



Ashe County

Request for Qualifications

For Mechanical Services

Retro-Commissioning, Engineering, Design and Construction
Management

Ashe County Courthouse

Proposal Submission Deadline – 5:00pm September 25, 2024

Contact:

Adam Stumb

County Manager

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Purpose

Construction on the Ashe County Courthouse began in 1999 and many of the mechanical system installed at that time are experiencing long term maintenance issues and many components are due for replacement. The current chiller is at end of life; parts for roof top units are difficult to acquire; VAV terminals are pneumatic and antiquated lacking any real control and are leaking; and the entire system lacks any integrated controls (Building Management System).

Submission Requirements

Deadline: All applications are due to Ashe County by 5:00pm September 25, 2024. Proposals received after this deadline will not be considered.

Format: Proposals may be submitted in electronic or hard copy format.

Contact: for questions regarding the RFQ, please contact Adam Stumb via email, adam.stumb@ashecountygov.com

Please submit hard copy proposals to:

Ashe County
c/o Adam Stumb
150 Government Cir
Jefferson , NC 28640

Electronic Copies can be submitted to: administration@ashecountygov.com

Pre-submission Facility Inspection: Facility inspections, tours and existing conditions assessments shall be by appointment only.

Project Goals

The County's intent is to retain a consulting firm with the qualifications and staff resources necessary to perform comprehensive assessments of existing mechanical systems, provide replacement system recommendations, provide project management, and oversight services upon request, and to assist in development of a maintenance operations plan to be implemented by existing county staff.

Scope of Work

The following scope of services is included as a guide for those individuals or organizations submitting their qualifications in response to this RFQ. It is designed to identify the minimum service level expected from the successful consultant and as such should be modified and augmented based upon the experience of the firm, as necessary to complete the project or to ensure a long term solution that addresses the mechanical design and construction needs to Ashe County. The county is looking for qualified firms to assist the county through an assessment and redesign of mechanical systems at the Ashe County Courthouse.

General

The consultant selected through this RFQ process will enter into an agreement with Ashe County to provide retro-commissioning, engineering, design, and construction management services related to mechanical system at the Ashe County Courthouse (150 Government Cir).

Agreements will be passed on the following phasing of the project:

The selected consultant shall

Phase 1 – Analysis Phase: successful firm will assist County with analysis of current systems, proposed improvement and budgeting for replacement equipment and systems.

- Review existing drawings (if applicable) and present-day physical conditions, and advise the County on issues concerns in regard to design, equipment selection, materials selection, cost estimation, and life cycle cost estimation.

Phase 2 –Design

- Provide a design plan/engineered drawings, bid documents and a detailed cost estimate for the project at each phase.
- Coordinate with staff throughout this phase of the project.
- Present findings to staff and to the Board of Commissioners for approval.

Phase 3 – Bidding and Contracting: Assist in bidding of all work designed as part of this project.

- Bidding will include prebid meeting, opening of bids and related meetings
- Firm will be answerable to questions regarding bids from potential contractors
- Will present bids to Board of Commissioners for approval and contracts approval.

Phase 4 – Construction Management and Startup: Managed construction to completion and work with County staff on startup, controls, and regular maintenance of new equipment.

- Coordinate construction with regular operations of County offices.
- Inspect the construction site, provide regular progress updates, and conduct onsite meetings with staff and contractor based on an agreed upon schedule.
- Review and evaluate submittals and change orders as needed.
- Review and approve pay applications for the County to process and pay.
- Conduct final inspections, substantial completion and punch list items at projects completion.
- Work with contractor and county maintenance staff on new equipment to insure proper operation and maintenance.

General Requirements

1. The consultant demonstrates relevant experience with similar work and shall be competent to perform the services required under this RFQ.

2. The work being required is professional in nature. It is understood that the consultant is of professional status and is licensed, as appropriate, to perform this work and undertake this scope in the State of North Carolina.
3. The consultant shall be financially solvent and the County reserves the right to request information to determine solvency.
4. The consultant shall be responsible for complying with local, state and federal codes, legislation procedures and regulations affecting work in their professional area.

Bid Submissions

Proposals will be evaluated on the basis of all information provided. To evaluate capability for completing the work as outlined in the RFQ, each proposal should provide detailed responses to each of the following requirements.

1. Name, address, telephone number, and email address of the primary point of contact;
2. Name and address of each firm principal officers;
3. A description of each firm's technical capabilities and areas of expertise;
4. A detailed and itemized description of the firm's ability to provide the serves described in the scope of work section.
5. A description of similar projects completed by the firm along with a reference point of contact from the contracting organization who may be contracted a reference. Emphasis is given to public jobs including local government, education or similar facilities.
6. The consultant should include Standard SF330 with submittals;
7. A description of a how the project will be managed, who will be the primary point of contract and responsibilities of key individuals on the project.
8. A description of hourly rate for individuals who will be managing this project scope.
9. A description of the firms experiences in efficiency improvements including reduced operations and maintenance cost.

Selection Process

County staff will select a consultant based on a review of the qualifications listed above and how each firm responds. Interviews will be conducted in person or remotely with one or more responsible firms to discuss the qualifications and or clarify any materials submitted. The County reserves the right to reject the right reject any or all submissions and to request written clarifications and supporting materials. The County reserves the right to accept the proposal most favorable to the project after all proposals have been examined and evaluated. Upon selection of a firm, the County will negotiate and enter into a contract/task order on each phase of the project.