

# **REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES**

## **RANDOLPH COUNTY HVAC DESIGN ASSOCIATED WITH COUNTY ENERGY EFFICIENCY BLOCK GRANT**

### **Notice:**

Notice is hereby given that Qualifications for professional engineering services will be received by Randolph County for HVAC design services that are associated with the County Energy Efficiency Block Grant.

### **Statement of Intent:**

The County of Randolph has received funding from the American Recovery and Reinvestment Act (ARRA) under the Energy Efficiency Community Block Grant (EECBG), and intends to contract with a licensed, professional engineer for the design of improvements to HVAC systems within select county buildings. The proposed HVAC systems are projects that have been identified by the county and approved by the Department of Energy (DOE) for use of EECBG funding. The engineer or engineering firm must be licensed to practice engineering in North Carolina for this type of project and work.

Any interested professional engineering firm or professional engineer working as a sole proprietor may submit proposals for consideration. Proposals should provide ample information for evaluation in accordance with the criteria set forth below. Because of limited availability of funds, the County of Randolph desires to procure these services for fees that will be determined totally eligible for funding by EECBG guidelines. All proposals for providing the requested services should especially address the general methodology of determination of engineering fees and for insuring the eligibility of all engineering fees for EECBG funding

### **Scope of Services:**

The selected consultant will first come and review the selected projects and buildings with county representatives to gain a base knowledge of projects and goals to be accomplished. Then based on the priority ranking, given by the county facilities committee, the consultant will begin work on design services for the projects based on ranking. Design services to be performed include, but not limited to: submitting a preliminary engineering report assessing project needs, determining proper equipment and/or upgrades needed, any drawings and specifications needed for project goals, and estimated project time and cost for completion.

## **Qualification Requirements & Evaluation Criteria:**

Responses to this RFP must include a cover letter stating firm's interest in the design services that is signed by an authorized representative of the firms. All proposals shall include the information listed below which will be used as the criteria for evaluation purposes:

1. Qualifications and Experience of the submitting firm. Qualifications submitted will need to give a brief description of their firms history, qualifications and experience in the proposed area of HVAC services. **(30 Points)**
2. The personnel and qualifications (experience, education, credentials, etc.) that firm anticipates being involved in engineering process. Also include what role they will be playing in their contribution to services. **(20 Points)**
3. A list of 5 projects that firms has completed within the past 10 years that are similar to HVAC design services as described in 'scope of work'. Also include references for each of the projects listed, and contact information for each reference. **(20 Points)**
4. Include current schedule of cost for all personnel expected to be involved. Please list their position and hourly rate associated with the position. Also include all other fees that are, or maybe expected, to be associated with the proposed services. **(20 Points)**
5. Firms timeliness and ability to meet a short timetable quickly begin work, and availability on short notice needs, and ability to respond to those needs. **(10 Points)**

## **Request for Clarification:**

All questions or requests for clarification or additional information must be submitted in writing no later than 3:00 P.M. on **Wednesday, June 2, 2010.** These written questions or requests must be submitted to Audrey Alexander, Purchasing Officer either by mail, fax or e-mail. Response to these requests will be addressed through an addendum to this RFQ.

## **Additional Information:**

This Request for Qualifications can be accessed and viewed in its' entirety on the Randolph County website at [www.co.randolph.nc.us](http://www.co.randolph.nc.us) by following the links through "Departments", "Purchasing", and "Current Bid Information". Copies of this Request for Qualifications will be provided upon receipt of a written request to Audrey Alexander at [ahalexander@co.randolph.nc.us](mailto:ahalexander@co.randolph.nc.us).

## **Federal Funding – ARRA:**

Funding for this project is provided through the American Recovery and Reinvestment Act (ARRA). Due to this fact, firms must be in compliance with the following **applicable** federal requirements, which includes, but not limited to the following: the Buy American Provision in the ARRA, Davis-Bacon Act, Historic Preservation, Housing and Urban Development Multifamily Priorities, Recovery Act Monitoring & Reporting Guidance, and NEPA/Wastestream Management.

Before selected firm begins work, there will be a meeting with county officials to discuss and layout guidelines and reporting requirements for federal funding. Firms will be responsible for meeting, and being in compliance with all applicable requirements, and providing documentation of compliance to County, State, and Federal reporting centers upon request. Contract documents will include the applicable reporting requirements.

## **Timeline:**

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| RFP Issue Date.....   | May 21, 2010  |
| Final date to submit Request for Clarification to Purchasing Officer..... | June 2, 2010  |
| Responses to Questions.....   | June 7, 2010  |
| RFQ Due Date by 3:00pm.....   | June 11, 2010 |
| Award date at County Commissioners meeting.....                           | June 21, 2010 |

Due to the speed requested to utilize these EECBG funds, Randolph County desires to have the preliminary engineering phase of the project completed a preliminary engineering report prepared within **3 weeks** of the date the engineer is given authority to proceed. An energy savings estimate shall also be prepared in accordance with EECBG guidelines. The plans and specifications should be prepared within reasonable timeline to be discussed once the engineer is given authorization to proceed.

All qualifications for providing requested engineering assistance should address in as much detail as possible the engineer's qualifications for meeting the criteria set forth above. The County of Randolph will evaluate the RFQ and will make a selection of an engineering firm based on consideration of the above criteria. The County of Randolph may choose to conduct interviews with one or more firms prior to final selection. It is the intention of The County of Randolph to select an engineer or engineering firm that best meets the County's needs for this project, costs and other factors considered. All firms submitting qualifications will be notified in writing as to the outcome of the selection process. Any questions regarding this request for qualifications should be directed to the above contact person.