

Yancey County

Request for Qualifications Project Management Services – Primary PSAP Facility

Yancey County is seeking proposals for project management services of a Primary PSAP Facility to be located in Burnsville, North Carolina. In conjunction with the project architect, the project manager will manage and coordinate aspects of development of a new public safety answering point (PSAP) for Yancey County. Services expected include grant management with the North Carolina 911 Board including grant reporting, schedules, and final testing. Design services will include participation in the DD, and CD design process by providing oversight and input on technology requirements and space layouts through drawing and specification reviews. After construction, the project management team will manage transitioning of technology and staff into the new facility. The project will also include assistance with document compliance as required by the various organizations providing project financing, including without limitation to the North Carolina 911 Board. The County will negotiate a fixed lumpsum fee with the successful offeror.

For the purposes of this RFQ, the term Dispatch Area pertains solely to the area occupied by the dispatchers, plus the server room.

Project Overview:

The County intends to construct a building on a property owned by the County. The building site contains 10.44 acres and is viewable electronically through the Yancey County GIS mapping website as Parcel ID Number 082016746897000.

The County desires to construct a building of approximately 5500 square feet which would accommodate the following additional components to the communications and server rooms:

Primary PSAP Facility

- 1) covered arrival and entry area
- 2) lobby and reception area
- 3) men's and women's restrooms with handicap accessible facilities
- 4) administrative offices for primary PSAP director and assistant and IT offices
- 5) conference/meeting room
- 6) quiet room/bunk rooms
- 7) kitchenette

Background

This RFQ is being sent to firms that have been pre-selected by the County. The intent of this RFQ is to have the firms under consideration specifically address the services required and provide us with a well-considered request for those services. Deadline for

submissions is **4 pm, Friday, January 6th, 2023**

The County is looking for a "turnkey" approach, where the project management firm will provide the following (not listed in order of preference):

- conceptual plan for the dispatch area
- recommendations relative to the installation of different systems in the dispatch area (i.e., heat pumps vs. VAV)
- specific conceptual drawings as well as detailed project management and construction drawings that will serve as the basis for both bidding and construction by a general contractor
- site observations of the contractor during the construction phase
- assistance, where necessary, with the governmental approval process (i.e., permits)
- final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings
- assistance in compliance with and completion of forms as may be required by the North Carolina 911 Board
- This project is expected to be completed March 2025.

Please provide the following information in your response:

Name of firm
Complete address
Contact person
Telephone number
Fax number
Internet address
E-mail address

Provide a general statement of qualifications based on the background information given above.

Personnel

- List the professional and support positions and number of personnel in each position
- Provide an organizational chart, including resumes of all personnel who will be committed to this project. Provide specific information as to their experience on projects similar to this one. For the lead staff identified as part of the project team, provide the name and phone number of at least two clients with whom the lead staff has worked on a similar building project.
- If applicable, list professional consultants outside your firm you propose to provide services not available in your firm. Provide specific information documenting their work on similar projects.

Primary PSAP Facility

- Submit a list of all PSAP Facilities or similar projects your firm currently has in progress and the status of each.
- For your most recent Dispatch Center or similar projects, provide the following:
 - Name of Project
 - Client Contact
 - Owner's Total Initial Budget
 - Total Project Cost
 - Completion Date
- List your three best projects. List the project personnel, including consultants, for those projects.
- Describe the exceptional features of any similar primary PSAP facilities your firm assisted with.

Project management Services

- Provide information on your current workload and how you would accommodate this project.
- Describe in detail the process you will follow from schematic approval through approval of the final design and move in.
- Describe your method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.
- Describe the types of problems that you have encountered on similar projects and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
- Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the Owner realized tangible value.

Construction Costs

- Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.

Legal Concerns

- Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by any similar client or any of the same you have filed against a similar client.
- Explain your General Liability Insurance coverage.
- Explain your Professional Liability Insurance coverage.
- Hourly rate
- Provide information on your billing practices (i.e., lump sum, hourly rate, other), including reimbursable cost categories.

Proposals will be evaluated based on the following factors:

- Qualifications, competence, and reputation of firm and personnel – 25 points

- Firm's capability to meet project budget and time requirements – 25 points
- Project workload of firm – 15 points
- Related experience on similar projects – 20 points
- Recent and current work for Yancey County – 15 points

Should there be any questions or inquiries relative to this RFQ please contact, **Jeff Howell, Emergency Management Coordinator, at (828) 682-1887 or via email at jeff.howell@yanceycountync.gov**. Responses to this RFQ should be delivered to the following address: **Jeff Howell, Emergency Management Coordinator, 110 Town Square, Room 11, Burnsville, NC 28714** either via first class mail, courier, or hand delivery and should be marked “**Primary PSAP Facility RFQ Response**”. Many thanks in advance for your time and kind attention. We look forward to hearing from your firm in regard to this project.