



Harnett County, North Carolina

Request for Qualifications

Architectural Services

for the

Patriots Park Restroom Facility

at

Patriots Park
721 Ponderosa Rd
Cameron, NC 28326

County of Harnett
REQUEST FOR QUALIFICATIONS
For Patriots Park Restroom Facility

Sealed submittals are due by 4:00pm on December 5, 2023 and will be received at the address below. Firms mailing responses should allow delivery time to ensure timely receipt of the proposals. The responsibility for getting the responses to the County of Harnett Resource Center and Library on or before the specified time and date is solely and strictly the responsibility of the responding firm. The County will in no way be responsible for delays caused by any occurrence. Responses may be hand carried or mailed to:

Harnett County Resource Center and Library
Attn: Renea Warren-Ford, Purchasing Specialist
455 McKinney Parkway
Lillington, NC 27546

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. Questions will be received until **3:00pm on December 1, 2023**. Inspection of the premises may be arranged by contacting Carl Davis at cdavis@harnett.org or (910) 893-7518.

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.

Issuance of this Request for Qualifications does not commit the County of Harnett to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for related services or supplies.

The County must receive at least (3) proposals or must re-solicit. The successful bidder(s) shall be required to comply with all applicable Equal Employment Opportunity laws and regulations. The County of Harnett encourages all businesses, including DBE, minority, and women-owned businesses to respond to all Requests for Qualifications.

The County of Harnett reserves the right to waive any informalities, to reject any and all responses to the Request for Qualifications, and to accept any responses which in its opinion may be in the best interest of the County of Harnett.

Introduction: The County of Harnett (“County”) requests qualifications from qualified architectural firms to design and provide construction drawings for the Patriots Park Restroom Facility.

Project Description: County is seeking to design a new Restroom Facility (estimated 180 square foot) at Patriots Park located at 721 Ponderosa Rd, Cameron, NC 28326. Patriots Park opened in 2021 and current amenities are two multipurpose fields, walking trails, picnic shelter, and playground. The Park is on the same parcel as the Johnsonville Solid Waste Convenience site.

Project Schedule: The following is a preliminary milestone date list for this project:

| Task | Date |
|--|-------------------------|
| RFQ Issued: | November 28, 2023 |
| SOQs Accepted: | December 5, 2023 |
| Notify Short-Listed Firms (if applicable): | December 15, 2023 |
| Interview Short-Listed Firms (if needed): | December 19, 2023 |
| Recommend Award: | January 9, 2024 |

Statement of Qualifications Format: A written statement of qualifications must be submitted in the format outlined herein. Each statement of qualifications will be reviewed to determine if it is complete prior to actual evaluation. A total of one (1) physical copy and one (1) digital copy of the qualifications statement shall be submitted. The statement of qualifications will be evaluated based on demonstration of meeting the requirements of this RFQ.

Proposal Content: The written statement of qualifications should provide background information about the firm, its employees, and its experience with related projects and related clients.

Specifically, the proposal should address the following information in order:

1. Firm profile listing: name, address, year established, type of ownership, size of company and staff, and an organizational chart. If company has multiple offices, list where the work for this project will be performed.
2. Current firm workload and ability to perform work for this project given the schedule listed above.
3. Identify the role and the relevant experience of each team member as it relates to this project, with specific regard to their participation in similar projects. Identify all co-consultant and/or sub-consultants that will be utilized for this project.

4. Relevant design projects to include square footage and cost of construction per square foot.
5. Walk us through the process in your studio in taking on this type of project. Include who would be involved and how the process works.
6. Firm proximity to and familiarity with the area where the project is located.
7. Provide references of three owners for whom firm has provided relevant design services. Include name, title, organization, and telephone number for each reference.
8. Additional information the respondent believes to be relevant to the selection efforts of Harnett County.

General Comments:

1. To ask further questions about the project or schedule site visits, respondents should contact Parks and Recreation Director, Carl Davis, at (910) 893-7518.
2. Any cost incurred by respondents in preparing or submitting qualifications for the project shall be the respondents' sole responsibility.
3. All statements of qualifications, responses, inquiries, or correspondence relating to this RFQ will become the property of the County when received.
4. The County reserves the right to refuse any or all packages received, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of County in its sole and exclusive discretion. County reserves the right to negotiate with one or more firms and is not obligated to enter into any contract with any respondent on any terms or conditions.
5. A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. No recommendations or conclusions from this RFQ process concerning respondents shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of County unless County and respondent execute a Contract.
6. County encourages participation by minority and women-owned businesses and respondents should be prepared to provide evidence of such classification and/or attempt to engage such firms within the qualification's package.

7. All statements of qualification are subject to public disclosure under the North Carolina Public Records Law. To the extent permissible by law, County agrees to keep confidential any confidential proprietary information included in a response, provided that: (1) the respondent identifies the confidential proprietary portions of the response; (2) the respondent identifies as confidential and proprietary only those portions of the submittal that actually are confidential and proprietary; and (3) the respondent states why protection is necessary. Respondents shall not designate their entire response as confidential and proprietary nor shall they so designate information that is already public.

8. In submitting a statement of qualifications, each firm agrees that County may reveal any trade secret materials contained in such response to all County staff involved in the selection process and to any outside consultant or other third parties who serve on the selection committee or who are hired by County to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret.