



August 10, 2020

**REQUEST FOR QUALIFICATIONS
FOR
ROOF CONSULTANT SERVICES**

I. Project

Ongoing roof construction, repair and replacement projects to Wake County Facilities

II. Project Summary

Wake County owns and maintains buildings throughout the County that house its various service programs, partnership programs, departments and employees. In addition, Wake County oversees improvement projects to various facilities along with construction of new County owned facilities. Generally, County facilities include libraries, public safety facilities, human services buildings, detention facilities, park buildings and structures, office buildings, historic buildings, maintenance facilities, storage buildings, agricultural buildings and structured parking facilities. Wake County adopts a proactive approach to maintaining these facilities to protect their investment and to insure the health, safety and welfare of their occupants. The roofing system is a critical component of each building to which close attention is given.

Wake County has performed a system wide roof evaluation to all of its facilities and has established a base line conditions database which is updated on a yearly basis. Roofs nearing the end of their useful lives are reevaluated, and cost estimates are updated prior to being included in the seven year Capital Improvement Program (CIP), which is updated annually. Roof systems on new construction projects are also given great attention to make sure quality systems are specified, and that they are installed correctly.

Wake County is seeking consultant(s) with expertise in a variety of roofing systems to evaluate existing roofs, design repairs and/or replacement of roof systems, monitor and inspect roofing during construction of new facilities, and to act on the Owner's behalf to review other consultant's documents and roofing installations. The work may also include consultation on accommodations for rooftop solar arrays, building envelope components such as exterior walls and window sealants, flashings, waterproofing and other weather-tight sensitive conditions.

III. Project Budget

The roof repair and replacement budget is updated yearly as part of the CIP.

IV. Request

Wake County government hereby requests qualifications and proposals from qualified consultant firms for providing all roof evaluation and design services required to satisfactorily complete all phases of an assigned project. The duration of services shall be negotiated on a project by project basis. Services desired include the following:

- Roof condition surveys and investigations
- Forensic Investigations
- Obtaining approvals of governmental agencies having jurisdiction over the project.
- Schematic Design – Review and refinement of existing prototypical design drawings.
- Life cycle cost analyses
- Construction document review
- Preparation of Construction and other bidding documents.
- Bidding Phase Assistance.
- Construction Administration and inspections of roofing systems, flashing, sheet metal and substrates.
- Cost Estimating
- Project Close-out Assistance including warranty phase administration
- All other services customarily furnished by a roof consultant on similar projects and in accordance with the terms and conditions of the standard County Agreement for Professional Services.

V. Consultant Qualifications

The Consultants' staff proposed for this Project must be experienced in all phases of evaluating, design and construction of roof systems; have extensive knowledge of the regulations and standards governing design, bidding, and construction in the State of North Carolina; and have a proven capability to effectively and efficiently manage a project to produce a roof consistent with and meeting the needs and goals outlined by Wake County.

The Consultant's staff proposed for this project shall have no less than ten (10) years experience in all areas of service requested herein. Roofing design and evaluation services shall historically be a substantial portion of the Consultant's work load. Consultants with monetary relationships with roofing manufacturers or suppliers are strictly prohibited by law, and need not respond. Having a license to practice architecture, engineering, or Certification as a Registered Roof Consultant with the Roof Consultant Institute is not mandatory, unless required by the Authority Having Jurisdiction (AHJ) issuing the permit, but will be considered a strength.

VI. Project Durations

A schedule will be included in Consultant's project proposals and it will be negotiated and used to establish the time of contracting for each specific project.

VII. Scope of Work

All roof consultant services shall be provided as required for the projects assigned to the successful consultant.

VIII. Proposal Submission Requirements

All proposals shall be submitted on 8-1/2" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The package submitted shall not exceed thirty (30) pages single-sided, or fifteen (15) pages double-sided (front/back covers, Table of Contents and Tab pages are excluded from these totals).

Complete responses are required for the following categories:

A. Qualifications and Experience

1. Letter of Interest identifying all firms proposed for the consultant team, including the organizational and contractual relationship between the principal and associate firms. Discuss the responsibilities to be fulfilled by each consultant team member who will be assigned to the Project. Provide detailed resumes and list of completed projects for staff proposed.

2. Summary of at least five (5) similar projects for which the consultant was responsible. Each of the project summaries shall include the following:
 - a. Description of facility, including roof size, roof type, thermal efficiencies, original project budget, actual project cost and year completed.
 - b. Reference Photo of project.
 - c. Description of services rendered by consultant.
 - d. Degree of involvement (principal or associate).
 - e. Associate firms involved and their assigned responsibilities.
 - f. Key principal and associate staff involved, along with their assigned responsibilities.
 - g. Brief summary of client's program along with key project elements and how they were addressed by the consultant.
 - h. Project references including names, addresses and telephone numbers.
 - i. Include at least one project that involved comprehensive building envelope improvements.
3. Listing of any pending or settled lawsuits or professional liability claims in which the consultant was involved during the past five (5) years.
4. Listing of projects currently underway and schedule for completing them. Identify current weekly contract commitments of staff to be assigned to the Project.
5. Other relevant information which the consultants believe demonstrates their qualifications for the project.

B. Design and Implementation Approach

1. Describe the process by which you will inventory and document existing conditions.
2. Describe your approach to the project design and detailing to assure the functional and quality requirements are satisfactorily addressed and thermal efficiencies are maximized.
3. Explain the management tools, techniques and procedures your team uses to maintain the design phase schedule.
4. Explain your team's procedures for document quality control in preparing construction documents and for managing revisions to the construction documents during the construction process.
5. Describe your team's approach to maintenance considerations in the design process.
6. Explain how your team will control project cost to assure the project budget is not exceeded.
7. Describe in detail steps which will be taken by your team to guard the Owner against defects and deficiencies in the work of the contractors during the construction phase.
8. Explain how you assure quality control and how you communicate to contractors once construction begins. Elaborate on how your team manages and leads progress meetings.
9. Explain how your team manages the process of reviewing contractor submittals, clarification requests, issuance of bulletin drawings, review of contractors' cost proposals, review and justification of change orders, payment requests, management of project logs, and final inspections and close-out.

10. Explain why you believe your team is the most qualified firm to provide the requested services for this Project.

C. Consultant Professional Fees

Submit an hourly billing rate schedule for all personnel who will work with the County in providing consulting services on this project. Compensation to the consultant will be a negotiated lump sum for each project.

IX. Selection Process

The Wake County Board of Commissioners has established a policy to be followed in selecting design consultants. This policy is for the purpose of ensuring that design consultants are selected in a fair and uniform manner, that those selected for work are qualified and experienced in designing systems desired and to ensure that every qualified design consultant has the opportunity to be considered for providing professional services for the Project. The process for the Project will involve three stages:

Stage One: Pre-qualification

The initial phase has commenced with the establishment of a Selection Committee with its members having been appointed by the Director of Wake County Facilities Design & Construction. A Request for Qualifications (RFQ) is being sent to firms identified on the County's current "Capital Improvement Program - List of Design Consultants" who have previously expressed interest in being considered for providing design services for this type of project. A copy of the RFQ will also be published and made available on the County's website. Upon receipt of the Proposal Packages from respondents, Selection Committee will review each proposal individually and collectively, and will invite the most qualified of these short-listed firms to participate in an interview sessions with the Selection Committee.

Stage Two: Interviews

Separate interview sessions will be scheduled with each of the short-listed firms to permit Selection Committee members to further evaluate each firm's qualifications and proposal. These interview sessions are tentatively scheduled to be held on Thursday, December 1, 2016 (interview times TBD). Promptly after the interviews the Selection Committee will make their selections and forward written recommendations to the Director of Facilities Design & Construction for approval.

Stage Three: Contract Negotiations

Following approval from the Director of Facilities Design & Construction, the Facilities Design & Construction office will be directed to negotiate a base contract, consistent with the County's Standard Professional Services Agreement with each selected Designer. In the event negotiations prove unsuccessful with one particular firm, the Director of Facilities Design & Construction will collaborate with the Selection Committee on selection of another firm with which to begin negotiations.

Services under any resulting contract may be engaged for any Wake County Government agency through Wake County Facilities Design & Construction or Wake County General Services.

X. Evaluation Criteria

A. The following criteria will be the basis on which consultants will be selected for further consideration, relative to this Request for Qualifications:

1. Specialized or appropriate expertise Consultant has in this particular type of project.

2. Qualifications and experience of members of the firm.
3. Past performance of the firm, any consultants, and their employees on similar projects.
4. Recent experience with cost control and maintaining project schedules.
5. Current workload of the firm and any consultants proposed.
6. Consultants proposed hourly rates for professional services.
7. Proven ability of the consulting firm to successfully administer the construction phase of publicly funded projects.
8. Proximity to and familiarity with the area where the project is located.
9. Consultant Team's record of successfully completed projects without major legal or technical problems.
10. Other factors that may be appropriate for the project.

XI. Selection Process Schedule

Distribute & Advertise RFQ	August 10, 2020
RFQ Submissions Due	August 27, 2020
Selection Committee Reviews RFQ's	September 10, 2020
Notify Short Listed Firms for Interviews	September 24, 2020
Interview Short Listed Firms	October 8, 2020
Notify Firms Selected & Issue Contracts	October 22, 2020

XII. Submission of Qualifications and Experience Packages

Five (5) complete proposal packages must be received at the following address by 2 p.m. on Thursday, August 27, 2020 at the following location:

County of Wake, Facilities Design & Construction
 Attention: Mr. Patrick McHugh
 Hand Delivery & FedEx: 336 S. Fayetteville Street, Suite 1100, Raleigh, NC 27601
 US Mail Delivery: PO Box 550, Raleigh, NC 27602

XIII. General Comments

- A. Any cost incurred by respondents in preparing or submitting a proposal for the Project shall be the respondents' sole responsibility.
- B. All responses, inquiries or correspondence relating to this RFQ will become the property of Wake County when received (Subject to Section XIV Confidentiality of Documents).
- C. Respondents are requested to refrain from contact with the Selection Committee members.

- D. Any questions regarding the RFQ should be directed to Patrick McHugh, Facilities Project Manager, Wake County Facilities Design & Construction (patrick.mchugh@wakegov.com) or by telephone (919) 856-6357. If a question of general concern is asked by any firm with regards to this RFQ, a copy of the written response will be included in an addendum which will be posted on the website where the RFQ was download. Please check the website prior to submission.
- E. The Selection Committee intends to select a minimum of two (2) and a maximum of three (3) Roof Consulting Firms to provide roof consulting services outlined in this RFQ.
- F. Please refer to the following website location for a copy of the RFQ and any other related information.
- <http://www.wakegov.com/finance/business/rfp/Pages/bids.aspx>
- G. Below is a list of electronic files that can be accessed on the following ftp website:
- [A-E Agreement for Professional Services](#)
 - [Amendment to Agreement for Professional Services](#)
- H. Wake County has sole discretion and reserves the right to reject any and all responses received with respect to this RFQ and to cancel the process at any time prior to entering into a formal agreement. The County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the RFQ.

XIV. CONFIDENTIALITY OF DOCUMENTS

In general, documents that are submitted as part of the response to this RFQ will become public records, and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the consulting firm follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret," the County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.

If the County determines that a document that the Design Team has designated "confidential" or "trade secret" is not entitled to protection from public disclosure, the County will provide notice of that determination to the contact person designated by the Design Team, in any reasonable manner that the County can provide such notice, at least five business days prior to its public disclosure of the document. If the Design Team does not designate anyone to receive such notice, or if, within five business days after the designated person receives such notice, the Design Team does not initiate judicial proceedings to protect the confidentiality of the document, the County will not have any obligation to withhold the document from public disclosure.

By submitting to the County a document that the Design Team designates as "confidential" or "trade secret", the design Team agrees that in the event a third party brings any action against the County or any of its officials or employees to obtain disclosure of the document the Design Team will indemnify and hold harmless the County and each organization's affected officials and employees from all costs, including attorney's fees incurred by or assessed against any defendant, of defending against such action. The Design Team also agrees that at the County's request the Design Team will intervene in any such action and assume all responsibility for defending against it, and that the Design Team's failure to do so will relieve the County of all further obligations to protect the confidentiality of the document.