

REQUEST FOR QUALIFICATIONS



PENDER COUNTY LAW ENFORCEMENT CENTER AND JAIL – NEW CONSTRUCTION ARCHITECTURAL SERVICES

Burgaw, NC

RFQ # 210526-126

Date of Issue: May 26, 2021

Statements of Qualifications Due: July 1, 2021

Time: 4:30 PM (EST)

Issued By:

PENDER COUNTY

Chad McEwen, County Manger

805 S. Walker St. #5

Burgaw, NC 28425

Phone - 910.259.1200

Fax - 910.259.1402

Email – cmcewen@pendercountync.gov

Pender County
Request for Qualifications
Pender County Law Enforcement Center and Jail-New Construction
Architectural Services

May 26, 2021

I. Introduction:

Pender County is soliciting qualifications statements from architectural firms (hereinafter “Firm”) for contract services related to design and construction services including schematic design, design development, construction documents, prequalification of contractors, bid document preparation, bid services, USDA funding compliance and coordination, and construction administration services associated with the construction of a new law enforcement center and jail complex in Burgaw, NC.

Pender County reserves the right to reject any and all submittals.

Statements of Qualifications will be accepted up to but no later than 4:30 p.m. on Thursday, July 1, 2021. No submission will be considered if received after this deadline has expired. Statements of Qualification must be clearly marked “RFQ – A&E Services- Pender County Law Enforcement Center”.

Mailed or hand delivery is acceptable to the address below:

Chad McEwen, County Manager
Pender County
805 South Walker Street
Burgaw NC 28425

All qualifications packages must be submitted in a sealed box, envelope or container.

Packages must include: One (1) original, five (5) copies of the original and one (1) electronic copy. Each copy should contain no more than 40 pages.

Firms shall submit qualifications of both the firm and person(s) directly responsible for the work including a list of similar projects completed in North Carolina by this firm and by said responsible person(s).

II. Background

Currently the Pender County Sheriff’s Office and jail are in separate buildings within the city limits of Burgaw, NC. Currently the Pender County Jail is a 92-bed facility consisting of 4 single cells, two 2-man cells, 5-man dorm, female dorm with 8 beds, 8-man dorm, 9-man dorm, 14-man dorm, and a 40-man dorm. Prior to the COVID pandemic, the average daily inmate populations experienced at the existing jail consistently exceeded the stated capacity for certain inmate classifications. In addition, the current sheriff’s office located on Fremont Street no longer meets the space needs of the growing department. Office and storage space is exceedingly low for the growth of the Sheriff’s Office since it moved into the current office space. A study has been completed for a consolidated law enforcement center and jail complex on land owned by Pender County off Old Savannah Road. This new combined facility of a law enforcement center and jail will greatly help the needs with the growth of the Sheriff’s Office and the jail facility with the number of inmates the Sheriff is responsible for. The new jail facility will also help in reducing the costs of housing inmates in out of county facilities.

III. Project

Firm shall review the needs and feasibility study as prepared by Moseley Architects, Charlotte, North Carolina. Firm shall carefully review these documents (https://drive.google.com/drive/folders/1zbX-Kpw_Lh8E1J0wK-TTK9HDDx2MBRx6) and work with County staff to convert these findings into a satisfactory construction design. Firm shall supply complete design and construction services including schematic design, design development, construction documents, surveying services, prequalification of contractors, bid document preparation, bid services, USDA funding (application preparation, compliance, and coordination), and construction administration services associated with the construction of a new law enforcement center and jail complex.

IV. Selection Process

After the expiration of the deadline, an evaluation committee made up of County staff and Sheriff's Office personnel will review all submitted qualifications packages that comply with the requirements contained within this document. The criteria by which the packages will be evaluated include, but are not limited to:

1. Clarity of Proposal
2. Firm's understanding of the project objectives.
3. Firm's recommended approach to the project, including Firm's demonstrated ability to provide construction design of this type.
4. Schedule for completion of tasks.
5. Qualifications of principal(s) to perform the work and the level of involvement in the project.
6. Qualifications of project manager and staff assigned to the project.
7. Firm's knowledge and demonstrated experience specifically with jail design, construction, and operations planning.
8. Firm's familiarity with North Carolina Jail standards, Department of Insurance Requirements and Human Resource Jail & Detention Branch.
9. Proof of like projects that were completed on time and at or under budget.
10. Firm's approach to on-site or extended construction administration.

V. Contents

Qualifications shall be submitted on 8-1/2 x 11" paper, side bound, or single corner stapled with a Table of Contents and reference tabs for key sections and packaged as specified above.

Information provided in the Qualifications statement should include, but not limited to:

1. Firm name, address, telephone number, fax number, email address and contact person(s).
2. Brief history of the firm to include current size/staff, years in business, organizational chart of proposed team and any former names under which the firm operated.
3. Names, office location and resumes of all personnel who will be assigned to this project, including licenses, and professional affiliations. At a minimum, list the following team members:
 - a. Principal-in-Charge
 - b. Project Manager
 - c. Site/Civil Engineer
 - d. Structural Engineer
 - e. Mechanical/Electrical/Plumbing/Fire Protection Engineer

- f. Security Systems Designer
- g. Food Service Designer
- 4. List specialty consultants (if any) and identify their location and background.
- 5. Understanding of the scope of work.
- 6. Approach to the design process.
- 7. Reference & contact list for similar projects, including project descriptions, location, completion time, completion cost, project outcomes, etc.
- 8. Approach to construction administration, including on-site or extended level of construction administration.
- 9. Unique qualifications or work methodology.
- 10. Experience in jail and law enforcement facility designs of similar sized facilities, and experience with transition and operational planning.
- 11. List any projects where LEED (Leadership in Energy and Environmental Design) Certification was pursued. Identify the Certification level pursued (Certified, Silver, Gold or Platinum) and the Certification level finally achieved by each project.
- 12. List any current or pending legal proceedings (litigation, mediation, or court action) filed any an owner or contractor against your firm in the least five years. List any failure to complete a contract for services and state reason.
- 13. Tentative plan and time frame for approaching the project.
- 14. Experience with USDA applications and funded projects.

Clarification requests and questions regarding this Request for Qualifications must be in writing and directed to Chad McEwen, County Manager no later than 12:00 Noon, June 16, 2021. Questions can be emailed to cmcewen@pendercountync.gov

-END OF RFQ-