



## McDowell County

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April 2, 2024

**RE: Request for Qualifications  
Design-Build Services  
McDowell County**

To Whom It May Concern:

The McDowell County Board of Commissioners is seeking a Design Build firm to provide engineering and construction services for Stream Restoration site(s) in the Youngs Fork watershed. Attached you will find a "Request for Qualifications," which identifies the project anticipated to be undertaken by McDowell County during the contract period.

In order to be considered, all responses must be submitted in writing no later than **3:00 PM (EST) on May 2, 2024**. Firms mailing responses should allow delivery time to ensure timely receipt of their proposals. The responsibility for getting the response to the McDowell County office on or before the specified time and date is solely and strictly the responsibility of the responding firm. McDowell County will in no way be responsible for delays caused by any occurrence. Responses may be hand carried or mailed to:

**Hand Delivery: McDowell County Administrative Offices  
Attn: Ashley Wooten  
69 N. Main Street  
Marion, NC 28752  
Hours: 8:30 a.m. - 5:00 p.m. (EST)**

**Mail Delivery: McDowell County  
Attn: Ashley Wooten  
60 E. Court Street  
Marion, NC 28752**

Firms wishing to make on-site visits prior to submitting a qualification package should contact Ashley Wooten at 828-652-2976, to arrange a time and date for an on-site visit of the property.

Firms providing responses shall be licensed and responsible for complying with North Carolina laws, regulations, and local ordinances. The McDowell County Board of Commissioners 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 McDowell County Board.

No responses to the Request for Qualifications will be received or accepted after 3:00 PM, EST, May 2, 2024. Late qualification packages will be deemed invalid and returned unopened to the firm.

Thank you,

Ashley Wooten  
County Manager



**Request for Qualifications  
RFQ # 001-24**

**Design-Build Services**

**Design-Landscape, Architectural,  
Engineering-General Contracting Services,  
& Design Services  
For McDowell County  
Youngs Fork Watershed**

**Issued By:  
McDowell County  
Phone: 828-652-2976**

**Date of Issue: April 2, 2024**

**Due Date: May 2, 2024, 3:00PM**

**KEY INFORMATION SUMMARY SHEET**

Request for Qualifications  
RFQ # 001-24

RFQ Issue Date:	April 2, 2024
Hand delivery	McDowell County Attn: Ashley Wooten 69 N. Main Street Marion, NC 28752
Mailing address to submit proposals:	McDowell County Attn: Ashley Wooten 60 E. Court Street Marion, NC 28752
Electronic file (pdf) Email Address:	Ashley Wooten – awooten@mcdowellgov.com <ul style="list-style-type: none"><li>• This is in addition to a hardcopy.</li></ul>
Responses Due:	May 2, 2024, 3:00PM

**1. INTRODUCTION**

Pursuant to N.C.G.S. § 143-128.1A, McDowell County is soliciting proposals from qualified design-build teams that are interested in providing design, landscape architectural, engineering, and general contracting services for a Tributary of Youngs Fork Watershed project. The intent of this RFQ is to select a design-build team, by Qualifications-Based Selection (QBS), to provide design and construction services for this project. McDowell County is requiring a General Contractor (GC) to lead the team. The GC and the Architect/Engineer are one “team,” but the contract will be between McDowell County and the GC.

This Request for Qualifications ("RFQ") describes the required scope of work for the selected design-build team, selection process, evaluation criteria and the minimum information that must be included in the RFQ. Failure to submit information in accordance with these requirements and procedures may be cause for disqualification. This RFQ is for ONE agreement to cover all the work described in the RFQ. Qualifications are due by May 2, 2024, 3:00pm.

**2. PROJECT BACKGROUND AND DESCRIPTION**

The Project is located within the Youngs Fork Watershed. The primary goal of the Project is to stabilize eroding waterways at sites where high sediment levels are entering the watershed basin. The sites may vary within the watershed and within assigned project areas.

**3. GENERAL INFORMATION**

McDowell County is requesting qualifications, which shall address at a minimum the tasks outlined in this RFQ. McDowell County intends to award the design, landscape architectural, engineering, and general contracting services for this project as a single Master Service Agreement encompassing streambank restoration. All work shall comply with the requirements of federal, state, and local laws, professional engineering standards, and other regulations that may apply.

**4. ESTIMATED PROJECT BUDGET**

<b>Expenditure Description</b>	<b>Amount</b>
<b>Design and Permitting, Construction</b>	\$4,500,000
<b>Total Project Budget</b>	<b>\$4,500,000</b>

**5. PROJECT SCHEDULE:**

<b>Event</b>	<b>Date</b>
RFQ Release – Posted to McDowell County Website	April 2, 2024
All Questions are Due	April 23, 2024
Addendums – Posted to McDowell County Website	April 25, 2024
Qualifications Submittals Due	3 PM (EST) May 2, 2024
Notice of Award	TBD

## 6. SCOPE OF WORK

The proposed scope of services includes but is not limited to:

**6.1 Project Description & Criteria:** The specific scope of work for the selected Design-Build Team for the project will be defined in the Design-Build agreement. However, at a minimum the following services will be required of the Design-Build Team.

1. Identify and scope stream restoration project on McDowell County sites.
2. Draft and complete engineering designs and plans for stream restoration and culvert/bridge replacement with the project.
3. Secure land rights MOU agreements on riparian areas and work within property boundaries.
4. Secure all required local, State, and Federal permits.
5. Construct Project per engineering design and plans.
6. Administer and manage the Project and report to McDowell County.
7. Staff reserves the flexibility to select contractor(s) or subcontractor(s) through the initial RFQ process or a subsequent RFQ process. After contract award, the design-builder can only substitute key personnel (the contractors, subcontractors, and design professionals identified in the design-builder's response to the RFQ) after obtaining written approval from the staff at McDowell County.
8. Project construction –  
Provide construction management and general contracting services.
9. Project administration
  - a. Site supervision.
  - b. Liaison to architect, engineer, general contractor, and specialized contractors.
  - c. Interface with partners (NCDOT, NCDEQ, NCDCCR, etc.)

**6.2 Scope of Services:** The Scope of Services shall be comprehensive including programming, schematic design, design development, cost estimates, development of construction documents and general contracting services. Selected firm(s) will coordinate meeting(s) with McDowell County staff to gain insight into project needs and changes during the design and construction process.

As a part of the assigned scope, the Design-Build Team is expected to:

- Develop a schematic engineered plan for the streambank restoration and the culvert/bridge areas. Periodic updates for McDowell County staff will be required.
- Develop a complete project cost estimate to include all required services, costs, and contingencies.
- Complete the plan and development drawings and specifications for the project that meets all local code requirements. Plans must be sealed by a design professional licensed in the State of North Carolina.
- Provide a total project phasing plan for consideration.
- Provide construction management and general contracting services.

## 7. CONTENTS OF QUALIFICATIONS

Please include the following in your proposal:

1. Cover letter.
2. Name of legal entity to enter into design-build contract with the McDowell County and location of company headquarters, local office location, type of business (sole proprietorship, partnership, corporation, etc.), state of incorporation or organization and Federal Employer Identification Number, and name, title, and contact information of primary contact person for submittal.
3. Year in which the firm was established and any former names under which the firm operated.
4. Organizational chart including name and office location of all personnel who will be assigned to this project, including general contractors, consultants, or subcontractors. Pursuant to N.C.G.S. §143-64.31 and 143-128.1A, provide project team description (with resumes and detailed background information) to include the General Contractor for the Design-Build Team, emphasizing experience and capabilities of key personnel and clearly delineating roles and responsibilities of various team members. List any professional registrations and certifications (with applicable states), each team member's years of service with the team, and role in past projects.
5. Proposed project team's experience, capabilities, and unique qualifications in the areas outlined in this RFQ.
6. Track record of bringing projects in on time and within budget.
7. Describe the firm's approach to and method of cost control and project scheduling.
  - Current workload and percentage of availability
  - Quality control and assurance process
8. List of previous projects performed by firm and any contractors or subcontractors for projects similar in size or type to the Youngs Fork Watershed project. Include a brief description of each project, with the date's services were performed, owner's contact information (name, phone number, email address and physical address), total project dollar value, and total time period involved. Also list any Errors and Omissions on each project in dollars and total construction cost percentage. If key personnel's involvement was with another firm, list that firm.
9. Conceptual and technical project approach and work methodology, expanding or revising the scope of services provided if necessary. Any deviations from the scope shall be clearly designated in the proposal. Include and describe all necessary sub-consultant services. Include discussion of plan for possible public involvement and engagement.
10. Proposed schedule for completing the work.
11. Firm's proximity to and familiarity with the area where the projects are located.
12. Litigation history: listing any pending or settled lawsuits or professional liability claims in which the firm was involved during the past ten (10) years. Please explain each occurrence and the circumstances with the outcome.
13. State any conflicts of interest any Design-Build team member may have with the McDowell County.
14. Additional information the respondent believes to be relevant to the selection efforts.
15. Contractors subject to this RFQ, as a preference, should have an NC Contractor's license with a minimum of 5 years in business doing associated stream restoration type projects.
16. McDowell County will require a bond pursuant to Article 3 – Chapter 44A, for 100% of the contract price.

**8. SELECTION PROCESS**

Selection of the landscape architectural, architectural, engineering, design consultant and general contracting services will be based on the proposal contents, prior experience, and specific experience and capabilities of the designated Design-Builders Team. The team, and particularly the project manager, must be fully capable in all areas outlined under the scope of work above. Key personnel shall have the professional license(s) issued by the State of North Carolina as required for these services. Based upon this information, McDowell County staff will recommend a firm to the McDowell County Board of Commissioners for award of contract. The selected firm must be able to begin work immediately upon award of contract, must attend and/or make proposals to staff and must be able to maintain the required level of effort to meet the project schedule. A Selection Committee will evaluate the information submitted. Please do not contact any other McDowell County staff member other than the designated contact person, regarding the project contemplated under this RFQ while this RFQ is open, and a selection has not been finalized. Any attempt to do so may result in disqualification of the firm's submittal from consideration.

**9. QUALIFICATIONS PACKAGE EVALUATION CRITERIA**

Qualifications Packages will be evaluated on the firm’s ability to meet the requirements of this RFQ. Some specific weighted evaluation criteria, will include:

	<b>Evaluation Criteria</b>	<b>Points</b>
1.	Design-Build Team: Evaluation of Design Professionals <ul style="list-style-type: none"> <li>▪ Arch/Eng/Landscape Arch experience with Design-Build Process.</li> <li>▪ Arch/Eng/Landscape Arch experience with Team’s GC.</li> <li>▪ Arch/Eng/Landscape Arch firm’s litigation and/or arbitration records.</li> <li>▪ Arch/Eng/Landscape Arch firm’s reputation, references, and referrals.</li> </ul>	35
2.	Design-Build Team: Evaluation of lead Design-Builder and Design Builder’s General Contractor/Builder (If different) <ul style="list-style-type: none"> <li>▪ GC experience with Design-Build Process.</li> <li>▪ GC experience with successfully restored streambanks and storm water management systems.</li> <li>▪ GC track record of “on-time and on-budget” projects.</li> <li>▪ GC litigation, legal action, and safety records.</li> <li>▪ GC reputation, references, and referrals</li> </ul>	25
3.	Disciplines, qualifications, certifications, and demonstrated abilities of all team members.	20
4.	Introduction: Company Information <ul style="list-style-type: none"> <li>▪ Firm’s name and business address, including telephone, email address, website address.</li> <li>▪ The type of firm (individual, partnership, corporation, etc.) and list the names of all partners, principals, etc.</li> <li>▪ Year established. Include former firm/company name(s) and year(s) established, if applicable.</li> <li>▪ The name, title, address, and telephone number of the firm’s authorized negotiator. The person identified must be empowered to make binding commitments to the firm.</li> </ul>	15

	▪ Letter of Interest	
5.	Experience with State, Municipal, or McDowell County facility projects. Public involvement experience.	5
	Total	100

**10. SUBMITTAL REQUIREMENTS**

If your firm would like to be considered for providing the required services for McDowell County, please submit one (1) hard copy, marked “RFQ# 001-24” and one electronic. Electronic submittals should be emailed to: McDowell County, Ashley Wooten – awooten@mcdowellgov.com. Submittals will be received no later than **3:00 PM EST, on May 2, 2024**, at the Office of the McDowell County, 69 N. Main Street, Marion, NC 28752 by hand delivery, or McDowell County, 60 E. Court Street, Marion, NC 28752 by mail.

Each firm is solely responsible for the timely delivery of its Proposal. No Proposals or Qualifications Packages will be accepted after the deadline. Firms accept all risks of late delivery of Qualifications regardless of fault.

Please direct all questions and requests for information by email to Ashley Wooten awooten@mcdowellgov.com. All questions shall be submitted 8 days prior to the submission date. The question deadline will allow an addendum to be issued to clarify the project, if necessary. All addenda will be posted on the McDowell County’s web site mcdowellgov.com. All requests for clarification/information shall be in writing. No verbal correspondence is considered binding.

Any clarification or revisions to this Proposal will be made only by an addendum which will be emailed to firms directly. It is the Proposer's responsibility to monitor emails for addendums.

The Package should consist of a cover Letter of Interest and the information described below. Due to demands on the time of the Selection Committee members, please limit your submittal to twenty-five (25) pages, 8.5" x 11" format. Front and back copying is acceptable, but each side counts as a page. Cover letters of interest, table of contents, tabs or dividers are not included in the page count. Longer submissions may be removed from consideration. The cover Letter of Interest must identify a contact person for questions during the Proposal process and provide contact information including telephone number, fax, email, and postal address.

***Clarification of Submittal***

The McDowell County reserves the right to obtain clarification of any item in a teams’ proposal or to obtain additional information.

***Conditions and Reservations***

The McDowell County expects to select and contract with one (1) lead Design-Build team, but reserves the right to request substitutions of consultants, contractors, or subcontractors. McDowell County reserves the right to reject any or all responses to the RFQ, to advertise or solicit for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of McDowell County. McDowell County reserves the right to waive technicalities and informalities.



A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit McDowell County to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm 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 McDowell County unless McDowell County and your firm execute a contract.

END OF REQUEST FOR QUALIFICATIONS