's experience and qualifications with similar operations. Please include MEP, FP, Structural, and Civil Engineering firms' information.

Evaluation criteria are as follows:

- Firm(s) and individual experience with projects of similar scope, specifically public safety and other governmental buildings.
- Quality and timeliness of past similar projects
- Qualifications, certifications, abilities, availability and geographic location of the key individuals
- References from past projects, please provide contact names and information



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SOQ Requirements

Firms that are interested in providing the requested services to Cabarrus County are invited to submit a Statement of Qualifications (SOQ), in electronic format only, to Kyle Bilafer at kdbilafer@cabarruscounty.us

If you have specific questions about the scope of the project questions can be emailed directly to Kyle Bilafer at kdbilafer@cabarruscounty.us and answers will be posted on the Cabarrus County website.

Each firm is solely responsible for the timely delivery of its SOQ. All SOQs must be delivered by 3:00 pm local time on April 24th, 2020. No qualification packages will be accepted after this deadline. Firms accept all risk of late delivery regardless of fault.

The SOQ package should be no more than **25** pages in length.

Please identify a contact person for questions during the RFQ process and provide contact information including telephone number, email, and postal address.



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Terms and Conditions

The following terms and conditions apply to this RFQ:

1. All responses shall become the property of the County.
2. Due care and diligence has been exercised in the preparation of this RFQ and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses. Neither the County nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposures.
3. The County reserves the right to select the vendor from the responses received; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope, or to cancel any requirement in its entirety; or to reject any or all proposals received.
4. A response to this RFQ does not constitute a formal bid; therefore, the County retains the right to contact any/all proposing vendors after submittal in order to obtain supplemental information and/or clarification in either oral or written form. Furthermore, an explicit provision of this RFQ is that any oral communication made is not binding on the County's proposal process.
5. The County will not be liable for, nor pay for any costs incurred by responding vendors relating to the preparation of any proposal for this RFQ.
6. Acceptance will be defined as the County selecting you as our provider of service for the intent of negotiating a contract for services.
7. It is the intent of the County that after the successful Vendor has been selected, the County and the selected vendor will enter into contract negotiations containing all terms and conditions of the proposed service. Any acceptance of a proposal is contingent upon the execution of a written contract and the County shall not be contractually bound to any bidder prior to the execution of such written contractual agreement. The contents of the bid submitted shall become part of the contractual obligation and incorporated by reference into the ensuing contract. The contract with a successful vendor may include penalties for non-performance and failure to meet the proposal implementation schedule.

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Q & A Updated 04-21-20

1) Is there a budget?

As far as the budget our capital implementation plan currently shows \$14 million for both soft and hard costs next fiscal year. However the budget has not been approved yet so I can't give you a guaranteed number with the current environment were in however staff submitted for \$14 million for funding

2) How many copies of the RFQ will you need? And do you need a pdf of the submission?

3) Are you accepting email submissions?

Please see the link below that explains the format the RFQ submittals are expected to come in, PDF is fine and we are only accepting electronica submissions

<https://docs.cabarruscounty.us/weblink/1/edoc/2409660/2020-EMS-Headquarters.pdf>

4) Can you share the previous programming, site and cost studies mentioned in the RFQ? Who did those studies for you?

-Phase I would be an HQ and training component of 25K to 30K square feet

-Phase II would be added in future years and represents our EMS department going "dynamic" and getting away from the standalone stations they have. Very close to the structure at MEDIC

6) Is there a dispatch/call center aspect to this project? How about an emergency operations center (EOC)?

-No 911 in there or EOC so that would differ from what MEDIC at CLT has

7) Are there any specific parameters (i.e., organizational structure, forms, etc.) for the RFQ submittal beyond the page limit?

-No, page limits is set for all content

8) Are there any minority/small business participation goals for the project?

-No, not at this point, we would pursue something with the construction but those goals have not been set yet

9) Can you please send me the project brief for the Cabarrus County EMS Headquarters?

The programming, limited site exploration and cost estimating have been completed on approximately a 25,000 to 30,000 square foot building to be located in Cabarrus County. The site we potentially identified is 789 West Cabarrus Ave in Concord, NC. Phase I would be an HQ and training component of 25K to 30K square feet. Phase II would be added in future years and represents our EMS department going "dynamic" and getting away from the standalone stations they have. Very close to the structure at MEDIC in CLT. FY 2021 currently has 14M for Phase I (soft and hard costs) but that is subject to change with what is going on with COVID-19. There will NOT be a 911 or EOC located at this location

10) We were interested in where the location of the site was. Is the headquarters to be located within downtown Concord or elsewhere? If you have an address so that we may use maps to learn more about the context that would be most helpful.

789st Cabarrus Ave in Concord, NC

11) Is there a preferred size and format for the SOQ? We would assume 8 ½" x 11" portrait, otherwise. Yes, that is preferred

13) Is there a preferred file format for the SOQ? Is PDF acceptable? pdf