

New Hanover County
Request for Qualifications
Crime Scene Investigation (CSI) Building Expansion

General Information

The purpose of this Request for Qualifications is to solicit qualifications from qualified applicants to provide architectural services for the expansion of the Crime Scene Investigation (CSI) building at the New Hanover County Jail Complex located at 3950 Juvenile Center Road, Wilmington, NC.

The project scope will require the design and development of an addition to the existing CSI facility. The purpose is to add climate controlled and highly secure evidence storage to the existing space. There will also be a portion of the addition used for storage and processing of vehicles involved in crimes. The scope of services required will include the development of plans and specifications and to provide consulting services to the County during the design development, contractor selection and building phase.

New Hanover County requests qualifications from firms experienced in planning, design, and construction observation of similar criminal evidence processing and storage facilities. Firms should submit their qualifications on standard form SF330, available for download in the forms library at www.gsa.gov. Completed form SF330 shall be submitted by **4:00 PM September 12, 2014**.

Contracting Office Address

New Hanover County
Attn: Kevin Caison
200 Division Drive
Wilmington, NC 28401
(910) 798-4338
kcaison@nhcgov.com

Please submit questions electronically via email to kcaison@nhcgov.com and in the subject line note “**RFQ-2015-20937-CSI Expansion**.” Deadline for questions is by **5:00 PM, August 26, 2014**. Any changes in the qualification’s request may be sent by email and furnished to all proposers. Verbal information obtained otherwise will not be considered in the awarding of the proposal.

Firms interested in submitting a response should email kcaison@nhcgov.com expressing their intent to submit a statement of qualifications. Doing so will provide information necessary to inform the firm of any changes.

Description

Solicitation includes design and architectural services for preparation of construction documents including utilities system modeling, plans, specifications, cost estimates, record drawings, and review of shop drawings.

Selection Criteria

The architectural firm must demonstrate its competence and each key consultant's qualifications with respect to the published evaluation factors for design and all option services. Evaluation factors (1) through (5) will be scored for each candidate with maximum values as indicated in each section.

Specific evaluation factors include:

(1) Professional qualifications of firm and staff proposed for the design and architectural services for preparation of construction documents including, plans, and specifications using County standards, cost estimates, record drawings, and review of shop drawings in accordance with County standards. (30%)

In addition, scheduling professionals and construction contract claim mitigation tasks will be included. Firms will be evaluated in terms of the team's qualifications:

- active professional registration in North Carolina
- experience (with present and other firms) and roles of staff members, specifically on the projects listed in the SF330. Each project should clearly indicate the personnel involved and those personnel should be listed by each project.
- Teams consisting of multiple firms are allowed. Demonstrations of past collaborations and team organizational charts are required.

(2) Specialized recent experience demonstrating the technical competence of particular staff members to design the projects addressed in evaluation factor number one. Each project listed should indicate key staff members involved. (20%)

Firms will also be evaluated upon:

- specific knowledge of the construction materials and practices of similar projects and design requirements of New Hanover County, the City of Wilmington; and all Federal and State of North Carolina laws, regulations, codes, and permits applicable to projects of this nature

- project experience as listed in the SF330 (provide design schedule, estimate vs. bid amount, and design team for each)

(3) Capacity of the proposed design team to accomplish the following schedules: Final design submittal is required within 120 days of contract award. Project design schedules should be given for the same projects listed above for evaluation factors 1 and 2. (20%)

(4) Past performance on the same projects listed above with Government agencies and private industry in terms of the following: (15%)

- cost control techniques employed by the firm as demonstrated by the ability to establish an accurate project construction budget and design to this budget as evidenced by the low bid amount
- quality of work as demonstrated by the history of design related change orders issued during construction
- demonstrated long term business relationships and repeat business with Government and private customers
- demonstrated compliance with performance schedules. Project information for this evaluation factor should be for the same projects listed above for evaluation factors 1 and 2

(5) Specific internal quality control procedures proposed for projects of this nature. Firm will be evaluated on the acceptability of their internal quality control program used to ensure technical accuracy and discipline coordination of plans and specifications. (15%)

Selection Process

Phase 1: Each firm initially will be evaluated based upon information provided in the Selection Criteria listed above. From such review, firms receiving the highest ranking will be the firms chosen to participate in Phase 2, the second phase of the selection process. The County reserves the right to reject any and all statements of qualifications. also reserves the right to waive any irregularities in the statements of qualifications.

Phase 2: The firms who are chosen for Phase 2 of the selection process may be required to make a presentation. Firms will be notified if presentations will be required and given the dates and times reserved for the presentations. The County reserves the right to establish additional rules and procedures for the presentations and for the interview process.

Final Selection: The County will negotiate a contract with the top rated firm as selected by the County. If a contract cannot be successfully negotiated with the top rated firm, the County will proceed to the second rated firm. The County reserves the right to reject any and all statements of qualifications.

Submittal Requirements

Firms responding to this Request for Qualifications are requested to submit five (5) copies of the Standard Form 330 or submit electronically to kcaison@nhcgov.com. If submitting electronically, please put “**RFQ-2015-20937-CSI Expansion**” in the subject line of the email.

The closing date for this announcement is September 12, 2014 at 4:00 PM EST.

The successful firm must have the capability of receiving and submitting all documents in an electronic format. Also, successful firm must have Internet access for browsing and receipt of electronic documents via Email.

This is not a request for proposal, and there is no solicitation document or package or plans and specifications to be issued as a result of this announcement.

Insurance Requirements

A. Commercial General Liability

1. Firm shall maintain Commercial General Liability and if necessary, Commercial Umbrella Liability insurance with a total limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location or the general aggregate shall be twice the required limit.
2. CGL insurance shall be written on Insurance Services Office (ISO) “occurrence” form CG 00 01 covering Commercial General Liability or its equivalent and shall cover the liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
3. New Hanover County, its officers, officials, agents, and employees are to be covered as additional insureds under the CGL by endorsement CG 20 26 or an endorsement providing equivalent coverage as respects to liability arising out of activities performed by or on behalf of the vendor and under the commercial umbrella, if any. The coverage shall contain no special limitations on the scope of protection afforded to New Hanover County, its officers, officials, agents, and employees.
4. The firm’s Commercial General Liability insurance shall be primary as New Hanover County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by the New Hanover County, its officers, officials, and employees shall be excess of and not contribute with the vendor’s insurance.

B. Workers’ Compensation and Employer’s Liability

1. Firm shall maintain Workers' Compensation as required by the general statutes of the State of North Carolina and Employer's Liability Insurance.
2. The Employer's Liability, and if necessary, Commercial Umbrella Liability insurance shall not be less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit.
3. The insurer shall agree to waive all rights of subrogation against the New Hanover County, its officers, officials, and employees for losses arising from work performed by the contractor for the New Hanover County.

C. Business Auto Liability

1. Firm shall maintain Business Auto Liability and, if necessary, Commercial Umbrella Liability insurance with a limit of not less than \$1,000,000 each accident.
2. Such insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos.
3. Business Auto coverage shall be written on ISO form CA 00 01, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in ISO form CA 00 01.
4. The firm's Business Auto Liability insurance shall be primary as respects New Hanover County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by the New Hanover County, its officers, officials, and employees shall be excess of and not contribute with the vendor's insurance.

D. Professional Liability Insurance

1. Firm shall maintain in force for the duration of this contract professional liability or errors and omissions liability insurance appropriate to the contractor's profession. Coverage as required in this paragraph shall apply to liability for a professional error, act, or omission arising out of the scope of the contractor's services as defined in this contract. Coverage shall be written subject to limits of not less than \$ 1,000,000 per loss.
2. If coverage required in paragraph 1. above is written on a claims-made basis, the firm warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of 2 years beginning from the time that work under the contract is complete.

E-Verify

Contractors and their subcontractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must comply with E-Verify requirements to contract with governmental units. E-Verify is a Federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. Please understand that Contractors, as defined above, must use E-Verify. Therefore, all contractors must be in compliance with the E-Verify requirements to enter into contracts with New Hanover County.

Right to Reject

The County reserves the right to reject any and all submittals received in response to this request.