



## **1. Project Background and Objectives**

Pursuant to N.C.G.S. § 143-64.31, Transylvania County (“County”) is requesting a Statements of Qualifications (SOQ) from qualified, architectural/engineering/ or other firms and/or organizations registered and operating in the state of North Carolina.

This request is to provide a comprehensive Deferred Maintenance Study as well as a Capital Reserve Study.

Responses to the RFQ will be used to determine the relative qualifications of various firms to perform the scope of work and tasks specified. The County is seeking a firm/organization with demonstrated experience in the process of studying deferred maintenance of capital assets as well as a study regarding the future reserve for the assets. This study would need to include financial cost projections to bring current buildings to proper maintenance standards as well as cost projections to fund reserves for future maintenance and/or replacement of these same assets.

## A. Information and Requirements

Location of Project: Various sites in Transylvania County, NC

Description of Project: Transylvania County would like a study to be conducted of all Transylvania County Facilities to determine costs related to deferred maintenance and cost of future reserve replacements necessary to maintain facilities in their current footprints.

## 2. Request For Qualifications

### 2.1 Inquiries

Questions regarding this project may be directed to Jennifer Galloway, Purchasing Agent, Transylvania County, Via email at [jennifer.galloway@tconc.org](mailto:jennifer.galloway@tconc.org). Any oral communications will be considered unofficial and non-binding on the County. Any questions will be answered in writing via email.

### 2.2 Closing Date

Four (4) complete hard copies and one (1) electronic copy in PDF format of each response must be received before 4:00 PM (EST), January 16th, 2025, at the physical address on the front cover of this RFQ. Responses must not be sent by facsimile. Email the electronic copy to Jennifer Galloway at the email address above. Responses and their envelopes should be clearly marked with the name and address of the firm and the project title.

## 3. RFQ Schedule:

Event	Date
RFQ Release- Posted to County website	December 19, 2024
Optional Site Visits	TBD as requested
Qualifications Submittal Due	January 16, 2025

#### **4. Scope of Services**

Provide professional services for the study of Transylvania County Facilities located in Transylvania County NC.

- The project includes multiple facilities that will be inspected including grounds.
- Provide an assessment of the condition of each element with respect to setting a deferred maintenance and a recommended to do list of all deferred maintenance to bring property to sound state, including guidance on relative immediacy of those projects.
- An assessment of remaining useful life and a recommendation timing and of cost estimates of reserve work should the decision be made for it to be performed.
- Overall condition assessments providing very detailed information about each facility and guidance in future maintenance.
- Photos, videos, and other visual aids to document items in report.

#### **5. Insurance Requirements**

Firm shall maintain insurance not less than the following:

Consultant agrees to maintain, on a primary basis and at its sole expense, at all times during the life of the Contract the following coverage and limits. The requirements contained herein, as well as County's review or acceptance of insurance maintained by Consultant is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by the Consultant under this Contract.

- A. Lead design firm must keep and maintain insurance for the duration of the Agreement including, but not limited to, commercial general liability insurance, workers' compensation, employer's liability, and umbrella coverage with at least the minimum limits shown below. (The Owner reserves the right to negotiate different limits and coverage in the final contract.)
1. Commercial General Liability: \$1,000,000 per occurrence
  2. Commercial Auto Liability: \$1,000,000 combined single limit
  3. Excess (Umbrella) Liability: \$1,000,000
  4. Workers' Compensation: Statutory
  5. Employer's Liability: \$1,000,000 each accident/total disease/employee disease
- B. Additional Insured- Consultant agrees to endorse Transylvania County, its officials, officers, and employees as an additional insured on the Professional Liability coverage.
- C. All insurance companies must be authorized to do business in North Carolina with a Best Rating A-VIII or higher.

Certificate of Insurance- Consultant agrees to provide the County of Transylvania with Certificates of Insurance evidencing that all coverage's limits and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Consultant's insurer. If Consultant receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Consultant agrees to notify the County within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifications as to the coverage no longer in compliance. Certificate Holder address should read:

County of Transylvania  
Attn: Jennifer Galloway, Purchasing Agent  
101 South Broad Street  
Brevard, NC 28712

## **6. Submission Requirements**

At a minimum, all Proposals/Statement of Qualifications should include the following information:

- A. Qualifications of the firm and employees who will be assigned to the project. The project manager and other key team members should be clearly identified. If sub-consultants are to be used for any portion of the work, they should be properly identified and their qualifications included.
- B. A resume outlining the firm has prior experience with studies regarding deferred maintenance and capital reserves.
- C. A description of the organization/ firm's project approach and experiences working with County government or school systems.
- D. Up to three (3) examples of similar maintenance/reserve studies conducted, as well as costs and hours to complete.
- E. A minimum of three (3) references relating to completed projects for the services being requested with full name, title, address, phone and email address.
- F. Provide four (4) hardcopies of your submittal and one (1) emailed electronic copy.

## **7. Evaluation Criteria**

The firm must demonstrate its qualifications, experience and competence related to the project with the following criteria:

- A. Specific recent experience on similar projects
- B. Proven capacity of the proposed team to deliver the project requirements on time and on, or under budget.
- C. Familiarity with the requirements of the project.
- D. Description of the practicing ideas or themes that match the needs of the county.
- E. A project schedule for the estimated project.
- F. Submittal of current Rate and Fee Schedule.

**REJECTION OF SUBMITTALS:** The County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate the County to accept or contract for any expressed or implied services.

**CONTRACT AWARD:** The County reserves the right to make an award without further discussion of the submittals. Following consultant selection, the successful firm shall prepare a scope of work and cost proposal for review by the County. Once the County and Consultant have reached an agreement on the scope of services and negotiated cost, the firm is expected to prepare, submit, and execute a contract for review.