

Pender County Health Department

...Building a healthier tomorrow...

*Carolyn Moser, BSN, MPA
Health and Human Services Director*

REQUEST FOR QUALIFICATIONS (RFQ)

DESIGN SERVICES FOR SPACE NEEDS STUDY FOR PENDER COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT

PURPOSE

The County of Pender is requesting qualifications from interested firms to provide an assessment of current and future space needs as well as design (Architectural/Engineering) services for a new Health and Human Services building.

The focus of the study is to develop current as well as future space needs for a combined Health Department and Social Services Department building. Both departments suffer from overcrowded conditions, costly building repairs, and minimal storage space. In addition, the County desires to have all divisions for the Health and Human Services Department within one consolidated building.

SCOPE

The firm selected will work with the County Commissioners, County Manager/Assistant County Manager, Health Director and DSS Director to develop the space needs study with a focus on current as well as future needs for the next 15-20 years. The design will take into consideration at least the following:

- Space needs and energy conservation
- Wireless networks and information technology
- Integrated training spaces
- Meeting spaces with a variety of recommended capacity
- Efficient processes for service delivery
- Efficient space usage for staffing and community services
- Resiliency design that provides for continuity of operations during disasters

BACKGROUND

The current building housing the Pender County Department of Social Services is over 60 years old. As a former nursing home facility that closed in 2001, the building has been renovated inside and adapted to the needs of approximately 100 staff members. Very costly repairs have been required in the last two years related to heating, cooling, and plumbing. As the building continues to age, the size and scope of repairs will continue to increase.

803 S. Walker St., Burgaw, NC 28426 (910) 259-1230 Fax (910) 259-1258

Dental Center (910) 259-1503 Environmental Health (910) 259-1233 WIC (910) 259-1290

BACKGROUND (cont.)

DSS offers many services for all ages: Medicaid eligibility; Food Stamp eligibility; Subsidized child care; Non-Emergency transportation; Child and Adult Protective Services; Foster Care; and Child Support enforcement. There is an in-house attorney and the department provides space for supervised visits between families and children. DSS also serves as a training site for Social Work Interns. There is an average of 60 clients and their families that visit the department daily. During certain seasons of the year there are more clients requesting assistance.

DSS also occupies an additional leased space in downtown Burgaw that houses five employees with daily foot traffic.

The health department building has approximately 65 employees and was built in 1992. Services have expanded since then in part due to a growing population. Some of the health department programs include clinical services for preventive and primary care for all ages; immunizations; dental clinic; WIC program; Environmental Health services; health education; preceptor for medical and dental students; and medical records. An average of 125 clients and their families visit the health department daily.

SUBMISSION REQUIREMENTS

Information submitted must conform to the requirements of the RFQ and include the following:

- A. Design philosophy and understanding of project needs.
- B. Ability of the firm to undertake this project.
- C. Prior design service experience with projects of similar scale and complexity.
- D. Provide a few illustrative photographs or renderings of a relevant project that best exemplifies your qualifications for this project.
- E. Prior experience with public-sector clients and processes for projects, of similar scale and complexity.
- F. Professional qualifications of individuals assigned to the project.
- G. History of effective schedule and budget management for projects of similar scale and complexity.
- H. Use of processes that creatively engage County staff and other stakeholders in all stages of study.
- I. Fees and costs for the consulting team involved in the project.

TRANSMITTAL LETTER:

The transmittal letter shall contain:

- Contact information including name, address, phone number and email of the firm.
- Information regarding educational background and employment history.
- A statement that to the best of the respondent's abilities, all information contained in the RFQ submittal is complete and accurate.
- A statement granting the county and its representatives' authorization to contact any previous client of the respondent to ascertain an independent evaluation of the respondent or respondent's team members' performance.
- Other information you believe to be relevant.

RESERVATION OF RIGHTS:

The county reserves the right to reject all firms, decline to proceed with selection of any candidate, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications. Nothing in this document shall require the county to proceed with design and/or construction.

ADDITIONAL INFORMATION:

1. An RFQ pre-submittal conference will not be held. The county welcomes questions prior to submission date.
2. Submit questions to Carolyn Moser, Health & Human Services Director (910) 259-1499 cmoser@pendercountync.gov or Wes Stewart Social Services Director (910) 259-1300 wstewart@pendercountync.gov.
3. RFQ must be received by Carolyn Moser on or before 5:00 p.m., Friday, August 18, 2018 via hand delivery, postal/delivery service: 503 South Walker Street Burgaw, NC 28425 or email in a PDF file to cmoser@pendercountync.gov

Late submittals will not be accepted.