

**Southeastern Family Violence Center
REQUEST FOR QUALIFICATIONS for ENGINEERING SERVICES
for
Shelter Renovation Project**

Released: April 01,2022

Qualifications Package Due by E-mail: 5 pm April 13, 2022

Southeastern Family Violence Center (SFVC) is seeking the best qualified firm to provide Engineering design services for revocations on a shelter facility. Southeastern Family Violence Center's primary objective is to address the critical need for more domestic violence and homeless shelter space throughout SFVC's service area. The proposed project will expand shelter space so that social distancing and safety measures can be implemented allowing SFVC to serve additional individuals seeking shelter and services. The selected firm will be directed to provide services to support a proposed shelter facility located in Lumberton, NC.

This is a Request for Qualifications to provide engineering services for Southeastern Family Violence Center (SFVC) to renovate a shelter facility. ***This project is supported by the NC DHHS Emergency Solutions Grant (ESG) of the NC DEPARTMENT OF HEALTH AND HUMAN SERVICES, DIVISION OF AGING AND ADULT SERVICES under grant number 00041464, ESG-CV. This information or content and conclusions are those of SFVC and do not necessarily represent the official view s of, should not be construed as the official position or policy of, nor should any endorsements be inferred by NCDHHS or the US Government.***

MINIMUM AND DESIRED QUALIFICATIONS:

Southeastern Family Violence Center desires firms with the minimum project experience of at least three (3) completed projects within the past seven (7) years with at least one (1) of those projects being a completed medical facility within the past (7) years.

All proposal of qualifications must be emailed to be received no later than 5 PM on Friday 04/13/2022. Proposals are to be delivered electronically to:

Emily Locklear, BSW, Executive Director sfvc@ncrrbiz.com

RFQ TIMELINE:

RFQ Issue Date	Fri	04/01/22
Questions Due	Wed	04/06/22 by 5:00 pm
Responses to Questions	Fri	04/08//22 by 5:00 pm
Qualification Packages Due (email)	Wed	04/13/22 by 5:00 pm
Selection of Firm	Tue	04/15/22
Board to Approve Selection	Thur	04/18/22
Announcement of Selected Firm	Fri	04/20/22

ONLY emailed copies of the proposal will be accepted.

Southeastern Family Violence Center will enter a contract with the firm whose proposal of qualifications is determined to be the most advantageous to the corporation. Factors to be considered in the method used in the evaluation of the proposal and selection of the Engineer are set forth in Sections E and F.

Southeastern Family Violence Center does not discriminate based on race, color, religion, sex, national origin, handicap, age or familial status, and encourages proposals from small, minority, and female-owned businesses, and locally owned/operated businesses that provide employment opportunities to low-income individuals.

Every effort will be made to ensure that all persons have equal access to contracts and other business opportunities with SFVC within the limits imposed by law or corporate policy. Each firm may be required to show evidence of its equal employment opportunity policy. The successful firm and its subcontractors will be required to follow nondiscrimination practices.

ESTIMATED CONTRACT DURATION: Up to 8 months. Services will be authorized on an "as-needed" basis and are contingent upon project approval, capital funding and the quality of services delivered by the engineering firm.

LICENSE AND INSURANCE REQUIREMENTS: The successful firm is required to maintain current and active North Carolina license applicable to the work and to also maintain applicable insurance adequate for a project of this scope.

A. PROBLEM STATEMENT

SFVC is a non-profit victim service agency that operates the only emergency domestic violence shelter in Robeson County in NC. The COVID-19 pandemic drastically impacted our shelter operation in that we are unable to house as many shelter residents as we were prior to the pandemic. This has resulted in the number of encounters we can have with individuals in need of assistance. Many individuals have had to seek other arrangements that could be unsafe. In order to resolve this problem, the agency seeks to expand its shelter space so that social distancing and safety measures can be implemented allowing us to serve additional individuals seeking shelter and services. The renovation will create one additional shelter facility.

The current property is an abandoned commercial space and will require professional design and engineering services to begin the renovation/construction process. SFVC is soliciting proposals from qualified engineering firms to provide complete design and engineering services for the project.

B. SCOPE OF WORK

Anticipated scope of work to implement the project within the approved budget and schedule may include feasibility studies, environmental compliance activities, programming, cost estimating/value assessment, and basic architectural and engineering services to produce construction documents for renovation of a disclosed property located in Lumberton, NC. The selected firm will also be responsible for the administration of the construction processes with the project.

C. PROJECT SCHEDULE

The project is expected to commence immediately upon approval of the Engineering firm by SFVC's governing body on 04/20/2022 and be completed within 8 months. A final schedule will be further developed after selection of the firm.

D. HOURLY RATE SCHEDULE

For purposes of evaluating proposals of qualifications and in accordance with the Brooks Act and N.C.G.S. 143-64.31, the Engineer is requested to submit only an **hourly rate schedule** for all personnel to be involved in the project. The hourly rates should include fringe benefits, indirect costs and profit. The Engineer's charge for reimbursable expenses should also be provided. Upon review of qualifications, SFVC will negotiate a final contract fee with the selected consultant(s) whose qualifications are most advantageous to the corporation. **The hourly rate schedule will not be the sole criteria for selection of the firm. The firm should not submit a total project price or fee to complete the scope of work. It is not part of the evaluation criteria. Submission of a total project price or fee may result in disqualification of the firm's proposal.**

E. PROPOSAL CONTENT

The firm's proposal must contain the following parts with headings as worded below and be no longer than 15 single-sided and numbered pages. Not included in the page count will be a cover sheet, table of contents and any dividers (optional):

- 1. Technical Approach/Understanding of the Program** (35 points): Describe the approach to be taken in addressing the proposed scope of work, as well as opportunities for optimizing the funds available. This description is to include delineation of specific tasks to be undertaken, and a project schedule showing start and completion dates for major tasks.

- 2. Work Management Plan/Experience of Proposed Personnel (25 points):**
Describe the management plan to be used, staffing configurations, etc. specifying work to be completed relative to Project. Brief resumes of the individuals involved in the project are required, including a list of related project experience for everyone.
- 3. Experience of the Firm (25 points):** Provide a brief description of experience specific to property renovations. Please list a reference for each project. Make sure the contact listed for each project was employed at time the firm provided the services. If the local staff person who is most familiar with your work is no longer with the organization, include current contact information or indicate why the person can no longer be contacted.
- 4. Familiarity with Locality (5 points):** Include a list of project experience conducted within Robeson County in North Carolina. Describe any other project experience or related work that indicates the firm's level of understanding and familiarity with the selected areas (Robeson County).
- 5. Hourly Rate Schedule (5 points):** (See Section D, above.)
- 6. Projects in Progress- Current Workload (5 points):** Address the firm's workload and how this project would fit within your existing work; address capacity of key project personnel to complete this project in a timely manner, given current workload.

F. FACTORS FOR AWARD/EVALUATION CRITERIA

The following factors will be used in evaluating the firm's proposal of qualifications:

- 1.** Technical Approach/Understanding of Program (35 points)
- 2.** Work Management Plan/Experience of Proposed Personnel (25 points)
- 3.** Engineering Experience of the Firm (25 points)
- 4.** Familiarity with Locality (5 points)
- 5.** Hourly Rate Schedule (5 points)
- 6.** Projects in Progress-Current Workload (5 points)

Qualifications will be reviewed by a selection committee and a recommendation will be presented to the SFVC Board of Directors on 04/18/2022. The engineering firm will be selected based on qualifications most advantageous to SFVC, subject to negotiation of fair and reasonable compensation. SFVC's decision will be announced on 04/20/2022.

INQUIRIES: If you have any questions concerning the Request for Qualifications, please contact Emily Locklear, 910-739-8622 or sfvc@ncrbiz.com.