

Request for Proposals for Consulting Services for Comprehensive Facilities Plan

Proposals Due: August 1, 2022

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

## I. Project

Montgomery County is seeking proposals from firms interested in providing services for a Comprehensive Facilities Plan for the County’s administrative buildings and court facilities to include the following facilities:

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| --- | --- | --- | --- |
| Description | City | Date Built | Square Footage |
| Administration Building/Community Services Building | Troy | 07/01/1989 | 44,500 |
| Ag Co-Op Ext Building | Troy | 07/01/1939 | 6,896 |
| Agri-Civic Building | Troy | 07/01/1970 | 13,500 |
| Courthouse | Troy | 07/01/1930 | 37,396 |
| Courthouse Extension Buildings | Troy | 07/01/1905 | 43,860 |
| Harris Clinic Building | Troy | 07/01/1945 | 8,788 |

## II. Intent

## Montgomery County intends to conduct a Comprehensive Facility Plan for the County’s administrative buildings and court facilities to guide funding and legislative decision-making. The comprehensive plan will include facility conditions assessments alongside a space management plan for multiple departments within approximately 155,000 square feet of buildings. From the investigations and data collected, a capital improvement plan and prioritization schedule will be presented.

## III. Scope of Services Required

In general, the Scope of Services will include, but not be limited to, the following:

* Assist the County in evaluating the building needs by documenting current conditions pertaining to exterior envelope integrity, structural components, mechanical, electrical and plumbing infrastructure conditions, life safety and building code deficiencies, site conditions such as storm water drainage, utilities and parking lots, and interior finishes.
* Determine the cost of renovations, replacements and new construction over the next 5-10 years.
* From the investigations and data collected, recommend a prioritization schedule and capital improvement plan.
* Assist the County in establishing criteria for renovation vs. replacement of the existing facility and determining any new construction needs.
* Assist the County in determining potential sites for construction of new facilities (if so recommended) based on best land use parameters and County needs.
* The firm will also conduct a space management study to assist in optimizing efficiencies inside our facilities.
* Project future building needs based on data collected, programming needs and population change.
* Provide recommendations on how to reallocate from buildings that could be abandoned if operations were relocated or consolidated?

## IV. Firm Qualifications

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

## V. Proposal Format

Proposals should be organized to include the following elements:

#### A. Professional Qualifications - 25 points

1. Include Letter of Interest. 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 work hereunder. Indicate whether it operates as an individual, partnership, or corporation. Include information showing it is licensed to operate in the State of North Carolina.
2. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title.
3. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

#### B. Projects Listing - 25 points

The written proposal must include a list of current similar projects including brief description, size, cost, staff involved, etc. The projects list must exhibit experience in the project area and indicate proven ability in implementing similar projects for the firm and the individuals to be assigned to this project.

#### C. Proposed Work Plan – 30 Points

Provide a detailed and comprehensive description of how the Firm intends to provide the services requested in this RFP including proposed fees or rates. This discussion shall include, but not be limited to: how the project(s) will be managed and scheduled, how and when data will be delivered to the County, communication and coordination, the working relationship between the Firm and County staff, and the Firm’s general philosophy in regards to providing the requested services. Responses will be evaluated on the clarity, thoroughness, and content of their responses to the above items.

#### D. Legal Status of Consultant – 10 Points

Must include all litigation or other legal action taken against the Firm or that Firm was involved in within the last five years and indicate disposition of each case.

#### E. References – 10 Points

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

## VI. Proposal Evaluation and Selection Process

1. Montgomery County intends to select the most qualified firm(s) on the basis of best overall proposal and 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 material submitted by the Firm.
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, selected Firm(s) 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’s 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 proposals will be notified of the selection results.

## VII. Project Timeline

The proposed key activities and milestone dates for the project include:

* RFP Announced and Distributed 7/7/2022
* Deadline for Respondent Questions 7/22/2022
* Proposal Submission Deadline 8/1/2022
* Firm interviews and site visits, if needed TBD – August 2022
* Necessary Selected Firm Notification and Contract Negotiation TBD – 2022
* Award of Contract August-September 2022

## VIII. Submission of Proposal Packages

Electronic copies are preferred and should be forwarded by email to: [manager@montgomerycountync.com](mailto:manager@montgomerycountync.com). Please note there is a 25MB file limit.

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| --- | --- |
| US Mail copies: County of Montgomery Attn: County Manager PO Box 425 Troy, NC 27371 | UPS or FedEx:  County of Montgomery Attn: County Manager 102 E. Spring St. Troy, NC 27371 |

To be considered, submissions must be received at the following address no later than 5:00 PM Monday, August 1, 2022:

## IX. General Conditions of the Request for Qualifications

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

## X. Confidentiality of Documents

North Carolina General Statute Chapter 132, Public Records, governs the accessibility of records compiled by NC Governmental Entities. In general, all documents submitted in response to this Request for Proposals 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. Regardless, 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 RFP should be directed to:

Frankie Maness, County Manager  
910-576-4221 x1302  
[frankie.maness@montgomerycountync.com](mailto:frankie.maness@montgomerycountync.com)