

**FRANKLIN COUNTY NORTH CAROLINA
REQUEST FOR QUALIFICATIONS (RFQ)
Master Facility Plan/Space Needs Assessment**

I. INTRODUCTION

Franklin County is issuing this Request for Qualifications (RFQ) to qualified professional firms to solicit responses to provide Master Facility Planning Services for existing and future capital facility projects for Franklin County Government. The development of a new central Administration Facility should be the first priority in a multi-step/multi-year process to appropriately size and locate County government functions and services for citizens in a cost effective and space conscious manner.

The County is seeking responses from firms that are qualified to provide Master Facility Planning Services for existing and future capital facility projects for Franklin County Government. Responding firms must show a strong background in the planning of public facilities for county government: including county administration buildings, customer service centers, justice centers, detention centers and/or court facilities. The County is seeking a firm whose combination of qualified experience and personnel will provide timely, cost-effective, and professional planning services for the County.

The response must present the most efficient, effective and functional plan for space needed by County employees for the provision of County and related agencies services. The response will evaluate the best and highest use for our existing buildings, land holdings, and available space and offer alternatives for the use of any vacated County-owned asset or include the need to acquire appropriate land holdings to accommodate any recommended vision. A comprehensive response thus encompasses the best arrangement of the physical environment, building facilities and departmental designs that make the most efficient use of space and function and produce the highest level of excellence in the delivery of services to Franklin County citizens.

Franklin County seeks a comprehensive vision for space allocation that will address needs for a **minimum of 5 years and maximum of 30 years.**

II. SCOPE OF WORK AND TASKS TO BE INCLUDED

Franklin County Government currently provides facilities and building space for its various operational departments. The County provides appropriate facilities for several constitutional offices and functions; i.e. Superior & District Courts, Sheriff, Jail, Clerk of Court, Register of Deeds, District Attorney and Probation and Parole; as well as several qualified non-profit organizations that provide services to County Citizens on a regular basis. In most instances, the County owns the buildings its departments and employees occupy; however, in some instances

the space is leased by Franklin County for their use (i.e. Economic Development and Public Utilities Main Office).

The Scope will be:

1. The identification & assessment of Current Space; i.e., occupied by various County departments & agencies.
2. The identification of the 5 to 20-year Projected Space Needs; considering current/existing space deficits, projected county growth and demand for services.
3. Recommendations for providing/constructing for the space/building needs identified.
4. The identification of Capital funding amounts required to support the space/building recommendations.
5. The identification of other associated costs such as infrastructure upgrades, office equipment, etc.

The Specific Tasks will be:

1. Meet with Franklin County staff and develop an inclusive listing of current Franklin County space, buildings, and land holdings.
2. Meet with designated Department Directors to discuss immediate as well as long-term operational requirements and associated space needs, including but not limited to parking, storage, security, privacy, etc.
3. Conduct an assessment of all **specifically identified** County owned/leased space(s) as well as land holdings and document and quantify the conditions found with regards to existing space and the space needs observed as well as their impact on:
 - Operational efficiency
 - Personal staff and visitor safety & building security if necessary
 - Access & circulation to and from as well as within the building
 - Quantity and type of specific space needed now
 - Accessibility to and use of technology and/or building limitations to use and/or access
 - Visitor and Staff parking; including quantity, accessibility, and security
 - Security and safety recommendations (including, but not limited to security camera placement)
4. Assess the impact of growth and apply results based on general population growth projections as well as the above-mentioned interviews
5. Identify options for providing the total projected space needs;
 - Expansion on site
 - New Construction
 - Restoration of existing structures/facilities
 - Strategic assessment of existing County-owned land parcels

- Propose a strategy for future use of a building once relocated or vacated
 - Acquisition of land holdings
6. Make recommendations and suggestions for prioritization of Capital funding based on findings over the next 5, 10, 15 and 20 years.
 7. Provide estimates of probable costs for each of the developed options identified and or created.
 8. Prepare a written report of findings and be prepared to present a summary of all findings and recommendations to appropriate staff and the Board of County Commissioners, as requested.

The Departments/Agencies are:

- County Manager’s Office
- Commissioner’s Chambers
- Human Resources
- Finance Department
- Information Technology Solutions
- Tax Department
- Planning and Inspections Department
- Parks and Recreation
- Economic Development
- Register of Deeds
- Veterans Services
- Clerk of Court
- District Attorney
- District and Superior Court
- Probation and Parole
- Sheriff’s Office
- Detention Center
- Animal Shelter
- Department of Social Services
- Health Department
- Office of Emergency Services
- Emergency Communications
- Library – Main Library and three branches
- Board of Elections
- Senior Center – two locations
- Public Utilities
- Solid Waste
- Facilities Maintenance
- Cooperative Extension

- Soil & Water
- Other land holdings – to be provided to selected firm

III. SCHEDULE

Each prospective applicant must be able to demonstrate a commitment of resources to this project to maximize time utilization.

- Interviews will be held with selected applicant(s) during March/April 2019 by a committee comprised of Franklin County staff and elected county officials.
- A contract will be recommended for award to the Franklin County Board of Commissioners in April/May 2019 at a Board's regularly scheduled meeting.
- All applicants will be notified, via email, of the successful proposal.
- Work on the project is anticipated to begin immediately after award of the contract.

IV. DELIVERY INFORMATION AND RECEIPT DEADLINE

To be considered responsive, ten (10) copies and one PDF version on a USB drive of the submitted responses must be received by the County. Responses are to be submitted in a sealed manner bearing the name and address of the firm and should be clearly marked:

Response for Franklin County Master Facility Plan/Space Needs Analysis

Delivery to:
Franklin County Administration Bldg
Attn: Kim Denton, Assistant County Mgr
113 Market Street
Louisburg, NC 27549

Mail to:
Franklin County Administration Bldg
Attn: Kim Denton, Assistant County Mgr
113 Market Street
Louisburg, NC 27549

Sealed responses to this RFQ will be accepted until **4:00 p.m. Thursday, March 14, 2019.**

VI. DESIGNATED CONTACT

The designated contact person for this RFQ is Kim Denton, Assistant County Manager

VII. QUALIFICATIONS/EXPERIENCE

The selected firm must possess the ability, experience and reputation for quality service necessary to produce an efficient, effective and functional recommendation. The following minimum qualifications must be met:

- Firm must be authorized to offer their services in North Carolina.
- Firm must have experience in dealing with municipal governments and have the ability to research, coordinate and prepare appropriate reports for the County.
- Firm must carry adequate professional liability insurance as well as errors and omission insurance.
- The respondent firm must have successfully completed a minimum of three (3) municipal, county or state projects related to this RFQ in the last five (5) years with references on each project listed to include the name of the project manager and relevant information. Projects should have been completed on time and within budget. Include any additional details to support and describe projects completed that will be helpful in the review of information.

VIII. EVALUATION CRITERIA

All proposals will provide the following information for review:

1. Description of the firm and the principal services provided; including a brief statement of the qualifications of the firm that pertain specifically to this project. If the proposing firm intends to include an associate firm or other non-firm personnel on the project, describe the purpose and roles of those members.
2. Resumes and relevant experience of the key principal(s) and any staff that will be associated with the project.
3. A detailed description of the project approach and work plan proposed to complete the services requested.
4. A projected project schedule and approximation of when specific tasks will be accomplished within the timeline proposed.
5. Fee Structure (Do not include cost estimates for the project.)
6. Brief descriptions of no less than three (3) projects, similar in scope and context to that requested that have been completed for other comparable counties. Please include for each county, the name of the county as well as the name of the contact person that will be familiar with the work performed including a phone number or e-mail address. Any other references used for the firm will be welcomed.

IX. SELECTION

Selection Process

The proposals received by the submittal deadline will be evaluated by a selection committee comprised of representatives of Franklin County. The committee will review and identify the firm or firms that are most qualified and responsive to the services requested. Interviews may be conducted should the committee require further assessment.

Negotiations will be initiated with the chosen firm to define a detailed scope of work and services. The county may obtain a cost estimate and will request the consulting firm to submit a fixed fee proposal and cost breakdown for evaluation and negotiation. If a mutually satisfactory agreement cannot be reached, negotiations will be terminated with that firm. When an agreement is reached, a recommendation will be made to the County Commissioners for execution. Franklin County reserves the right to reject any and all proposals and respond at its sole discretion.

X. RFQ RESPONSE CONTENTS

The Response shall contain the following information:

- Letter of interest
- Outline the firms desire to participate in the project and summarize the information contained in the response in less than 10 pages excluding staff resumes and relevant work examples.
- Basic qualifications
- Ability to perform
- Technical capabilities
- Performance history/references
- Project approach and scope of services to be provided
- Timeline
- Project organizational chart listing names and contact information

XI. COMPLIANCE

The County of Franklin is an Equal Opportunity Employer. Small businesses and minority owned business are encouraged to bid. All firms shall comply with all federal, state and municipal ordinances and laws applicable during the project.