



**Request for Qualifications  
For  
Architectural & Engineering Services**

**RFQ Release Date: May 16, 2025**

**Proposals Due: July 9, 2025, 5:00 EST**

Contact: Renea Warren Ford  
Purchasing Specialist  
Harnett County Finance Department  
455 McKinney Parkway  
Lillington, NC 27546  
Email: [purchasing.support@harnett.org](mailto:purchasing.support@harnett.org)  
[www.harnett.org](http://www.harnett.org)

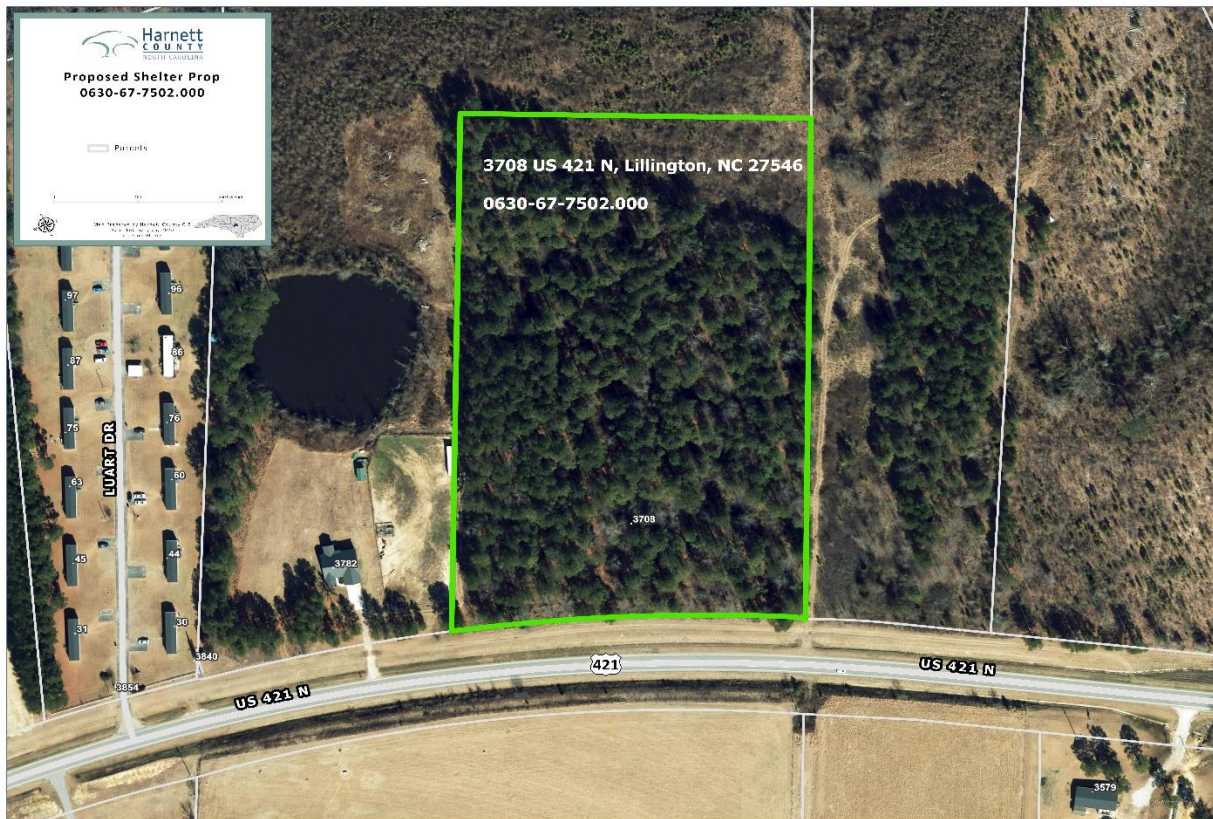
## Request for Qualifications for Architectural & Engineering Services For Design of an Animal Adoption Center

### 1 INTRODUCTION

#### 1. PURPOSE

The County of Harnett, North Carolina, ("County") is soliciting Requests for Qualifications (RFQ) from architectural and engineering firms with expertise in the design and construction of the new Animal Adoption Center.

The new Animal Adoption Center for the General Services/Animal Services Department will be located at 3708 US 421N, Lillington NC 27546 on an approximately 9.9-acre parcel (see below image for location). The new facility is planned to be approximately 15,000 SF to meet operational needs for animal intake, canine kenneling, surgery/recovery center, feline rooms, office spaces, meeting area, parking and other adoption related activities. Additionally, the property will include outdoor corrals for livestock, canine play areas and storage facilities programmed at approximately 12,000 – 15,000 SF. The programmed outdoor areas must be fenced and secured.



### 1.1 Background

The County of Harnett is one of the fastest growing counties in North Carolina with an approximate population of 142,000 residents. The proximity to Fayetteville/Fort Bragg to the south and Raleigh and the Research Triangle Park to the north combine to make Harnett County a prime place to live. It's this growing population that solidified the decision by the Harnett County Board of Commissioners to recognize the need for a larger and more modern animal adoption center.

Additionally, the County of Harnett has a total area of 601 square miles and as of the 2020 Census, a population of 134,000. Between 2010 and 2020, the population grew by 18.6 percent and is expected to increase an additional 14 percent by 2030. Growth is accented by the addition of many rooftops with corresponding public services demand, and especially noteworthy is the increasing demand for Animal Services' assistance.

The project listed for design services solicitation will address facility replacement and growth needs for Harnett County General Services – Animal Services.

### 1.2 RFQ Timeline

Below is a list of anticipated Schedule of Events (SOE) related to this solicitation. The County reserves the right to modify or adjust the following schedule to meet the needs of the project and project team members.

RFQ Process	Date and Time
RFQ Advertisement Date	5/16/2025
Deadline for Questions	5/27/2025
Submission Deadline	7/9/2025
Interview Notifications	Selections will be notified by Project Manager
Interviews	Jul-25
Selection Announcement	Aug-25

### 1.3 Questions

All inquiries and questions about the RFQ must be submitted in writing by email to Renea Warren-Ford at the following email address: [purchasing.support@harnett.org](mailto:purchasing.support@harnett.org). Questions will be received until **12:00pm on May 27, 2025**. Submitting emails should include in the subject line "County of Harnett – 'Animal Adoption Center'". Only written questions will be considered formal. **Any information given by telephone will be considered informal.** Any questions that the County feels are pertinent to all proposers will be posted online as an addendum to the RFQ. Email messages will be treated as written questions. Requests for clarification and questions to this RFQ must be received by the County no later than the date shown above in Section 1.2 RFQ Timeline, after which time no future questions will be accepted. The proposer's failure to request clarification and submit questions by the date in the RFQ timeline above shall be considered to constitute the proposer's acceptance of the County's terms and conditions and requirements. Questions are submitted via email to [purchasing.support@harnett.org](mailto:purchasing.support@harnett.org). Clarifications and questions must be written and/or submitted electronically to the applicable Purchasing Specialist listed below.

The County shall issue addenda reflecting questions and answers to this RFQ, if any, and shall be posted to the North Carolina Electronic Vendor Portal (eVP) website. No information, instruction, or advice provided orally or informally by any County personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Proposers shall be entitled to rely only on written material contained in an Addendum to this RFQ.

*It is important that all Proposers submitting to this RFQ periodically check the North Carolina Electronic Vendor Portal (eVP) website for any Addenda. It is the Proposer's responsibility to ensure that all addenda have been reviewed and, if required, signed and returned.*

### 1.4 Submittal Requirements & Contact Info

Proposals must follow the format defined in Section 2 Qualifications Package and be addressed and submitted as follows:

<b><u>Hand Delivered or Delivered</u></b>	<b><u>Inquiries &amp; Questions for This RFQ</u></b>
Harnett County Resource Center and Library Attn: Renea Warren-Ford, Purchasing Specialist 455 McKinney Parkway Lillington, NC 27546	Renea Warren-Ford, Purchasing Specialist <b><u>Email Address:</u></b> <a href="mailto:purchasing.support@harnett.org">purchasing.support@harnett.org</a>

### Proposal Packages Requirement:

Submit all documents into a sealed envelope. Complete and enclose the checklist provided as Appendix Six (6) to the submittal package with the name of the submitting company, the RFQ number and RFQ title.

A. Paper Submittal: Two (2) signed hard copies of the proposer's qualifications package including MWBE documentation, Appendices, and all other required documentation. Do not include Financial Statements and hourly rates within this submittal package. See **Confidential Submittal** below for instructions.

B. Electronic Submittal: Two (2) electronic versions, viable and printable, portable file formatted (PDF) files on separate flash drive storage devices. Do not include Financial Statements and hourly rates within this electronic submittal.

C. **Confidential Submittal**: One (1) hard copy and One (1) electronic version, viewable and printable Portable Document File format (PDF) flash drive storage device containing financial statements listed in Section 2, Tab 2 and an hourly rates schedule (Appendix 1) placed in a separate, sealed envelope, marked confidential.

Refer to Appendix 3 – Reference Questionnaire Submittal requirements for submittal requirements.

Proposers must respond to the entire Request for Qualifications (RFQ). Any incomplete proposal may be eliminated from competition at the discretion of the County of Harnett. The County reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest.

### **1.5 Rights to Submittal Material**

All qualifications packages and supporting materials, as well as correspondence relating to this RFQ, shall become the property of the County. The content of all submittals will be confidential until the selection of the firm is made. Qualifications will be reviewed by the Evaluation Team, as well as county staff and members who submit public records requests. Any proprietary data must be clearly marked. In submitting qualifications, each submitting firm/company agrees that the County may reveal any trade secret materials contained in such a submission to all County staff and County officials involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the County to assist in the selection process. Qualification submittals marked entirely as 'confidential', 'proprietary', or 'trade secret' will be considered non-responsive and will be removed from the evaluation process.

### **1.6 Communications**

All communications of any nature regarding this RFQ with any County staff, elected officials, or evaluation committee members are strictly forbidden from the time of solicitation is publicly posted until the award. Questions must be submitted in writing to the individual designated in

Section 1.4, before the deadlines provided. Violation of this provision may result in the firm's proposal being removed from consideration.

### **1.7 Proposer Expenses**

The county of Harnett will not be responsible for any expenses incurred by any firm in the development of a response to this Request for Qualifications or any other activities associated with the procurement including but not limited to any onsite interviews and/or presentations, supplemental information provided, submitted, or given to the County or its representatives.

### **1.8 Proposer Acceptance**

Submission of proposals indicates a Proposer's acceptance of the conditions within this RFQ. The County of Harnett has the sole discretion and reserves the right to cancel this RFQ and reject all proposals, to waive all informalities or irregularities, if it is deemed beneficial to the county.

## **2 Qualifications Package**

Submittals must follow the format outlined below. The County may reject as non-responsive at its sole discretion any submittal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

### **2.1 Request for Qualifications Required Document Format**

Responses should be divided using tables to separate each section and each project submission with the related section, listed as follows:

#### **Tab 1: Cover Letter**

Provide an introduction letter summarizing the unique qualifications of your firm to meet the needs of the project. This letter should be on the company's letterhead, including an authorized representative who has the authority to enter a contract with the County. Include the name, address, telephone number and email address of the individual who serves as the point of contact. The cover letter must include the full Firm name as registered, mailing addresses, website address, telephone numbers and licensure number.

#### **Tab 2: Corporate Background and Experience**

Include background information on the firm and provide detailed information regarding the firm's experience with similar projects. Provide a list of all similar projects performed in the past five to seven years, accompanied by at least one (1) owner reference and one general contractor reference (preferably a Construction Manager at

Risk project). The contact references should include full name of the person, firm, telephone number and email address. Include total amount invoiced for each project, the length of the project and a list of personnel involved in the project who are also proposed for the subject project named in this solicitation. Failure to provide may result in the rejection of the proposer's submittal.

The evaluation team reserves the right to contact any or all listed references or to contact any other public entities regarding past performance.

In addition, see Appendix 3 and provide three (3) reference questionnaires in accordance with the requirements of this RFQ.

**Tab 3: Financial Information (Provide as a Separate Submittal)**

Review and provide one (1) financial information.

Recent audited or reviewed financial statement prepared by an independent certified public accountant (CPA) that shall include , at a minimum, a balance sheet, income statement, i.e. profit/loss statement, and cash flow statement and if audited or reviewed financial statements were prepared more than six (6) months prior to the issuance of this RFQ, the Proposer shall submit its most recent internal financial statements (balance sheet, income statement and cash flow statement or budget with entries reflecting revenues and expenditures from the date of the audited or reviewed financial statements to the end of the most recent financial reporting period.

All financial information, statements and/or documents provided in response to this solicitation shall be kept confidential provided that each page of financial disclosure is marked as follows: 'CONFIDENTIAL – DO NOT DISCLOSE EXCEPT FOR THE EXPRESS PURPOSE OF PROPOSAL EVALUATION'.

The firm's failure to provide the financial information may result in the proposal being removed from consideration. Proposers are also encouraged to explain any negative financial information, and to provide documentation supporting those explanations and demonstrating the financial strength of the firm.

**Tab 4: Project Understanding, Approach, and Schedule**

Provide a comprehensive narrative, outline, and/or graph demonstrating the firm's understanding and approach to accomplishing the tasks outlined in the Scope of Work section of this RFQ. A description of each task and deliverables and the schedule for accomplishing each shall be included.

**Tab 5: Firm Team Members, Experience and Certifications/Qualifications**

This section must include the proposed staffing, deployment, and firm of personnel to be assigned to this project. The proposer shall provide information as to the

qualifications and experience of all executives, managerial, legal and professional personnel assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. This section must include the proposed staffing, deployment, and organization of personnel to be assigned to this project. For sub-consultants, the primary staff members participating in the project should be identified. A project-specific firm chart that clearly illustrates the roles, responsibilities, and reporting relationships of each team member should be included.

**Tab 6: Any project where legal and/or technical problems were encountered and the final resolution(s).**

Please include a brief narrative of projects in which your firm and sub-consultants have been involved in the last five (5) years which have experienced legal or technical problems. The narrative should briefly describe the problem, describe the final solutions or outcomes, and describe how your firm was involved in the outcomes.

Litigation/Claims: Please include responses to the items below. If yes to any of the questions below, list the project(s), dollar value, contact information for the owner and provide a full explanation with relevant documentation for projects which work has been performed during the last five years.

- a) Has your company ever failed to complete work contracted to it? \_\_\_\_ Yes, \_\_\_\_ No
- b) Has your company filed any claims, or have any claims filed against it, in the last five years? \_\_\_\_ Yes \_\_\_\_ No
- c) Has your company been involved in any suits, mediation, or arbitration with Local Governments with the last five years? \_\_\_\_ Yes \_\_\_\_ No
- d) Has your company been involved in any suits or arbitration with other agencies, individuals, or organizations in the last five years? \_\_\_\_ Yes \_\_\_\_ No

## **2.2 Hourly Rates**

This solicitation is being issued in accordance with NCGS 143-64.31, otherwise known as the Mini-Brooks Act, and therefore price cannot and will not be a determining factor in the selection of the successful contractor. The Hourly Rate Schedule (see Appendix 2) for all proposed project personnel should be submitted as confidential with the financial statement package and accordance with Section 1.4.

## **2.3 Qualifications Package Documents**

This RFQ is comprised of the base RFQ document, any attachments, appendices, and any addenda release before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference.

### 3 PROPOSAL EVALUATION

#### 3.1 Evaluation Criteria

This is not a bid. There will not be a public opening. Proposals will be evaluated for responsiveness and the criteria to follow.

Criteria	(a) Weight	(b) Score (0 - 3)	(a) X (b) Weighted Score
Corporate Background and Experience	20		
Financial Stability	5		
Project Understanding	20		
Project Approach	20		
Team, Experience, and Qualifications	30		
Legal Issues and/or Technical Problems	5		
<b>Final Score</b>			

#### Score Points

0 – Does Not Meet Expectations

2 – Partial Meets Expectations

1 – Meets Expectations

3 – Exceeds Expectations

#### 3.2 Final Selection

Qualifications will be reviewed after opening and will be ranked in order of choice, at which point contract negotiations will begin with the qualified firm. If negotiations are unsuccessful, the County will pursue negotiations with the next qualified firm. The County shall not be bound or in any way obligated until both parties have signed a contract. The County also reserves the right to delay the award of a contract or to not award a contract.

The general conditions and specifications of the RFQ, including the firm's fee proposal, and/or written correspondence applicable to the RFQ, may become part of the contract documents. Failure of the awarded firm to perform as represented may result in contract cancellation.

#### 3.3 Notice Submitting Firms Regarding RFQ Terms and Conditions

It shall be the submitting firm's responsibility to read the instructions, the County's terms and conditions, all relevant exhibits and attachments, and other components made a part of this RFQ, and to comply with all requirements and specifications provided herein. All proposals are

responsible for obtaining and complying with all addenda and other changes that may be issues in connection with this RFQ.

### **3.4 Contract Term**

The contract shall be in the duration of the project including construction warranty. At the end of the Contract's initial term, the County shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions. The County will give the contracted firm written notice of its intent to exercise each option no later than sixty (60) days before the end of the Contract's then-current term. In addition, the County reserves the right to extend a contract term for a period of up to 180 days in 90-day-or-less increments.

## **4 SCOPE OF SERVICES**

The awarded firm shall provide services as set forth within this RFQ. The scope of services described below is not exhaustive. The proposer may elect to include additional consultants in the submittal as deemed necessary to provide comprehensive services.

The project phases will include programming, pre-design and budget development, design development phases, permitting, CMAR delivery of construction, construction administration, and one-year warranty administration. Proposers must prove the capability to provide the necessary experience, technical and administrative skills, and workforce capacity for directing and managing a multi-disciplinary team approach to project delivery.

Design services for the new Adoption Center shall meet the operational and programming needs and shall be designed to maximize utilization of the site. The building programming minimally includes:

- Animal admission public animal drop-off & public animal adoption area
- Field Officer animal intake & sally port entry
- Separate dog & cat holding rooms
- Animal receiving room
- Animal surgery area & euthanasia area
- Get acquainted rooms
- Staff toilet & shower
- Separate dog quarantine kennel area
- Separate stray dog kennel area
- Separate dog adoption kennel area
- Animal feeding / prep kitchen
- Laundry room
- Cat adoption room
- Stray cat hold room & cat medical observation room
- Training areas and workspaces

- Meeting room
- Fencing & livestock areas

#### Building and site programming

- Building area of approximately 15,000 sf
- Program site for future facility expansion, livestock area, storage area & equipment storage

Expected services throughout the designer's contract will include the following:

#### Programming, Evaluation, and Conceptual Design:

- a) Meet with County staff and Animal Services staff.
- b) Programming and Concept Design, but not limited to, detailed space needs study and project construction costs involving determination and validation of building and user requirements, floor plan layouts, total building area, and adjacencies for effective and efficient delivery of programs and services.
- c) Project updates include support/providing content for any County-sponsored internal and external websites or other update platforms.
- d) Value management/engineering efforts as necessary to meet the project budget.
- e) Project development life-cycle cost estimating and project scope/budget reconciliation.

#### Architectural Design Services:

- a) Provide signed and sealed contract documents suitable for permitting, bidding and construction, based on the approved Conceptual Design, to include supporting engineering calculations and reports suitable for obtaining construction permits for site and building construction.
- b) Site design, grading, drainage, erosion, and sediment control plans
- c) Site utility plans
- d) Landscape and planting plan
- e) Code Summary
- f) Structural details
- g) Technical specifications for civil, architectural, and structural work
- h) Review and application of local, state and federal codes
- i) Mechanical, electrical and plumbing design
- j) Integrated systems design
- k) All governance submittals, approvals, and permits
- l) Technical specifications
- m) Constructability reviews
- n) Identification of delegated design systems
- o) 100% plans and specifications suitable for bidding and construction

- p) Coordinate with end-users and potential Owner consultants

Bidding Services coordinated with CMAR delivery:

- a) Assemble and issue complete drawings and specifications to the CMAR, including but not limited to, equipment and materials, civil, mechanical, electrical, and architectural disciplines
- b) Coordinate with CMAR to Identify and Include bid alternates.
- c) Receive Request for Information (RFI), prepare and assist in the issuance of any addenda
- d) Assist in the preparation of the Notice to Proceed (NTP) to contractors on behalf of the Owners

Construction Administration:

- a) Lead in obtaining building permits and coordination of utility service connections/upgrades unless the scope is defined in the construction contract documents
- b) Coordinate and conduct pre-construction meetings with successful Contractors at the project site. This meeting will set parameters for the construction phase process and the expectations for all aspects of the work.
- c) Review project scope, schedule, and phasing milestones.
- d) Review project administration procedures, requirements, and responsibilities
- e) Coordinate with Owner's 3<sup>rd</sup> Party consultants as needed.
- f) Processing and expediting RFIs, shop drawings and submittals, contract modifications, pay applications, change orders, et cetera.
- g) Management, coordination, and communication of all construction activities with the Owner.
- h) Oversee construction close-out procedures and warranty issues.

## Appendix 1

### CONTRACT STANDARD TERMS AND CONDITIONS

#### 1. Compensation

The standard County of Harnett payment term is NET 30 days from the date of the invoice. For prompt payment all invoices should be emailed to Anna Peele, Administrative Assistant at [apeelee@harnett.org](mailto:apeelee@harnett.org) or mail to Harnett County General Services PO Box 940, Lillington, NC 27546. All invoices must include the Purchase Order Number. Invoices submitted without the correct purchase order number will result in delayed payment.

#### 2. Standard of Care

Architect/Engineer shall perform for or furnish to County professional engineering and related services in all phases of the project to which this Contract applies as hereinafter provided. The Capital Projects Construction Manager shall serve as the County's primary representative for the project providing oversight and advice. He may employ such consultants as deemed necessary to assist in the performance or furnishing related services.

The standard of care for all professional engineering and related services performed under this contract will be the care and skill ordinarily used by members of architectural/engineering profession practicing under similar conditions at the same time and the same locality.

#### 3. Opinions of Probable Construction Cost

Engineer's Opinions of probable Construction Cost provided for herein are to be made based on Engineer's experience and qualifications and represent Engineer's best judgment as an experienced and qualified professional generally familiar with the construction industry.

#### 4. Notices

All notices, requests for payment, or other communications arising under this contract shall be sent to the following:

Communications	Point of Contact
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Notices	Attn: Capital Projects Construction Manager 910.984.4173 and/or other Project Team Members TBD
Requests for Payment	Attn: General Services Admin. Asst. 910-893.7536

## 5. **Non-Discrimination**

To the extent permitted by North Carolina law, the Parties for themselves, their agents, officials, officers, members, representatives, employees, and contractors agree not to discriminate in any manner or in any form based on actual or perceived age, race, color, sex, religion, disability or national origin in connection with the Contract or its performance.

## 6. **Minority and Women Owned Business Enterprise**

The County maintains an affirmative policy of fostering, promoting, and conducting business with women and minority owned business enterprise.

## 7. **Assignment**

The County nor the contractor will assign, sublet, or transfer their interest, duties, or obligations hereunder without the prior written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto, nor shall it create any rights or benefits to parties other than the County and the Contractor as may be specifically called for herein.

## 8. **Applicable Law**

All matters relating to this Contract shall be governed by the laws of the State of North Carolina, without regard to its choices of law provisions.

## 9. **Insurance**

The contractor shall obtain, at its sole expense, all insurance required in the following, listed as A, B, C & D.

- A. **Workers' Compensation Insurance** – Coverage for all paid and volunteer workers meeting the statutory requirements of The North Carolina Workers' Compensation Act, North Carolina General Statute §97.
- B. **Commercial Automobile Liability** - Coverage with limits of no less than \$1,000,000.00 per occurrence for bodily injury and property damage for any vehicle used during performance of the Services, including coverage for owned, hired, and non-owned vehicles.
- C. **Commercial General Liability Insurance** - Bodily injury and property damage liability as will protect the CONTRACTOR from claims of bodily injury or property damages which arise from operations of this Contract. The amounts of such insurance coverage

shall not be less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate coverage.

- D. Professional Liability – Limits of no less than \$1,000,000 each claim. This coverage is only necessary for professional services such as engineering, architecture or when otherwise required by the County.

CONTRACTOR agrees to furnish COUNTY proof of compliance with the insurance coverage requirements of this Contract upon request. CONTRACTOR upon request by COUNTY shall furnish a certificate of insurance from an insurance company, licensed to do business in the State of North Carolina and acceptable to COUNTY verifying the existence of any insurance coverage required by COUNTY. The certificate will provide for sixty (60) days advance notice in the event of termination or cancellation of coverage. COUNTY and its employees shall be named as an additional insured on the required policies of insurance, except workers' compensation.

## **10. Indemnity**

1. To the fullest extent allowed by law, the CONTRACTOR shall indemnify and hold harmless the County, its officers, officials, employees, agents, or indemnities (collectively called 'Indemnified Parties') from and against those losses, liabilities, damages, and costs proximately caused by, arising out of, or resulting from the sole negligence of the Contractor, the Contractor's agents, or the Contractor's employees.
2. In matters other than those covered by subsection 1. Above, and the fullest extent allowed by law the CONTRACTOR shall indemnify and hold harmless the indemnified Parties from and against losses, liabilities, damages, and costs caused by, arising out of, resulting from, or in connection with the execution of the work provide for in this contract when the fault of the CONTRACTOR or its Derivative Parties is a proximate cause of the loss, liability, damage, or expense indemnified.
3. Costs and expenses shall include attorney's fees, litigation or arbitration expenses, or court costs actually incurred by the Indemnified Parties to defend against third-party claims alleges in any court, tribunal, or alternative dispute resolution procedure required of any of the Indemnified Parties by a law or by contract, only if the Fault of the Contractor or its Derivative Parties is a proximate cause of the attorney's fees, litigation or arbitration expenses, or court costs to be indemnified.
4. Only to the extent provided pursuant to a policy of insurance, the Contractor shall defend the Indemnified Parties against claims alleged in any court, tribunal, or alternative dispute resolution procedure if the Fault of the Contractor or Derivative Parties is a proximate cause of such claims.
5. The Contractor's duty to indemnify, defend, and hold harmless described hereinabove shall survive the termination or expiration of this Contract.

**11. Intellectual Property**

Any information, data, instruments, documents, studies, reports or deliverables given to, exposed to, or prepared or assembled by the Contractor under this contract shall be kept confidential proprietary information of the County and not divulged or made available to any individual or organization without the prior written approval of the County. Such information, data, instruments, documents, studies, reports or deliverables will be the sole property of the County and not the Contractor.

Copyright in and to any copyrightable work, including, but not limited to, copy, art, negatives, photographs, designs, text, software, or documentation created as part of the Contractor's performance of this project shall vest in the County. Works of authorship and contributions to works of authorship created by the Contractor's performance of this project are hereby agreed to be 'works made for hire' within the meaning of 17 U.S.C. 201.

**12. Force Majeure**

Except as otherwise provided in any environmental laws, rules, regulations or ordinances applicable to the parties and the services performed under this Contract, neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God. Either party to the Contract must take reasonable measures and implement reasonable protections when a weather event otherwise defined as a force majeure event is forecast to be eligible to be excused from the performance otherwise required under this Contract by the provision.

**13. Advertising**

The Contractor shall not use the existence of this Contract, or name of the County, as part of any advertising without the prior written approval of the County.

**14. Cancellation**

The County may terminate this Contract at any time by providing thirty (30) days' written notice to the Contractor. In addition, if the Contractor shall fail to fulfill in timely and proper manner the obligations under this Contract for any reason, including the voluntary or involuntary declaration of bankruptcy, the County shall have the right to terminate this Contract by giving written notice to the Contractor and termination will be effective upon receipt. The contractor shall cease performance immediately upon receipt of such notice.

**15. Applicability of North Carolina Public Records Law**

Notwithstanding any other provisions of this Contract, this Contract and all materials submitted to the County by the Contractor are subject to the public records laws of the

State of North Carolina and it is the responsibility of the of the Contractor to properly designate materials that may be protected from disclosure as trade secrets under North Carolina law as such and in the form required by law prior to the submission of such materials to the County. The contractor understands and agrees that the County may take all actions necessary to comply with federal, state, and local laws and/or judicial orders and such actions will constitute a breach of terms of this Contract. To the extent that any other provisions of the Contract conflict with this paragraph, the provisions of this section shall control.

**16. E-Verify**

Contractor shall comply with E-Verify, the federal E-Verify 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 and as in accordance with N.C.G.S. 64-25 et seq. In addition, to the best of the Contractor's knowledge, any subcontractor employed by the Contractor as part of this contract shall follow the requirements of E-Verify and N.C.G.S. 64-25 et seq.

**17. Companies Boycotting Israel Act Certification**

Contractor certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81

**END OF APPENDIX 1**

**APPENDIX 2****HOURLY RATE SCHEDULE**

Awarded firm shall perform the services to be performed as set forth in this RFQ and more particularly described in Section 4 Scope of Services utilizing the following hourly rate schedule below.

The Hourly Rate Schedule (see Appendix 1) for all proposed project personnel should be submitted as confidential with the financial statement package and in accordance with Section 1.4.

Position Title	Hourly Rate

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by: \_\_\_\_\_

(Type or Print Name)

Title of Signer: \_\_\_\_\_

**APPENDIX 3****PROPOSER QUESTIONNAIRE**

The following questions must be answered, and the data given must be clear and comprehensive. If necessary, questions may be answered on separate sheets. The Proposer may submit any additional information desired.

Company Name: \_\_\_\_\_ d/b/a (if applicable): \_\_\_\_\_

Street/PO: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

☐ Sole Proprietor      ☐ Partnership      ☐ Corporation      ☐ Other

Number of years in business: \_\_\_\_\_

Fed Tax Id: DUNS : \_\_\_\_\_

Are you registered with the North Carolina Secretary of State to conduct business (if required)?

☐ Yes   ☐ No   ☐ Not Applicable

Are you properly licensed/certified by the Federal and/or State of North Carolina to perform the specified work?

☐ Yes   ☐ No   ☐ Not Applicable (ATTACH COPY OF ALL APPLICABLE LICENSING/CERTIFICATION DOCUMENTS)Are/will you be properly insured to perform the work? ☐ Yes   ☐ No

Contact for this contract: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever defaulted or failed on a contract? (If yes, attach details) ☐ Yes   ☐ No

List at least three (3) references for which you have provided these services (same scope/size) in the past three years – preferably government agencies. Do not include the County of Harnett as a reference to meet the requirement of listing three (3) references.

**PROPOSERS ARE RESPONSIBLE FOR SENDING REFERENCE QUESTIONNAIRE (APPENDIX III) TO THEIR REFERENCES.**

1. Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Describe Scope of Work: \_\_\_\_\_

2. Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Describe Scope of Work: \_\_\_\_\_

3. Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Describe Scope of Work: \_\_\_\_\_
4. Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Describe Scope of Work: \_\_\_\_\_
5. Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Describe Scope of Work: \_\_\_\_\_
6. Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Describe Scope of Work: \_\_\_\_\_

The undersign swears to the truth and accuracy of all statements and answers contained herein:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## **Appendix 4**

### **REFERENCE QUESTIONNAIRE (Instructions)**

The County of Harnett, as a part of the RFQ, requires proposing companies to submit a minimum of three (3) business references as required within this document. The purpose of the references is to document the experience of the proposer relevant to the scope of the services and assist in the evaluation process.

- The Proposer is required to send the reference form (the following two pages) to each business reference listed on the Proposer Questionnaire.
- The business reference, in turn, is requested to submit the Reference Form to the County of Harnett point of contact identified on the Reference Questionnaire form for inclusion in the evaluation process.
- The form and information provided will become a part of the submitted proposal. The business references may be contacted for validation of the response.
- It is the Proposer's responsibility to verify its references which have been received by the County of Harnett by the date indicated on the reference form.

**APPENDIX 5**  
**REFERENCE QUESTIONNAIRE FORM**  
***RFQ Title: Harnett County Adoption Center***

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**(Name of Business Requesting Reference)**

This form is being submitted to your company for completion as a business reference for the company listed above.

This form is to be returned to the County of Harnett, via email to [purchasing.support@harnett.org](mailto:purchasing.support@harnett.org) subject line 'County of Harnett – Animal Adoption Center' no later than **4:00 p.m. ET, 6/30/2025** and **MUST NOT** be returned to the department requesting the reference.

For questions or concerns regarding this form, please contact the County of Harnett, Point of Contact above.

**Company Providing Reference** \_\_\_\_\_

**Contact Name and Title/Position** \_\_\_\_\_

**Contact Telephone Number** \_\_\_\_\_

**Contact Email** \_\_\_\_\_

**Questions:**

1. In what capacity have you worked with the company in the past? If the company was under a contract, please acknowledge and explain briefly whether the contract was successful.

Comments: \_\_\_\_\_

\_\_\_\_\_

2. How would you rate this company's knowledge and expertise?

☐ 3=Excellent

☐ 2=Satisfactory

☐ 1=Unsatisfactory

☐ 0=Unacceptable

Comments: \_\_\_\_\_

\_\_\_\_\_

3. How would you rate the company's flexibility to changes in the scope and timeline?

☐ 3=Excellent

☐ 2=Satisfactory

☐ 1=Unsatisfactory

☐ 0=Unacceptable

Comments: \_\_\_\_\_

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4. What is your level of satisfaction with hard-copy materials, e.g., reports, logs, etc. produced by the company?

☐ 3=Excellent☐ 2=Satisfactory☐ 1=Unsatisfactory☐ 0=Unacceptable

Comments: \_\_\_\_\_

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5. How would you rate the dynamics/interaction between the company and your staff?

☐ 3=Excellent☐ 2=Satisfactory☐ 1=Unsatisfactory☐ 0=Unacceptable

Comments: \_\_\_\_\_

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6. Who were the company's principal representatives involved in providing your service and how would you rate them individually? Would you comment on the skills, knowledge, behaviors, or other factors on which you based the rating? (3 = Excellent, 2 = Satisfactory, 1 = Unsatisfactory, 0 = Unacceptable)

Name: \_\_\_\_\_ Rating: \_\_\_\_\_

Name: \_\_\_\_\_ Rating: \_\_\_\_\_

Name: \_\_\_\_\_ Rating: \_\_\_\_\_

Name: \_\_\_\_\_ Rating: \_\_\_\_\_

Comments: \_\_\_\_\_

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7. Which aspect(s) of this company's services are you most satisfied with?

Comments: \_\_\_\_\_

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8. Which aspect(s) of this company's services are you least satisfied?

Comments: \_\_\_\_\_

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9. Would you recommend this company's services to your organization again?

Comments: \_\_\_\_\_

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## **APPENDIX 6**

### **Submittal Checklist**

Firm Name: \_\_\_\_\_

RFQ Title: \_\_\_\_\_

RFQ Number: \_\_\_\_\_

☐ Paper Submittal: **Two (2)** signed hard copies of the proposer's qualifications package including Appendices and all other required documentation. Do not include Financial Statements and hourly rates with this submittal package. See the Confidential Submittal below for instructions.

☐ Electronic Submittal: **Two (2)** electronic versions, viewable and printable, Portable Document File formatted (PDF) files on separate flash drive storage devices. Do not include Financial Statements and hourly rates within this electronic submittal. See the Confidential Submittal below for instructions.

☐ Confidential Submittal: **One (1)** hard copy and **One (1)** electronic version, viewable and printable Portable Document File format (PDF) flash drive storage device containing financial statements listed in Section 2, Tab 2, and an hourly rate schedule (Appendix 2) placed in a separate, sealed envelope, marked confidential.

☐ Reference Questionnaire Electronic Submittal requirements – Refer to Appendix 5