

Request for Qualifications for Engineering, Consulting, and Design Services



Masterplan Design and Engineering Services Request for Candor West (Industrial Site)

Proposals Due: Friday, January 10, 2025

County of Montgomery
102 East Spring Street
PO Drawer 425
Troy, NC 27571

I. PURPOSE

Montgomery County is seeking Statements of Qualifications from firms for the design of an illustrative Masterplan, due diligence, and supplemental design and engineering work, as described in the Project Description, for the Candor West Industrial Site. This site is 100 ± acres located in Candor, NC within a mile of I-73/74. Grant funding for the Masterplan and supplemental services is being provided by the North Carolina Railroad's Build Ready Site Program. Given the proximity to I-73/74 (Exit 44) and access to railways, Montgomery County anticipates the marketing of this property to attract light industrial users. The best qualified firm will be selected to design this Masterplan, complete due diligence, and provide supplemental engineering services. The firm will be selected using a qualifications-based selection process based on demonstrated competence and experience. Selection of a firm does not guarantee that the firm will enter into a contract with the County.

II. PROJECT DESCRIPTION

The West Candor Site property is located at 215 West Church Street in Candor, Montgomery County, North Carolina and is 100 ± acres. It is further identified as Geographic Parcel Identification Number [7576 15 54 9302](#). The site is predominately undeveloped and includes wooded areas and a telecommunications tower. Surrounding properties consist of undeveloped wooded land, residential land, and agricultural land.

The following work has been completed and will be provided to the firm selected for this project upon request:

- Phase 1 Environmental (2019)
- Wetlands Delineation (2020)
- Threatened & Endangered Species (2021)
- Cultural Resources Desktop Records Review (2021)
- Preliminary Jurisdictional Determination (2019)

The selected firm will be required to provide a masterplan, including recommendations for light industrial rail users, and to complete and update all required industrial and site readiness due diligence. The firm must also provide supplemental environmental, engineering, and design services, including:

- Illustrative site plan that shows developable acres, based on required setbacks and ordinances as established by the Town of Candor, Montgomery County, or other jurisdictional agencies.

- Illustrative site plan that shows existing utilities (water, sewer, electric, and telecommunications) with capacities in proximity to the property on Packhouse Road, West Railroad Street, West Main Street, West Currie Road, and North Main Street/Hwy 220.
- Based on an approved illustrative site plan, prepare Preliminary Engineering Reports that include probable costs for:
 - Entrance and road stubbed at 100'
 - Entrance and road stubbed at 100' to include water and sewer extension
- Pad-ready site analysis, including an illustrative site map, and probable costs for a 60,000 SF light industrial building (rail user-focused – include rail spur) with 32' ceiling heights - divisible, and expandable to 120,000 SF.
- Provide conceptual rendering and probable costs for a 60,000 SF light industrial building (rail user-focused – include rail spur) with 32' ceiling heights with some natural light, expandable up to 120,000 SF, that includes footings, spacing, columns, lighting, sprinkler system, etc.
- Provide a fair market-based appraisal of the property.
- Provide a fair market-ready listing value of the property by an industrial Realtor as if they are listing the property for a seller.

Firms shall demonstrate the ability to provide timely turnkey design, permitting, bidding, and other services as required for the project. Work may include, but shall not be limited to, the following:

- Phase 1 Environmental Site Assessment
- Wetlands Delineation
- Threatened & Endangered Species Report
- Initial Historical, Archaeological, and Cultural Resource Review
- Boundary Survey
- Geotechnical Report
- Buildable Area Summary Map
- FEMA Flood Map
- Existing Utilities Capacity Analysis
- Water System Flow Analysis
- Title Opinion
- Existing Utilities Location Map
- Surveying
- Planning (master planning)
- Inspections
- Permitting
- Cost Estimating
- Street designing
- Utility design (water, sewer, electric, natural gas, internet, &etc.)

Montgomery County reserves the right to award an architectural, engineering, consulting and/or design contract on all, a portion of, or none of the above described in this RFQ and issue a new RFQ for any portion of the work. All assigned work for the project shall be contingent on the availability of funds.

III. PROPOSAL REQUIREMENTS

The selected firm's assigned project staff must be experienced in all phases of planning, design, permitting, engineering and regulatory compliance requirements of similar properties, have extensive knowledge of the regulations governing design and construction in the State of North Carolina, and have a proven capability to effectively and efficiently produce a successful project meeting the needs and goals outlined by Montgomery County.

Proposals should be organized to include the following elements:

A. General Information

1. Letter of Interest
 - a. State the full name and address of your firm and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the services requested.
 - b. Indicate whether the firm operates as an individual, partnership, or corporation.
 - c. Include information showing appropriate licensure to operate in the State of North Carolina.
2. Personnel Qualifications
 - a. Include the name of the executive and professional personnel that (by skill and qualification) that will be employed in the work.
 - b. Show where personnel will be physically located during the time they are engaged in the work.
 - c. Resumes and qualifications are required for all proposed project personnel, including all subcontractors.
3. Firm History
 - a. Describe history of the firm in terms of length of existence, types of services provided, etc. Include details that uniquely qualify the firm for this scope of work.

B. Project Experience

Include descriptions of three (3) completed projects that demonstrate experience with projects of similar character and scope. Include for each project:

- Project name, location, and size.
- Description of work performed.

- Estimated project cost.
- Actual project cost.
- Schedule and adherence to timeline.

C. Proposed Work Plan

Provide a detailed and comprehensive description of how the firm intends to provide the services requested. This shall include, but not be limited to:

- a. Project management and scheduling.
- b. How and when data will be delivered to the County.
- c. Communication and coordination.
- d. Working relationship between the firm and County staff.
- e. The firm's general philosophy in regards to providing the requested services.

Responses will be evaluated on the content, clarity, thoroughness, and adherence to the above items.

D. Legal Status

Must include all litigation or other legal action taken against the firm or that the firm was involved in within the last five (5) years. Indicate disposition of each case.

E. References

A minimum of three (3) client references must be provided for completed projects of similar size and scope. It shall include: client firm/agency name, address, email, telephone number, contact person, and project title and information.

F. Attachments

With submission, a copy of the firm's standard contract must be provided. This contract will be reviewed and revised as necessary to meet Federal, State, and County legal requirements.

Supplemental documents, conceptual images, etc. to support stated qualifications and experience is encouraged.

IV. SELECTION CRITERIA

The selection of the best-qualified firm will be based on the qualification information exhibited in both written and graphic form in the firm's submittal, interviews (if conducted), past performance, and reference checks. Firms will be evaluated on the following criteria:

- **Quality of Response to the RFQ:** (5%)

The firm's Statement of Qualifications is presented in a focused and professional manner, covers all the required components requested in the RFQ, and demonstrates the firm's ability to successfully provide the services identified.

- **Past Performance:** (30%)
The project team's experience, knowledge, familiarity, and past performance with design and engineering activities as referenced in the Project Description. Documentation should demonstrate similar experiences of the firm and team members. Office or firm experience in similar projects attributed to staff no longer with the firm for this project will not be considered relevant.
- **Professional Expertise:** (20%)
The composition and relevant experience of the proposed project team to perform the type(s) of work required. Resumes and qualifications of personnel and subcontracted organizations included.
- **Project Approach:** (10%)
The firm has demonstrated that it understands the requirements of the projects identified in the RFQ. The firm's response provides a logical and understandable sequence of activities and demonstrates the firm's ability to work with the County as a team to complete the identified projects. Sufficient cost control and timeline management.
- **Cost Control and Scheduling:** (20%)
The team's approach to cost control and scheduling. The project team's previous experiences that speak to meeting originally approved budgets project timelines.
- **Involvement and Utility Coordination:** (10%)
Project team understanding of typical project issues, methods of dealing with those issues, and working and coordinating with utilities and government agencies.
- **Permitting and Local Knowledge:** (5%)
The project team's experience in submitting for permits and approvals required for work in Montgomery County.

Historically Underutilized Businesses (HUB) certified vendors/contractors are encouraged to submit a qualification response to this RFQ.

V. EVALUATION AND SELECTION PROCESS

1. Montgomery County intends to select the most qualified firm on the basis of the best overall qualifications package that, in its sole opinion, is most advantageous to the County.
2. A proposal with all the requested information does not guarantee the proposing Firm to be a candidate for additional consideration. The County may contact references to verify any material submitted.
3. The ranking of proposals and recommendation of any firm is the sole responsibility of the County.
4. The County, at its sole discretion, may choose to schedule interviews with any, all, or none of the selected Firms. If interviews are to be held, the selected firm will be given the opportunity to bring in their interview team to discuss their qualifications, past experience and proposed work plan in more detail. The firm's interview team must include the firm's project team members expected to complete a majority of work on the project, but no more than six members. The interview shall consist of a presentation of up to thirty minutes (length will be provided by the Committee) by the firm, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews.
5. Manager/Board Approval and Contract Negotiation/Execution: A recommendation of the highest rated firm will be presented to the County Manager or Board for approval and authorization to begin negotiations for an agreeable contract and fees. If after discussion and negotiation, a mutually agreeable agreement and fee is not successful, negotiations will be terminated and the County may enter into negotiations with the second highest rated firm, and so on.
6. All firms who submit SOQs will be notified of the selection results.

VI. PROJECT TIMELINE

- RFQ Announced and Distributed - **Friday, December 6, 2024**
- Deadline for Respondent Questions - **12:00 Noon, Friday, January 3, 2025**
- Proposal Submission Deadline - **12:00 Noon, Friday, January 10, 2025**
- Firm interviews and site visits, if needed - **TBD**
- Necessary Selected Firm Notification and Contract Negotiation - **TBD**
- Award of Contract - **TBD**

VII. SUBMISSION OF PROPOSAL

Electronic copies are preferred and should be forwarded by email to:
savannah.heath@montgomerycountync.gov. Please note there is a 25MB file limit.

US Mail

County of Montgomery
Attn: Economic Development Director
PO Box 425
Troy, NC 27371

UPS or FedEx

County of Montgomery
Attn: Economic Development Director
102 E. Spring St.
Troy, NC 27371

To be considered, submissions must be received at any of the above addresses no later than

VIII. GENERAL CONDITIONS

- A. Any and all costs incurred by respondents in preparing or submitting a statement of qualifications for the project shall be the respondents' sole responsibility.
- B. All submissions, responses, inquiries, or correspondence relating to this RFQ will become the property of Montgomery County when received.
- C. Montgomery County reserves the right to: accept or reject any and all submissions received in response to this Request for Qualifications; cancel the RFQ process at any time; request additional information or clarification of information provided in a response without changing the terms of the Request for Qualifications; elect not to proceed with any of the respondents; modify the scope of the work; re-solicit RFQs; or choose not to award for any reason.

IX. CONFIDENTIALITY OF DOCUMENTS

North Carolina General Statute Chapter 132, Public Records, governs the accessibility of records compiled by NC Governmental Entities. All documents submitted in response to this Request for Qualifications are subject to public disclosure unless specifically exempted by North Carolina General Statute §132-1.2 and §66-152 which provide definitions and protection of certain documents and information from public disclosure that constitute a “trade secret,” provided it meets the specific conditions as outlined in §132-1.2(1)a-d.

Montgomery County will attempt to withhold from public disclosure, or redact documents or information, designated “confidential trade secret” that clearly meet the conditions of NC G.S. §132-1.2(1)a-d to the extent that it is entitled or required to do so by applicable law.

Montgomery County shall not be held responsible for any information that is released nor shall Montgomery County be held responsible for nor pay any penalty or expense in relation to information so released.

Any submission marked “confidential” or “trade secret” in its entirety may be rejected at the sole discretion of Montgomery County.

Any questions concerning this RFQ should be directed to:

Savannah Heath, Economic Development Director

910-576-4221 ext. 1308

savannah.heath@montgomerycountync.gov