

**BOARD OF COMMISSIONERS**

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101 South Broad Street  
Brevard, NC 28712

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**REQUEST FOR QUALIFICATIONS  
FOR PROFESSIONAL ARCHITECTURAL/ENGINEERING/PLANNING SERVICES  
TRANSYLVANIA COUNTY**

**I. INTRODUCTION**

Transylvania County is inviting interested architectural design/consulting engineering firms, licensed in the State of North Carolina, to send their qualifications for consideration to supply professional architectural, engineering, planning and construction administration services for the Transylvania County Courthouse.

**II. SCOPE OF SERVICES**

Transylvania County is advertising a REQUEST FOR QUALIFICATION (RFQ) for Architectural Firms to submit an Architectural Design/Construction Administration Contract for the design and planning of the Transylvania County Courthouse found in the City of Brevard, Transylvania County.

The location of the facility is found at Public Safety Way, Brevard, NC. The Consultant Design Team will perform architectural and supporting engineering tasks necessary to design, permit, and administer construction for the Transylvania County Courthouse Project.

**III. SUBMISSION**

A. Submittals: Send five (5) hard copies, marked "Courthouse" and one electronic.

Submittals will be received no later than 4:00 PM EST, on **Wednesday, October 11, 2023** at the office of the Transylvania County Administration, Attn: Jennifer Galloway, Purchasing Agent, 101 S Broad Street, Brevard, NC 28712.

B. Qualification Packages will be hand-delivered or mailed. If the Qualification Submittal is sent by mail or commercial express, the Respondent shall oversee actual delivery of the Qualification Submittal to the Transylvania County Administration Office before the deadline. All Submittals are property of Transylvania County. RFQ packages will not be accepted via fax machine or internet email.

C. Mark the outside of the Submittal's envelope with RFQ and the proposal subject, "Transylvania County Courthouse Architectural Professional Services."

D. Time is of the essence and any proposal or addenda pertaining thereto received after the announced time and date for Submittal, whether by mail or otherwise, shall be rejected. It is the sole responsibility of the Architectural Firm to ensure that their proposal is received by the Transylvania County Administration Department personnel before the deadline shown above in Section 1.1. There is nothing in this RFQ that precludes Transylvania County from requesting other information from Architectural Firms at any time during the RFQ process.

E. Nothing here is intended to exclude any responsibilities, restrain, or restrict competition. All responsible and qualified Architectural Firms are encouraged to send their responses.

F. Transylvania County reserves the right to waive any informalities, to reject any and/or all proposals, and to accept any proposal which in its opinion may be in the best interest of the County.

G. Qualification Submittals may be withdrawn by the sending agency, by written request, prior to submittal deadline.

#### IV. PREPARATION

- A. Architectural Firms are to submit RFQ Packages which present their qualifications and understanding of the services to be performed. Emphasis should be placed on completeness of services offered and clarity of content. All submittals should be complete, carefully worded, and they must convey all the information requested by Transylvania County. If errors or exceptions are found in the Architectural Firm's Qualification Package, or if the submittal does not conform to the requirements of the RFQ, Transylvania County will be the sole judge as to whether that variance is significant enough to reject the Architectural Firm's submittal.
- B. RFQ submittals will be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form. Transylvania County does not expect, nor will any more favorable consideration be given to submittals with overly fancy covers, bindings, color photographs, sample plans, non-pertinent information regarding other accomplishments (which have no direct bearing on this project), resumes of individuals who will not be engaged in the work, or pages of other non-project related material. Brevity is appreciated. Submittals are limited to 50 pages, double sided 8 ½ x 11 paper, One inch (1") border formatting, size 12, Times New Roman, Font. Covers and dividers will not count in the 50 pages of content.
- C. Architectural Firms requiring clarification or interpretation of this RFQ will make a written request, to the Transylvania County Purchasing Department, no later than the date and time for submittal of written questions (see Section V, par C ).
- D. Any interpretation, correction or change of this RFQ will be made by addendum. Addenda shall be mailed or delivered to the County Purchasing Department and have received a complete set of the RFQ documents that was sent. It is the responsibility of the Architectural Firm to ensure that all addenda items are received by the Transylvania County Purchasing Department. (See Section V, par C)
- E. All submittals shall supply a straightforward, concise description of the Architectural Firm's ability to satisfy the requirements of the Transylvania County RFQ.
- F. Qualification Submittals, (and copies), will be bound in a single volume. All documentation sent with the offer will be bound in the same single volume.
- G. Additionally, the Non-Collusion Affidavit must be signed by the Principal of the Architectural Firm, or an Officer of the Corporation that is duly authorized as a Signatory Authority of the Corporation.
- H. If any offer includes comments over and above the specific information requested in this RFQ such comments must be included as a separate appendix.
- I. The Firm is solely responsible for all costs and expenses associated with the preparation of the submittal and of any supplementary presentation, (including any oral presentation), if requested by Transylvania County.
- J. Qualification Packages must be made in the official name of the Individual, Firm, or Corporation under which the business is conducted, (showing official business address), and must be signed in ink by a signatory that is duly authorized to legally commit the business entity that is submitting the RFQ.
- K. Submittals shall be typewritten, or computer generated.
- L. The County may enter in a contract with more than one Architectural Firm to supply the various professional services that are needed.

#### V. GENERAL TERMS AND CONDITIONS

##### A. Non-Collusion Affidavit

Each qualification package must be accompanied by a notarized declaration of facts on non-collusion executed by the firm or in the case of a corporation, by a duly authorized representative of the Architectural Firm. The Non-Collusion Affidavit is supplied here.

#### B. Addenda/Changes

Any additions, deletions, modifications, or changes made to this RFQ shall be processed through the Transylvania County Finance Department. Any deviation from this procedure may result in the disqualification of the firm's submittal or the cancellation of any contract resulting from this RFQ.

#### C. Questions

Questions concerning this RFQ should be directed to:

Transylvania County

Attn: Jennifer Galloway

101 S Broad Street

Brevard, NC 28712

Email: [jennifer.galloway@transylvaniacounty.org](mailto:jennifer.galloway@transylvaniacounty.org)

All questions must be received in writing by Wednesday, September 27, 2023 by 4:00PM EST.

D. All questions about this RFQ must be sent in writing no later than September 27, 2023. Only written questions will be considered. Any questions that the County considers pertinent to all proposers will be mailed as an addendum to the RFQ. Fax and e-mail messages will be treated as written questions .questions.

#### E. Proprietary Information

Trade secrets or proprietary information given by a firm in connection with a procurement transaction shall not be subject to public disclosure under the North Carolina Public Records Act by NC General Statutes §66-152(3). However, the Architectural Firm must invoke the protection of this section prior to or upon submission, show the data on other materials to be protected and say the reasons why protection is necessary. Each individual page considered a trade secret or proprietary information must be labeled "Confidential" in the top right corner.

#### F. Minority Businesses

Transylvania County encourages all businesses, including DBE, minority, and women-owned businesses to respond to all RFQ's.

#### G. Award/Contract Time

No part of this solicitation is considered part of a contract, nor are any provisions contained here legally binding to Transylvania County. The award shall be given to the responsible Architectural Firm(s) whose qualifications are determined to be the most helpful to the County, taking into consideration the evaluation factors in the RFQ. The County wishes to enter into an agreement with one Architectural Firm which will oversee the work associated with this RFQ. Transylvania County expects award of contract within three to six months with all work, architectural, design, and construction to be completed in an expedited manner. The detailed Scope of Work and schedule of deliverables shall be negotiated with the successful Architectural Firm(s) for each specified project.

#### H. Contract Document

The successful Architectural Firm(s) will have to enter into a design consultant/contract administration services agreement.

#### I. Sub-Consultants

If any sub-consultants are used for various assignments of the overall Transylvania County Court House Project, the awarded Architectural Firm(s) shall provide to Transylvania County, as the Purchasing Agent, a list of names of any of the intended sub-consultants, their applicable license number(s) and a description of the work to be done by each vendor. The awarded Architectural Firm(s) shall not substitute other sub-consultants without the written consent of Transylvania County. The awarded Architectural Firm(s) oversee all services performed by a sub-Engineer, contractor, or vendor as though the services they supplied had been performed by the Awarded Architectural Firm. Responsibilities include, but are not limited to, compliance with applicable licensing regulations. If at any time the County finds that any sub-engineer, outside contractor, or vendor is incompetent or undesirable, Transylvania County will notify the awarded Architectural Firm(s) accordingly, and the same shall take immediate steps for cancellation of the subcontract, dismissal of its employees, and replacement of sub-engineer, contractor, or vendors to perform services needed according to the signed contract with Transylvania County. Nothing contained in any awarded and signed contract, resulting from this

RFQ, shall create any contractual relationship between any sub-engineer, contractors, or vendors with Transylvania County. It shall be the awarded Architectural Firm(s) responsibility to ensure that all terms needed in the attached contract are incorporated into all the said subcontracts.

#### J. Insurance

The selected Architectural Firm(s) shall buy and keep in force, at their own expense, such insurance as will protect the Architectural Firm and Transylvania County, to include professional liability (E&O), from claims which may arise out of or result from the Architectural Firm's execution of work, whether such execution be by themselves, their employees, their agents, their subcontractors/engineers, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect Transylvania County, and the General Public from all claims of injury and/or damage resulting by any actions on the part of the Architectural Firm, or its hired forces as listed above. See Sample Contract for any other information on insurance coverage and limits. The selected firm shall give a copy of an original Certificate of Insurance, naming Transylvania County as an additionally insured partner for this project. Should any of the policies be canceled before the end date, the issuing company will provide thirty (30) days written notice to the certificate holder. The Architectural Firm shall offer insurance and satisfactory coverage, using correct forms, any sub-contractors, employees, companies, and vendors that are approved and considered acceptable to the Transylvania County Purchasing Agent. Further, the awarded Architectural Firm shall be required to show evidence of insurance coverage on behalf of subcontractors, engineers, employees and vendors (if applicable), before entering any agreement to sublet any part of the work to be completed under this contract.

#### V. QUALITY COMMITMENT

Transylvania County will use best management/oversight practices to ensure the highest quality of services is provided to its citizens. With this goal in mind, Architectural Firms must demonstrate how they have and use proper quality management systems that result in customer satisfaction and continuous improvements. To satisfy these requirements, Architectural Firms must show its commitment to best management practices while supplying services at the highest possible level of quality throughout all phases of the project. Proposals must show, at a minimum: (1) a complete understanding of the processes utilized within the organization to ensure quality and (2) graphical demonstrations that outline quality and process management within the organization and how they relate with sub-consultants and with the Owner (Transylvania County) (3) the ability to create a sustainable and a strong ability to be good stewards of taxpayers funds. The response to quality must be deliberate and contain sufficient evidence that the Architectural Firm(s) have adopted quality and best management practices as an integral part of their organization. As a part of the responses to this request, Architectural Firms shall show their organization's design process, e.g., process map, flow chart. Additionally, they must show processes in place to recognize, track and analyze project change orders due to errors and omissions, (including those caused by any sub consultants), and discuss how these processes are used to minimize future occurrences.

#### VI. STATEMENT OF QUALIFICATIONS REQUIREMENTS

Interested engineering/consulting firms wanting to supply services should include the following with its Statement of Qualifications:

- A. Firm name, address, telephone, fax number, contact person and e-mail address.
- B. Year established and former firm names.
- C. Names of principles of the firm and states in which they are registered.
- D. Types of services for which the firm is qualified.
- E. A complete understanding of the services the Scope of Work provides.
- F. Supply a List of staff members and resumes to Transylvania County of those persons who will be assigned to work with the County on various projects. Include an Organizational Chart that does not include resumes or list of personnel who will not be assigned to these projects.

- G. Supply a list to Transylvania County of current ongoing projects. Include: Project start date, expected completion date, total project cost, and ability to devote staff resources to complete this project.
- H. List and describe all your Architectural Firm's earlier experience in the design of County Courthouses over the last three (3) years that apply to the proposed project list. For each project listed, the information should include:
1. Name and location of the project and the date the work was completed.
  2. Name and telephone number of the facilities maintenance director or staff person whom your firm worked with on the project (projects references).
  3. Name of the project manager assigned to each listed project.
  4. Total final combined design and construction dollar amount of the work performed.
  5. Number of change orders and total amount of change orders.
- I. Names of outside consultants (sub-consultants) who would be involved in providing the services required for these projects. Supply a one-page synopsis for each consultant to include the following information:
1. Individual's proposed role in the project.
  2. A resume or brief description of the individual's earlier experience as it relates to his/her role in the project.
  3. For any proposed sub consultants, show how long your firm has worked with the sub-consultant on earlier projects.
- J. To be considered responsive for this RFQ, the Architectural Firm(s) must include the following information:
1. Description of the kind of work that can be subcontracted.
  2. Willingness to affiliate with DBE, minority, or women-owned businesses ("M/WBE").
  3. Name any sub-contractible work that could be performed by minority firms.
  4. Name and address of the DBE and M/WBE firms that are expected to perform the sub-contractible work.
  5. Quality Control and Assurance processes as mentioned above in Section VII.
  6. Hourly billing rates charged by your Architectural Firm for each position, type, and reimbursable expenses.
  7. Estimated timetable of project if awarded from contract award to completion.

Note: Do not include sample Scope of Work, project approach, or schedule with this submittal.

## VII. EVALUATION PROCESS:

Following the deadline for submittal of qualifications, a review of the submitted qualifications will be by a selection committee set up by the County. The selection committee will review, analyze, and rank all submittals based on their response to the information asked. The choice shall be made in order of preference based on criteria set up here.

If desired, the selection committee may shorten the list of the number of qualified firms. Transylvania County reserves the discretion to decide the number of firms that will be on the short-list. The County may engage in individual discussions with considered more offerors thought fully qualified, responsible, and suitable based on first responses and with emphasis on professional competence to supply the required services. Interviews are not predicted. However, the selection committee may schedule interviews if needed in the selection process. Such offerors shall be encouraged to elaborate on their qualifications and performance data or staff ability pertinent to the proposed project, as well as alternative concepts. The choice committee may conduct discussions with the Architectural Firm(s) submitting responses regarding the contract and shall select from among the firm(s) considered most qualified to supply the required services. At the discretion of the County, the discussions with the firm(s) may consist of written questions and responses, and/or personal interviews with members of the Architectural Firm(s). If personal interviews are required by Transylvania County, the persons proposed to manage performing the work required here shall attend the interview. If asked, firms should be prepared to send financial status information, which shall be held in confidence. Transylvania County will negotiate a stipulated sum fee for basic services and a rate schedule to be used for added services and contingent added services with the most qualified firm at compensation which is fair and reasonable to the County. These rates shall include all disciplines. (Example: Architect, Project Manager, Engineers, Administrative Staff, etc.). In making this decision, Transylvania County will

consider the established value, scope, complexity, and the professional nature of the services given. Should Transylvania County be unable to negotiate a satisfactory contract with the Architectural Firm(s) considered to be the most qualified, negotiations with the said Architectural Firm(s) shall be formally ended.

Negotiations will then continue with the remaining ranked firms in the same manner until an agreement is reached, unless it is decided by the committee that it is in the best interest of Transylvania County that the process is stopped or changed.

Transylvania County reserves the right to reject any and/or all submittals, and to waive defects, technicalities and/or irregularities in any submittal. Transylvania County reserves the right to complete a contract with one or more Architectural Firm(s) based on all factors involved in the written qualification given without further discussion or interviews.

## VIII. SELECTION PROCESS

The included criteria, but not limited to, may be used in the evaluation of qualification packages for development of a shortlist to be considered for potential negotiations. These criteria are not necessarily listed in order of importance.

- A. Architectural Firm(s) qualifications and experience including location of offices and related staffing.
- B. Architectural Firms understanding the project goals.
- C. Earlier work experience of similar projects and proven experience in the design and construction of Public Facility Buildings Architectural Firm's demonstration of ability to understand the specialized requirements with Federal Aviation Administrative Regulations, Federal and State funded Grant projects, etc.
- D. Proposed staff, including sub-engineers, proposed to perform the work.
- E. Financial stability of the consultant.
- F. Demonstration of Quality Control: Proved systematic approach to quality control and interdisciplinary coordination methodologies throughout the various phases of design and construction of the project.
- G. Demonstration of Cost Control: Proved experience implementing cost saving measures that effectively maximized the use of funding from a variety of sources and minimized unnecessary expenses while achieving desired results.
- H. Demonstration of knowledge of alternative soil situations and foundations.
- I. The ability of the consultant to begin work at once and complete the projects in a prompt manner.
- J. References: Evaluation of comments received from referenced earlier clients

## RESPONDER'S CERTIFICATION FORM

I have carefully examined the Request for Qualifications (RFQ), the Sample Agreement for Design Consultant Services and any other documents going with or made a part of this Request for Qualification.

I hereby propose to offer the professional design consultant services for Transylvania County in accordance with the instructions, terms, conditions, and requirements incorporated in this Request for Qualification. I certify that all information contained in this response is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to send this response on behalf of the Aforementioned Architectural Firm as its act and deed and that the firm is ready, willing, and able to perform if awarded the contract.

NAME OF FIRM: \_\_\_\_\_

BY: (Printed name) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

### ACKNOWLEDGEMENT OF ADDENDA

Responder hereby acknowledges receipt of all Addenda through and including:  
Addendum No.                      Date

Acknowledgement

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NON-COLLUSION AFFIDAVIT  
State of North Carolina

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. He/She is the \_\_\_\_\_ (Title)  
of \_\_\_\_\_ (Firm's name), as the  
responder that has given the attached response.
2. He/She is fully informed respecting the preparation and contents of the attached response  
and of all pertinent circumstances respecting such a response.
3. Such a response is genuine and that this is not a collusive nor sham acknowledgement.
4. Neither is the said responder nor any of its officers, partners, owners, agents,  
representatives, employees, or parties in interest, including this affiant, has in any way colluded,  
conspired, connived, or agreed, directly or indirectly, with any other responder firm or person to  
submit a collusive or sham response in connection with the contract for which the attached  
response has been given or to refrain from responding in connection with such contract, or has in  
any manner, directly or indirectly looked for by agreement or collusion of communication or  
conference with any other responder, firm or person to fix the price or prices in the attached  
response, if applicable, or of any other responders, or to fix any overhead, profit, or cost elements  
price of the response, if applicable, of any other responder or to secure through collusion,  
conspiracy, connivance, or unlawful agreement any advantage against the Transylvania County or  
any person interested in the proposed contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title  
NOTARIZE

Subscribed and sworn to before me,

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



