



Madison County Government

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# **REQUEST FOR QUALIFICATIONS**

**Madison County, NC**

**Fairgrounds Arena Complex- Phase 1**

**Issue Date: July 31, 2024**

**RFQ Due Date: August 12, 2024 @ 2:00 p.m.**

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*Note that the terms "Consultant" and "Design-Build Firm" are used interchangeably in this document, and both refer to entities intending to submit responses to this RFQ.*

## Madison County Government

Madison County, North Carolina

### Request for Qualifications (RFQ) for Fairgrounds Arena Complex- Phase 1

Madison County Government is requesting proposals from qualified Design-Build Contracting Firms for services associated with the design, permitting, and construction activities necessary to construct the Madison County Fairgrounds Arena Complex. Design-Build of the multi-facility complex is set to begin in November 2024 with an estimated completion date of March 1<sup>st</sup>, 2025. The primary site is located at 330 Carolina Lane, Marshall NC which is the existing site of Madison County Fairgrounds.

Firms interested in being considered for this work should submit qualifications to:

#### Post Office Delivery or Hand Delivery

Rod Honeycutt  
County Manager  
Madison County Government  
PO Box 579/107 Elizabeth Lane  
Marshall, NC 28753

For consideration, **three (3) hard copies and one digital version** (in PDF format) of the response to this request for qualifications must be submitted to Madison County Government in sealed packaging by **two o'clock p.m. (2:00 p.m.) on August 12, 2024**. The electronic copy shall be provided as a CD, DVD, or USB flash drive.

Submittals should be contained within an envelope or package and plainly labeled:

### **REQUEST FOR QUALIFICATIONS – Madison County Government – Fairgrounds Arena Complex- Phase 1**

#### Inquiries:

Questions concerning this RFQ shall be submitted in writing via email to Rod Honeycutt at [rhoneycutt@madisoncountync.gov](mailto:rhoneycutt@madisoncountync.gov) and copied to Mandy Bradley at [mbradley@madisoncountync.gov](mailto:mbradley@madisoncountync.gov) **no later than 3:00 P.M., EDT on August 5, 2024**. Please include the RFQ name in the subject line of the email correspondence.

#### Site Visits:

Contact Rod Honeycutt via email at [rhoneycutt@madisoncountync.gov](mailto:rhoneycutt@madisoncountync.gov) copied to Mandy Bradley at [mbradley@madisoncountync.gov](mailto:mbradley@madisoncountync.gov) to schedule a site visit.

# 1. PROJECT SITE INFORMATION

Madison County plans to construct the facility and amenities, including landscape architecture, civil and mechanical engineering, electrical, plumbing, structural and architectural engineering, construction, and construction administration. All structures and work are new construction. **The project's specific Scope of Work for the selected Design-Build Team will be defined in the Design-Build Agreement.** However, at minimum, the Design-Build Team will require the following services.

Madison County intends to build and upgrade the Fairgrounds Arena Complex beginning in November of 2024 with an estimated completion date of March 1<sup>st</sup>, 2025. The primary site is located at 330 Carolina Lane, Marshall NC which is the existing site of Madison County Fairgrounds. The complex includes converting the current open-air arena into an enclosed arena, inclusion of new concrete pads and sidewalks, walkway coverings, new bathrooms and mechanical room, a new suspended press box at each end of the arena, and any associated grading work.

The current Madison County Fairgrounds is functioning as an event arena on a relatively flat site. With the growth within the County, Madison County is looking to upgrade and expand this facility to include a wider range of uses.

# 2. SCOPE OF WORK

Madison County Government is seeking qualified, experienced Consultant teams to provide Design-Build services for the subject project to include design, permitting, and construction services for the Madison County Fairgrounds Arena Complex as referenced above. The project must meet the Americans with Disabilities Accessibility (ADA) requirements for grading and surrounding areas including access roads. Emphasis will be placed on firms that can demonstrate collaborative delivery and the ability to deliver a transparent guaranteed maximum price (GMP) proposal.

The following may be considered a minimal list of project requirements, and shall not be considered all-inclusive:

- A. Working and leading discussions with the appropriate entities
- B. Following compliance specifications outlined in S.L. 2023-134 for construction of the Madison County Fairgrounds Arena Complex. Ideally, having successful experience with projects acquired under such funding.
- C. Properly Evaluate Project Areas
  - i. Perform site visits and surveying to ensure proper design.
  - ii. Review existing conditions, site topography and drainage patterns.
  - iii. Understand current and proposed uses.

- iv. Evaluate existing stormwater management permits, control measures, and conveyance systems.
- v. Determine soil types and seasonal high-water table elevations.
- vi. Consider seasonal climate variations, inclusive of storm events.

D. Utilize Effective Design and Construction Methods

- i. Use highly qualified design professionals, licensed for practice in North Carolina and eligible to work for North Carolina State Agencies.
- ii. Meet with Madison County Government on a regular basis to review design opportunities and constraints.
- iii. Conduct any necessary code and zoning research on safety, function, transportation, and accessibility.
- iv. Identify regulatory agencies and permits required for the project.
- v. Assess programming and overall facility use needs as may be applicable.
- vi. Design that meets all critical elements for long term surface stability and effective drainage.
- vii. Ensure proper materials selection and workmanship by highly skilled professionals.
- viii. Implement measures to avoid fill settlement.
- ix. Effective utilization of time and resources to meet budget and schedule constraints.
- x. Certify construction standards and warranty workmanship.
- xi. State and local permitting processes as required.
- xii. Schematic Design services.
- xiii. Design and Construction drawings.
- xiv. Project oversight, management, and inspections.
- xv. Construction administration service.
- xvi. Construction of project.
- xvii. Project reporting and closeout including record drawings.

E. Turn-Key Services

- i. Strategic plan for best location, construction sequence, and required utility grid necessary to support the Madison County Fairgrounds Arena Complex.
- ii. Architectural design plans and construction drawings.
- iii. Structural amenities, including buildings and all site furnishings.
- iv. Sustainable design should be taken into consideration based on Leadership in Energy and Environmental Design (LEED) principles. This project is not required to meet LEED certification.
- v. Engineering, environmental plans, and construction drawings.

**Madison County reserves the flexibility to select contractor(s) or subcontractor(s) through the initial RFQ process or a subsequent RFQ process.** After contract award, the Design-Builder can only substitute key personnel (the contractors, subcontractors, and design

professionals identified in the Design-Builder’s response to the RFQ) after obtaining written approval from the County.

Project construction - Provide construction management and general contracting services. Public participation and meetings with the Board of Commissioners (BOC).

Surveying and environmental assessment services as required to provide base data information to complete tasks above.

### **3. ANTICIPATED PROJECT BUDGET**

Services performed under this RFQ will be funded by State Appropriations to Madison County in Session Law 2023-134. The maximum, not to exceed, budget for this project will be \$1,200,000.

### **4. PROJECT SCHEDULE**

The proposed project schedule milestones are as follows:

- RFQ Issued July 31, 2024
- Optional Pre-Submittal Meeting August 5, 2024 @ 1:00 p.m.  
Location: 140 Elizabeth Lane, Marshall NC, 28753
- Written Questions Submitted to County August 5, 2024 @ 3:00 p.m.
- County Response to Questions August 6, 2024
- RFQ Due August 12, 2024 @ 2:00 p.m.
- Select Short List of Firms TBD-Fall 2024
- Site Visit/Firm Interviews if Required TBD-Fall 2024
- Negotiate/Issue Contract with Qualified TBD-Fall 2024
- Design/Permitting Complete November 4, 2024
- Construction Complete March 1, 2025
- Project Closeout; As-Builts; Deliverables April 1, 2025

### **5. PROPOSAL SUBMITTAL FORMAT AND CONTENTS**

The instructions below provide guidance and information to help in the preparation and submittal of concise responses to this RFQ. The purpose is to establish the format and contents of the proposal so that responses are complete, contain all essential information, and can be easily evaluated.

The qualifications proposal should be no more than 20 pages, ten (10) double-sided sheets, in length, excluding binding, covers, and tabs. Proposals shall be presented in a well-organized and concise manner and bound to allow ease of review. Please provide a cover that depicts the Project Name and Design-Build Firm Name.

The following items must be addressed in your package:

- A. Introductory Letter: Respondents shall submit a clear concise response indicating the following:
  - i. Name of Firm
  - ii. Project Manager (or Primary Contact) and his/her contact information
  - iii. Firm's contact information (i.e., phone, email, etc.)
  - iv. Why Madison County Government should select your Firm for this work
  - v. Acknowledgment of any RFQ Amendments (if any)
  
- B. Qualifications and Experience: Respondents shall submit the following information to demonstrate their experience and qualifications. Only include those projects in which the project team members have actively participated or led.
  - i. Provide up to five (5) projects of similar scope of work completed over the past seven (7) years. Include sub-consultants (if any) utilized and their capabilities as related to the work. List a reference with contact information for each project cited. Note whether the project was completed within scope, budget, and schedule requirements.
  - ii. Provide an additional list of up to three (3) projects of a similar nature that are currently in design, permitting, or construction phases. Include sub-consultants (if any) utilized and their capabilities as related to the work. List a reference with contact information for each project cited. Note whether any project phases were/are within scope, budget, and schedule requirements.
  - iii. Provide a brief description of current workload and management intent regarding scope and schedule if selected.
  
- C. Project Approach and Schedule: A summary description of how your Firm proposes to approach this project. Include a summary discussion of proposed methodologies, techniques, and procedures for each work item.
  
- D. Project Team(s): Consultant shall submit in its response an explanation of its project team selection consisting of either:
  - i. An Organization Chart of the project team specifying the dedicated Project Manager, key personnel, licensed contractors, licensed subcontractors and licensed design professionals assigned to the design and construction teams and the availability of backup personnel that will support this project. Include a brief summary identifying roles and responsibilities and general qualifications (i.e., professional registrations, certifications and/or licenses) of each team member (including subconsultants and subcontractors) in disciplines appropriate to the project, as well as education, availability to work on this project, experience, years of experience (with current firm

- and other firms). Please do not list firm staff that will not work directly with the project team; or
- ii. An organization chart of the project team specifying the dedicated project manager key personnel, licensed contractors, and licensed design professionals assigned to the design and construction and an outline of the strategy the design-builder plans to use for open contractor and subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the General Statutes.
- E. The Design-Build firm shall certify that each licensed design professional who is a member of the design-build team, including sub-consultants, was selected based upon demonstrated competence and qualifications in the manner provided by G.S. 143-64-31.
- F. Insurance and Contract Statement: Provide a statement that the firm will provide insurance as follows: The Contractor shall obtain and maintain in effect during the term of this Agreement, general liability and automobile liability insurance in which the Owner and the Contractor shall each be named as insured parties, which insurance shall protect the Owner and the Contractor from claims in an amount not less than \$1,000,000 for personal injury, including death, to any one person and in an amount not less than \$1,000,000 for any one occurrence, and from claims for property damages in an amount of not less than \$1,000,000 for each occurrence arising from any act or omission of Contractor, its agents, employees or subcontractors. The Contractor shall obtain and maintain in effect during the term of this Agreement, a policy of workers' compensation liability insurance in which the policy shall protect the Owner and the Contractor from claims in an amount not less than the statutory amount. The Contractor shall promptly furnish to the Owner certificates of insurance evidencing such insurance coverage. Insurance required hereunder shall be maintained by insurance companies properly licensed by the Insurance Department of the State of North Carolina and rated A or better by Best Insurance Guide.
- G. Identification of Lawsuits and Administrative Claims/Fine: Consultants must identify all lawsuits, administrative claims or fine proceedings Consultant has been a party to in the past five (5) years. Include any fines levied by any governmental unit relating to the proposed work in this RFQ such as fines from the EEOC, Department of Labor or other unit of government.
- H. All bidders shall be required to provide Payment and Performance Bonds as required by North Carolina law.

## **6. EVALUATION METHOD**

All Proposals will be evaluated based on the following criteria:

- A. Firm (including entire design team) experience/reputation and capacity to meet project constraints (50%): The firm's experience in similar work and the record of successful



results of that work. Consideration will be given to the firm's ability to take on additional work, demonstrate understanding of Madison County Government's goals and purposes of this project, specific management approach, approach to managing Madison County Government's budget and time, and the firm's ability to offer the breadth and quality of services required for this project.

- B. Response to the project objectives outlined in the scope of work (10%): The proposed approach for performing the work for this project, including demonstrated understanding of scope of work and deliverables.
- C. Experience of the personnel assigned to this project team (15%): Consideration will include the Project Manager's individual qualifications, experience, and location, which key personnel will be assigned to the project, and any sub-consultant's individual experience, qualifications, and location. The Project Manager's past and/or current experience working on similar projects will be given consideration.
- D. Schedule (25%): Consideration will be given to the firm's ability to meet schedules and responsiveness to Madison County Government personnel.

Madison County Government will review all RFQ submittals. A selection committee comprised of Madison County Government personnel will be convened to review the qualifications packages. Madison County Government reserves the right to reject any and/or all submittals. Respondents that are deemed competitive by Madison County Government may be asked to attend an interview and should make themselves available for a presentation to the selection committee. Each firm will be responsible for all costs (e.g. travel and presentation materials) related to the presentation. The selected firm will be notified by Madison County Government and will enter into contract negotiations for receiving this work. If no agreement can be reached with the selected firm, Madison County Government will negotiate with another qualified firm(s).

## **7. GENERAL REQUIREMENTS AND DISCLOSURES**

All qualifications packages and materials submitted hereunder become the exclusive property of Madison County Government. Madison County Government reserves the right to reject any or all submittals. This RFQ is neither a contractual offer nor a commitment to purchase services. Madison County Government assumes no contractual obligation as a result of the issuance of this request, the preparation or submission of a qualifications statement by a Consultant, the evaluation of statements, or final selection. All submissions may be kept by Madison County Government and may be disclosed to third parties at Madison County Government's discretion. The Consultant shall be required to (a) furnish all tools, equipment, supplies, supervision, transportation, and other execution accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified and required to be incorporated in and form a permanent part of the completed work; (c) provide and perform all necessary labor; and (d) in accordance with good technical practice, with due diligence, and in accordance with the requirements, stipulations, provisions, and conditions of this document and the resultant contract, execute and complete all specified work to the satisfaction of Madison County Government.

Records received by Madison County Government in response to this RFQ are public records and subject to public inspection and copying. Some bid records are public as soon as received by

Madison County Government, while others may become public at bid opening or at bid award. The Public Records law (N.C.G.S. 132-1 et seq.) authorizes Madison County Government to withhold from public inspection any legitimate record properly marked “trade secrets.” If a record meets all the following conditions:

- A. It is a “trade secret” as defined in G.S. 66-152(3); and
- B. It is the property of a private "person" as defined in G.S. 66-152(2); and
- C. It is disclosed or furnished to Madison County Government in connection with a bid or proposal; and
- D. It is marked as “confidential” or as a “trade secret” at the time of its initial disclosure to Madison County Government, then Madison County Government may withhold that trade secret from a public record inspection request.
- E. If as part of Consultant's bid or proposal, Consultant submits to Madison County Government any record, or portion of a record, that Consultant considers to be a trade secret meeting the definition contained in G.S. 66-152 (2), Consultant shall clearly mark the particular record, or portion of the record, that meets the definition of trade secret as TRADE SECRET or CONFIDENTIAL TRADE SECRET. In the event Madison County Government receives a public records request for records Consultant designates as 'trade secret' Madison County Government will notify Consultant and give Consultant the opportunity to, within one week of such notification, (1) confirm in writing that the specific record, or portion of record, that Consultant designated as TRADE SECRET meets the requirements of G.S 132-1.2 and G.S. 66-152, and the reasons therefore, and (2) to indemnify Madison County Government in the event a challenge is brought for the withholding of a record based on Consultant having designated it a trade secret. Madison County Government will only withhold the record if both conditions have been fulfilled to Madison County Government's satisfaction.

Licensure is required for professional Engineers, Architects, Landscape Architects, and other professional services. The Architects and Engineers performing the work must be licensed Architects or Professional Engineers in the State of North Carolina and must have good ethical and professional standing. Any Consultant proposing to use corporate subsidiaries or subconsultants must include a statement that these companies shall be properly licensed in like fashion. It will be the responsibility of the Prime Consultant to verify license(s) of any corporate subsidiary or sub-consultant prior to contract negotiations.

The Consultants shall be required to submit evidence they have relevant experience and have previously delivered services such as those required.

The Consultant may additionally be required to show they have satisfactorily performed similar work in the past and that no claims of any kind are pending against such work. No submittal will be deemed responsive from any Contractor/Consultant who is engaged in any work which would impair their ability to perform or finance this work or from any Consultant with outstanding claims pending for work of a similar nature, either completed or in progress.

The Consultant must have the financial ability to undertake the work and assume professional liability. The firm(s) must have an adequate accounting system to identify costs chargeable to the Project.

The Consultant shall be fully responsible for all costs incurred in the development and submission of this submittal. Selected Consultants may be asked to present in person to Madison County Government. All costs of such presentations shall be borne solely by the Consultant.

The Consultant will be responsible for providing a performance and payment bond in accordance with the provisions of Article 3 of Chapter 44A of the General Statutes as part of any contractual agreement. Contractors shall have the ability to be bonded for the cost of the Project.

By submission of a response, the Consultant agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Consultant's services, and (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by Madison County Government. Consultants shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that Madison County Government, in consultation with legal counsel, may reject their proposal.

Changes to personnel on project team(s), particularly a Project Manager, are to be avoided wherever possible. If during the contract negotiation phase the Consultant requests to make a change to any personnel listed within the Consultant's submitted Proposal, the request to Madison County Government must be made in writing and detail the proposed replacement personnel, resume(s) and reason(s) as to why the replacement is needed. Madison County Government will consider the request and may or may not accept the new personnel changes. If Madison County Government denies the Consultant's request for a change in personnel, the Consultant will be required to confirm in writing that the personnel submitted within Consultant's original qualifications package will perform the work, or Madison County Government will no longer consider the Consultant as the best qualified firm and may enter into contract negotiations with the next most qualified Consultant. The Consultant shall obtain written approval from Madison County Government prior to changing key personnel after the contract has been awarded.

Any application and its principals and key personnel and employees may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Consultants must include verification that the service provider, as well as its principals and key personnel are not listed (are not debarred) through the System for Award Management ([www.SAM.gov](http://www.SAM.gov)). Consultants are expected to enclose a print-out of search results that includes the record date.

Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFQ. The following affirmative steps are required any successful Consultant:

- A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists,
- B. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources,
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises,
- D. Establishing delivery scheduled, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises,
- E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA) of the Department of Commerce.

This RFQ is a request for the submission of qualifications and associated proposals for service and is not itself an offer, nor should it be construed as an offer.

Madison County Government expressly reserves the right to modify, reschedule, or cancel this request at any time, whether before or after any proposals have been submitted or received.

Madison County Government reserves the right to reject and not consider any or all Consultants in its discretion.

Madison County Government reserves the right to reject any or all companies, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed to be in its best interest.

In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, Madison County Government may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.

In no event shall any obligations of any kind be enforceable against Madison County Government unless and until a written agreement is entered into.

By submitting a response to this request, the Consultant waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another Consultant or Consultants with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.

Madison County Government reserves the right not to award a contract pursuant to the RFQ.

All items become the property of Madison County Government upon submission and will not be returned to the Consultant.

Proposals will be evaluated using the factors listed in this RFQ.

Madison County Government reserves the right to interview or to choose not to interview Consultants prior to making a final selection.