

COUNTY OF MOORE
NORTH CAROLINA

REQUEST FOR QUALIFICATIONS

ISSUE DATE: **January 21, 2021**

RFQ#: **2021-01**

TITLE: **MECHANICAL ENGINEER – COMMISSIONING SERVICES**

ISSUING DEPARTMENT: **County of Moore
Attn: Terra Vuncannon
Financial Services
206 South Ray Street
Carthage, NC 28327**

Electronic qualifications will be received until **4:00 p.m. Monday, February 1, 2021** from qualified firms for **Mechanical Engineer – Commissioning Services** for the County of Moore.

All inquiries for information concerning the Request for Qualifications shall be directed to:

**Terra Vuncannon, Purchasing Manager
P.O. Box 905
206 South Ray Street
Carthage, NC 28327
(910) 947-7118
tvuncannon@moorecountync.gov**

Electronic qualifications shall be e-mailed to tvuncannon@moorecountync.gov and shall bear the RFQ 2021-01 in the e-mail subject header. It is the sole responsibility of the Firm to ensure that its response reaches the Issuing Department by the designated date and hour indicated above.

In compliance with the Request for Qualifications and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the services and install the goods described in accordance with the attached signed response.

Firm Name: _____ Date: _____

Address: _____ Phone: _____

_____ By: _____
(typed)

By: _____
(signed)

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PROJECT DESCRIPTION

PROJECT OVERVIEW (BACKGROUND)

The County of Moore is currently in the design phase for a new Court Facility Project and renovation to the current Court Facility. To comply with Section C408 of the 2018 North Carolina Energy Conservation Code (2018 NCECC) the County is requesting qualifications for Engineering Services for commissioning of building Mechanical Electrical and Plumbing (MET) systems.

The Moore County Courthouse Addition and Renovation is a new 124,000 square foot Courthouse facility and renovation of an existing 48,000 sf facility located in Carthage NC. The project is expected to bid in Spring 2021 with a construction duration of approximately 28 months. Mechanical, electrical, and plumbing equipment are in the process of being developed.

SERVICES REQUESTED

Perform commissioning of all building HVAC, domestic hot water, and lighting controls included in the proposed project. [NOTE: for renovations or additions that are tying into existing systems, only the equipment being added or modified is subject to the code-required commissioning. Commissioning of other equipment outside the proposed project scope may be worth including but is subject to the owner discretion.]

Commissioning scope shall include all activities described in Section C408 of the 2018 North Carolina Energy Conservation Code (2018 NCECC).

Commissioning agent (CxA) shall have a valid Professional Engineer (PE) license in Mechanical Engineering within the state of North Carolina.

Provide the following deliverables directly to the project owner during the project phases indicated:

- Construction Documents Phase: Commissioning specifications outlining the responsibilities of the CxA, owner, contractors, and A/E team.
- Construction Phase: Commissioning Plan describing the commissioning activities, applicable equipment types, testing procedures, and performance criteria.
- Prior to Certificate of Occupancy: Written statement confirming system commissioning to applicable code officials using Appendix C1 of the 2018 NCECC.
- Project Close-out: Systems Manual containing the following:
 - a. Submittal data
 - b. Manufacturers' O&M manuals
 - c. Control drawings
 - d. Recommended schedules for ongoing testing and maintenance

- e. Narrative describing how each commissioned system is intended to operate (including recommended setpoints)

Firm must be registered with the NC Secretary of State.

Firm will begin project immediately following contract execution.

PROCEDURAL REQUIREMENTS

All proposals must provide the following information for review:

Please label each section of your response in the order below.

1. **Firm Location:** Firm name, address, telephone numbers and year established
2. **Firm Experience:** Brief description of the firm's experience with similar North Carolina projects over the past five years.
3. **Project Team Qualifications and Experience:** Name and resume of Team Members for the Project; identify Commissioning Agent and primary point of contact; if applicable, list all outside consultants for the project.
4. **Firm Workload:** List of current projects with expected completion date and man-hour commitments relative to the capacity of the firm.
5. **Project Approach for Scope of Services**
6. **Firm References:** A list of at least three (3) references with contact names and phone numbers. References should be from similar projects
7. **Firm Fee Schedule:** List of current fees to include published hourly rates for the firm and methodology of setting fees

The above Procedural Requirements will have the below value in the Evaluation Criteria (up to 100 points).

1. 5 points
2. 20 points
3. 25 points
4. 20 points
5. 15 points
6. 10 points
7. 5 points

SELECTION PROCESS

The proposals received by the submittal deadline will be evaluated by a selection committee comprised of representatives of Moore County.

The committee will review and identify the firm or firms that are most qualified and responsive to the services requested. Interviews will be conducted with the top firms for further assessment. The successful vendor will be notified once an award/contract has been approved by the County Manager and/or the Moore County Board of Commissioners.

ADDITIONAL INSTRUCTIONS

After the Request for Qualifications issue date, all communications between the Issuing Department and prospective Firms shall be in writing. No oral questions shall be accepted. Any inquiries, requests for interpretation, technical questions, clarifications, or additional information shall be directed to Terra Vuncannon at tvuncannon@moorecountync.gov. **All written questions shall be received by the Issuing Department no later than 10:00 am Tuesday, January 26, 2021. NO EXCEPTIONS.**

Firms should submit an electronic response to tvuncannon@moorecountync.gov by 4:00 pm Monday, February 1, 2021. The Engineer's Statement of Qualifications shall be limited to no more than 12 pages, excluding the Cover Page, Non-Collusion Affidavit, E-Verify Affidavit, and W-9 Form.

The County reserves the right to reject any and/or all responses. The County reserves the right to delete any portion of this project following the bid process.

NON-COLLUSION AFFIDAVIT

State of North Carolina
County of Moore

I _____, being first duly sworn, deposes and says that:

He/She is the _____ of _____, the proposer that has submitted the attached proposal;

He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

Such proposal is genuine and is not a collusive or sham proposal;

Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, Employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham proposal in connections with the contract for which the attached proposal has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached proposal or of any other Proposer or to fix overhead, profit or cost element of the proposal price of any other Proposer or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County of Moore or any person interested in the proposed contract; and

The price or prices quoted in the attached proposal are fair, proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature and Title

State of North Carolina
County of _____
Subscribed and sworn before me,
This ____ day of _____, 2021

Notary Public
My commission expires _____

Moore County E-Verify Affidavit

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF MOORE

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

- 1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
- 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
- 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____
- 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

Executed, this ____ day of _____, 2021.

Signature of Affiant
Print or Type Name: _____

State of North Carolina
County of _____

Signed and sworn to (or affirmed) before me, this the ____
day of _____, 2021.

My Commission Expires:

Notary Public



