

REQUEST FOR QUALIFICATIONS
For
**Planning & Design to Construct the Jackson County
Animal Rescue Center, Innovation Center & Green Energy Park Upgrades**

Introduction: The County of Jackson (“County”) requests qualifications from qualified architectural firms for the planning and design to construct a new Animal Rescue Center / Shelter, Innovation Center and Green Energy Park upgrades.

Project Description: The County has recently completed a campus master plan (see attached pdf for master plan summary) at the Dillsboro closed landfill location. This new campus master plan will include elements such as upgrades to the existing Green Energy Park, a walking trail, a dog park, an innovation center and a new animal rescue center. It is anticipated that the build out of this campus will be accomplished in phases.

The County currently has an animal shelter occupying approximately 2,300 square feet. This facility was constructed in 1986 and does not meet operational guidelines and space needs. The new campus master plan allocates enough space to build a 10,000 square foot animal rescue center. Additional space has been allocated for future expansion of this facility along with dedicated outdoor space for the exercise and care of the animals. The planning and design of this facility will be prioritized over the other elements of the campus master plan. The construction of this facility will need to be in coordination with the other phased elements of the campus master plan.

The campus master plan also calls for upgrades to the Green Energy Park facility along with allocating enough space to build a 7-13 thousand square foot innovation center. These elements along with the other elements such as walking trails and dog parks will be part of a phased construction plan yet to be determined.

Services Requested: It is the intention of this Request for Qualifications to find an architectural firm that can assist with the planning, design and construction of all facilities to be located on the campus. Due to the complexity of the proposed site preparations (i.e walking trails to be placed onto closed landfill), it is the intention of the County to directly contract with a civil engineering firm separately to handle the site work necessary for this entire campus. The selected architectural firm will be required to work with the selected civil engineering firm. The following details the services needed from the selected architectural firm.

1. Schematic Plan Design. This will require multiple meetings with stakeholders to reach a consensus on design.
2. Construction Cost Estimates.
3. Creation of Design / Construction Documents
4. Bid assistance
5. Project oversight during construction
6. Project closeout.

Although there are multiple facilities being considered in the overall campus master plan, it is most important that responders to this RFQ provide information on their experience as it relates to the planning, design and construction of animal rescue centers (shelters). All other facilities will be standard.

Project Schedule:

RFQ Issued / Available:	March 14, 2019
SOQs Accepted:	April 5, 2019 – 5:00 PM
Review Firms:	April, 2019
Final Selection:	May, 2019

Statement of Qualifications Format: A written statement of qualifications must be submitted in the format outlined herein. Each statement of qualifications will be reviewed to determine if it is complete prior to actual evaluation. A total of six (6) copies of the qualifications statement shall be submitted. The statement of qualifications will be evaluated based on demonstration of meeting the requirements of this RFQ.

Proposal Content: The written statement of qualifications should provide background information about the firm, its employees, and its experience with related projects and related clients.

Specifically, the proposal should address the following information in order:

1. Firm profile listing: name, address, year established, type of ownership, size of company and staff, and an organizational chart. If company has multiple offices, list where the work for this project will be performed.
2. Current firm workload and ability to perform work for this project given the schedule listed above.

3. Identify the role and the relevant experience of each team member as it relates to this project, with specific regard to their participation in similar projects. Identify all co-consultant and/or sub-consultants that will be utilized for this project.
4. Describe ability to create renditions. Include types of formats to be used.
5. Relevant design projects to include square footage, number of programs, and cost of construction per square foot.
6. Walk us through the process in your studio in taking on this type of project. Include who would be involved and how the process works.
7. Firm proximity to and familiarity with the area where the project is located.
8. Provide references of three owners for whom firm has provided relevant design services. Include name, title, organization, and telephone number for each reference.
9. Additional information the respondent believes to be relevant to the selection efforts of Jackson County.

General Comments:

1. Any cost incurred by respondents in preparing or submitting qualifications for the project shall be the respondents' sole responsibility.
2. All responses, inquiries, or correspondence relating to this RFQ will become the property of the requestor when received.
3. The requestor reserves the right to refuse any or all packages received, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of County in its sole and exclusive discretion. County reserves the right to negotiate with one or more firms and is not obligated to enter into any contract with any respondent on any terms or conditions. The County reserves the right to alter or change any condition of this RFQ that best meets the interest of the County.
4. A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. No recommendations or conclusions from this RFQ process concerning respondents 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 County unless County and respondent execute a Contract.

5. County encourages participation by minority and women-owned businesses and respondents should be prepared to provide evidence of such classification and/or attempt to engage such firms within the qualification's package.

6. All Responses are subject to public disclosure under the North Carolina Public Records Law. To the extent permissible by law, County agrees to keep confidential any confidential proprietary information included in a response, provided that: (1) the respondent identifies the confidential proprietary portions of the response; (2) the respondent identifies as confidential and proprietary only those portions of the submittal that actually are confidential and proprietary; and (3) the respondent states why protection is necessary. Respondents shall not designate their entire response as confidential and proprietary nor shall they so designate information that is already public.

7. In submitting a statement of qualifications, each firm agrees that County may reveal any trade secret materials contained in such response to all County staff involved in the selection process and to any outside consultant or other third parties who serve on the selection committee or who are hired by County to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret.

DUE DATE: NO LATER THAN 5:00 PM April 5, 2019.

- NO QUALIFICATION STATEMENTS WILL BE ACCEPTED AFTER THIS TIME.
- SUBMITTALS SHOULD BE LIMITED TO 20 PAGES.
- FAXES WILL NOT BE ACCEPTED FOR THIS REQUEST FOR QUALIFICATIONS.
- MAIL OR DELIVER SIX (6) COPIES OF YOUR QUALIFICATION STATEMENT IN A SEALED ENVELOPE INDICATING "ANIMAL RESCUE CENTER SOQ PROPOSAL ENCLOSED" TO:

Don Adams, Jackson County Manager
Jackson County Justice / Administration Center
401 Grindstaff Cove Road, Suite A207
Sylva, NC 28779
(828) 631-2295

- IN LIEU OF MAIL OR DELIVERY YOU MAY EMAIL YOUR QUALIFICATION STATEMENT IN A SINGLE PDF DOCUMENT WITH SUBJECT LINE THAT STATES "ANIMAL RESCUE CENTER SOQ PROPOSAL ATTACHED" TO:

donadams@jacksonnc.org

jcfitzgerald@jacksonnc.org

- IT IS THE RESPONDERS RESPONSIBILTY TO ENSURE THAT JACKSON COUNTY HAS RECEIVED ANY SUBMITTAL. JACKSON COUNTY IS NOT RESPONSIBLE FOR ANY ISSUES RELATED TO MAIL OR EMAIL THAT DELAYS OR PREVENTS DELIVERY OF SUBMITTAL (i.e. lost or delay in physical mail system, spam blocker on email system)
- SUBMIT QUESTIONS TO DON ADAMS, JACKSON COUNTY MANAGER