



**REQUEST FOR QUALIFICATIONS RFQ #2018-072**  
**EMS Stallings Property Condition Assessment**

**Due Date:** June 22, 2018  
**Time:** 2:00 PM  
**Submittal Location:** Union County Government Center  
Administrative Services  
Procurement Division, Suite #709  
500 North Main Street  
Monroe, NC 28112

**Procurement Contact Person**

**Name:** Erin DeBerardinis  
**Title:** Procurement Specialist  
**E-mail:** [Erin.DeBerardinis@unioncountync.gov](mailto:Erin.DeBerardinis@unioncountync.gov)  
**Telephone:** 704-283-3683

In accordance with Union County (the County) guidelines, submittals for the services specified will be received by Union County at the specified location listed in this RFQ document, until the time and date cited. Submittals received by the correct time shall be considered. Submittals received after the due date and time will not be considered.

Submit one (1) original and five (5) copies, in printed form and on a non-returnable CD or flash drive. Submittals must be submitted in a sealed envelope/box labeled **RFQ#2018-072, EMS Stallings Property Conditions Assessment** along with the submitter's name and address clearly indicated on the envelope. Instructions for preparing the Statement of Qualifications (SOQs) are provided herein.

**Mail or hand-deliver submission packets to:**

Union County Government Center  
Administrative Services, Procurement Division  
500 North Main Street, Suite #709  
Monroe, NC 28112

**Attention:** Erin DeBerardinis, Procurement Specialist

**Electronic (email) or facsimile submissions will not be accepted.**

**Deadline for Questions: June 13, 2018 by 3 pm**

Submit all questions regarding this Request for Qualifications (RFQ) to Erin DeBerardinis, Procurement Specialist at [Erin.DeBerardinis@unioncountync.gov](mailto:Erin.DeBerardinis@unioncountync.gov) no later than June 13, 2018 by 3 pm.

Selection criteria are outlined in this document. Union County reserves the right to reject any or all submittals, to waive technicalities and to make such selection deemed in its best interest. With limited response, Union County reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement process.

## 1. PURPOSE AND SCOPE

Union County (hereafter the “County”), through its Facilities Management Division, is soliciting proposals from qualified contractors to provide a comprehensive environmental and property condition assessment of the former Stallings EMS Base located at 120 Williams Rescue Road in Indian Trail, North Carolina.

### I. PHASE 1 ENVIRONMENTAL SITE ASSESSMENT

The purpose of the environmental site assessment is to identify potential or existing environmental contamination liabilities. The study should address underlying land and physical improvements required or recommended for potential acquisition or surplus of the property. Report should include descriptions and observation/comments not limited to:

- A. Topographical and Historical Review** – Provide information from Land Titles, business listings, aerial photos, and/or municipal/provincial government records. Note any zoning variances or restrictions.
- B. Hazardous Materials** – List potential building materials and hazardous materials (without undertaking any destructive sampling). Address asbestos or additional environmental concerns.
- C. Drainage** – Site surface drainage, location and identify any obvious surface dump material and any obvious drainage sumps or standing water existing on site.
- D. Adjacent Property Overview** – Provide an overview of adjacent property or properties to ascertain any potential cross contamination of the subject lands.
- E. Liability** – Evaluate data collected for potential on-site environmental liability and prepare a final document expressing comments and opinions based on this evaluation.

### II. PROPERTY CONDITION ASSESSMENT

The purpose of the property condition assessment is to report on the defects, deficiencies, items of deferred maintenance, identify building code violations, collect the history, and evaluate the current condition of the facility and its systems. The contractor will be responsible for providing cost estimates to rectify deficiencies found within the property. Report should include descriptions and observation/comments not limited to:

- A. Facility Condition** – Inspect, measure, report, provide comments, and note deficiencies (if any) on the condition of the following property elements not limited to:
  - 1. Exterior: foundation, roofs, walls, window systems, exterior doors, and any structural components in or around the property. Note paving and curbing: number of parking spaces (standard and handicap), type of paving and curbing, truck loading spaces, etc.
  - 2. Interior: walls, doors, floors, ceilings, visible structure, and finishes
  - 3. Heating, Ventilation and Air Conditioning
  - 4. Electrical systems
  - 5. Low voltage (Tel/Data, AV, Surveillance/Security)

6. Plumbing systems: fixtures, supply, storms and sanitary drainage, on and off valves, irrigation
7. All Fire Systems: Fire Suppression System(s), alarm, sprinkler, etc.
8. Elevator(s) (if applicable)
9. Infrastructure: roads, fences, underground utility systems (power, telecommunications, natural gas, septic system, storm sewer, potable water, and irrigation water), water treatment systems. Note on the storm water drainage the effectiveness of drainage system, storm water overflow to or from adjacent properties, note any propensity of flooding or any records of floods
10. Landscaping and appurtenances: Identify lawn irrigation system, bare lawn areas, upkeep, trees, and shrubs.

**B. Building Code Violations/Litigations Current or Past**

**C. ADA Compliance**

**D. Records/Data**

1. Provide records of facility condition deficiencies within the past five years (if available).
2. Asset preservation studies
3. Roofing studies
4. Building drawings: mechanical, electrical, architectural, structural
5. Verify square footage and interior architectural wall locations by building
6. Identify finish floor types and square footage by floor by building
7. Special studies/projects conducted within the past five years.
8. Building maintenance and preventative maintenance history
9. List current service maintenance agreements
10. List any existing warranties (roof, HVAC, etc.)

**E. Equipment Inventory – Includes but is not limited to:**

1. HVAC units
2. Electrical Panels
3. Hot and Cold Water Pumps
4. Boilers/Water Heaters
5. Elevator motors
6. Other major equipment deemed necessary.

**F. Analysis of Cost Estimates for Deficiencies – Recommend corrections for all deficiencies and include cost estimates for repair.**

1. Establish acceptable useful-life expectancies of each component and the cost to replace or refurbish.
2. Deferred Maintenance: Allocate the totals of the derived cost estimates to remedy physical deficiencies into categories classified as either immediate or short term.
3. Recommendations: If any condition be suspect or warrant further research, testing, removal of material, etc. such a recommendation should be placed in this

section. Examples of recommendations – testing of chillers, roof infrared surveys, scaffold inspections, insufficient parking etc.

## 2. PROJECT BACKGROUND

### 2.1 GENERAL

Union County is located along the North Carolina/South Carolina state line southeast of the City of Charlotte and Mecklenburg County. Union County continues to experience consistent to rapid growth rates due to its proximity to the City of Charlotte and Mecklenburg County.

### 2.2 BACKGROUND

The above referenced property is currently owned by Carolinas Union Healthcare Inc., a subsidiary of the Charlotte-Mecklenburg Hospital Authority. Carolinas Union Healthcare manages the Union EMS agency, who has historically operated out of this facility but has indicated to the County that the facility is no longer useful within their operations. Per the agreement between the County and Carolinas Union Healthcare, the property will transfer to the County.

## 3. SOQ SUBMITTAL REQUIREMENTS

SOQs should be submitted spiral bound and tabbed for each section outlined below. The total length of the proposal, including cover letter, should be no more than 20 single-sided pages. Font size should be no smaller than Arial Narrow 11pt. Key personnel resumes may also be provided as an appendix to the document and will not count against the page limit. Covers and tabs do not count against the page limit.

Please provide the following information in the sequence of the following major headings described below.

### COVER LETTER

The cover letter shall briefly introduce your firm, local office, and principal in charge.

### EXPERIENCE

Provide a representative summary of your firm's program management and owner's representative expertise and experience.

Firms may choose to illustrate this experience as desired, but shall also include at least three (3) engagements within the last 5 years that provide a summary of experience related to serving

as a program manager or owner's representative. Include the following information for each engagement:

- Owner's name
- Owner's contact person name, address, telephone number, and email address
- Title and Description of the program
- Description of the services provided
- Overall value of the program
- Integrated delivery method
- Keys to success for the program

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#### PROJECT TEAM

Provide a detailed organization chart that presents the team to be dedicated to this project. This should include program managers, architects, engineers, sub-consultants, and other supporting staff to be used in completion of the work. Information to be included in this section shall include:

- Professional, relevant qualifications for up to five (5) projects for each of the key team members listed.
- Office location and number of year's employee has worked in the industry and with their current firm.
- Available time (in percent) that each team member may commit to this project.
- Sub-consultants to be utilized in the execution of the project must be clearly identified within the organizational chart. Provide relevant qualifications for up to five (5) projects for each sub-consultant proposed as part of the project team. Projects listed shall demonstrate prior successful teaming with the respondent.

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#### PROJECT APPROACH

Based on the information presented in the Sections 1 and 2 of this RFQ, provide the approach your firm will take to complete this facilities assessment and ensure the Owner's project objectives are met.

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#### WHY SHOULD YOUR FIRM BE SELECTED FOR THIS PROJECT

In no more than one (1) page, provide a summary of why your firm should be selected for this project.

#### 4. SELECTION PROCESS

Maintaining the integrity of the RFQ process is of paramount importance for the county. To this end, please do not contact any members of Union County or its staff regarding the subject matter of this RFQ until a selection has been made, other than the County's designated contact person identified in the introduction to this RFQ. Representatives of Union County will read, review, and evaluate the qualifications independently based on the evaluation criteria.

The following factors will be used in the initial evaluation process.

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##### REPUTATION, QUALITY, AND EXPERIENCE OF FIRM

- Does the firm demonstrate relevant experience in providing services outlined in the SOW?
- Does the firm demonstrate adequate resources and availability of key team members to advance this project to meet schedule demands?
- Does the firm demonstrate an understanding of the specific needs of Union County Facilities Management Division in this effort?

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##### PROJECT TEAM

- Does the key team members and supporting staff proposed for this project have the appropriate experience and capabilities to deliver the requested services?
- Is the stated availability of proposed team members adequate to support this project?

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##### PROJECT APPROACH

- Does the firm demonstrate a clear understanding of the critical issues associated with the Scope of Work outlined within this document?
- Does the project approach clearly present a successful roadmap for this project and address the owner's listed objectives?
- Does the project approach identify key factors for success of this project?
- Does the firm successfully demonstrate its approach to project?

## 5. GENERAL CONDITIONS AND REQUIREMENTS

### E-VERIFY

E-Verify is the federal 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. Contractor shall ensure that Contractor and any Subcontractor performing work under this contract: (i) uses E-Verify if required to do so; and (ii) otherwise complies with applicable law.

### MINORITY AND SMALL BUSINESS PARTICIPATION OUTREACH PLAN – GOOD FAITH EFFORT

Minority Businesses (MBEs), Women Businesses (WBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, Union County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise is discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin. Review Union County's Minority and Small Business Guidelines and Outreach Plan which can be found [here](#).

### EQUAL EMPLOYMENT OPPORTUNITY

All Firms will be required to follow Federal Equal Employment Opportunity (EEO) policies. Union County will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age. All submittals submitted in response to this request shall become the property of Union County and as such, may be subject to public review. All payroll taxes, liability and worker's compensation are the sole responsibility of the Proposer. The Proposer understands that an employer/employee relationship does not exist under this contract.

### INDEMNIFICATION

The Firm agrees to protect, defend, indemnify and hold Union County, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Firm, its officers, employees, subcontractors or agents. The Firm further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto. In addition, the Firm shall

defend, indemnify, and hold Union County harmless from and against any and all losses, damages, expenses and liabilities suffered by Union County or to which Union County becomes subject, resulting from, arising out of or relating to any claim of copyright or infringement occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this Request.

## **6. SCHEDULE**

It is anticipated that the review of qualifications will be completed in August 2018. Interviews may or may not be conducted after that time. All firms submitting an SOQ will be notified of the results of the selection process.

## Attachment A

### RFQ 2018-072

#### EMS Stallings Property Condition Assessment

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**Qualification Package Submitted by:**

<b>Company Full Legal Name:</b>	
<b>Contact Person for RFQ Process:</b>	
<b>Address:</b>	
<b>City/State/Zip</b>	
<b>Telephone Number:</b>	
<b>Fax Number:</b>	
<b>Email Address:</b>	
<p>Submission of a response to this RFQ constitutes certification that the Firm and all proposed team members are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by any State or Federal department or agency. Submission is also agreement that the County will be notified of any change in this status.</p> <p>The information contained in this Statement of Qualifications package, including its forms and other documents, delivered or to be delivered to the County, are true, accurate, and complete. This Statement of Qualifications package includes all information necessary to ensure that the statements therein do not in whole or in part mislead the County as to any material facts.</p>	
<b>Represented and Warranted by (Signature):</b>	
<b>Printed Name and Title:</b>	
<b>Date Signed:</b>	