



**Orange County Government
Request for Proposal RFQ#: 367-OC 5300**

**Request for Qualifications (RFQ) to Provide Facilities Master Planning Services
for Orange County properties located in and near Hillsborough, NC.**

Date of Issue: October 12, 2020

**Proposal Due Date: November 04, 2020
At 3:00 P.M. ET**

Direct all inquiries concerning this RFQ to:

Jovana Amaro
Purchasing Agent
Phone: 919-245-2651
Email: jamaro@orangecountync.gov



ORANGE COUNTY

Request for Qualifications #:367-OC 5300

For internal processing, including tabulation of proposals, please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to G.S. 132-1.10 (b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

This page is to be filled out and returned with your proposal. Failure to do so may subject your proposal to rejection.

ID Number:

Federal ID Number or Social Security Number

Company Name

Electronic responses ONLY will be accepted for this solicitation.

I. Purpose:

The intent of this Request for Qualifications (RFQ) is to obtain the necessary information to identify a qualified consultant to help Orange County develop a partial Facilities Master Plan to guide the development of selected county properties and programs located in and near Hillsborough over the next **ten year** time frame.

The work will include a review of background information, related plans and programs, an inventory and condition analysis of selected facilities, a population growth assessment and program demand analysis, a related gap analysis and action plan, development of program options and recommendations, and preparation and presentation of the final Master Plan Report. Firms submitting proposals must have a proven track record in preparing master plans and/or community – wide strategic plans having fulfilled similar requirements and projects.

The project is anticipated to take between six and no more than twelve months. The selected consultant will be required to provide a specific timeline for all tasks that will be mutually agreed upon by the County, within 30 days of award. The project will entail a public process and involve numerous meetings with various stakeholders, culminating in final approval of the master plan by the Orange County Board of County Commissioners.

II. Background

Nestled in the hills of the North Carolina Piedmont, Orange County is located between the Research Triangle Park and the Triad cities of Greensboro, Winston-Salem and High Point. With more than 140,000 residents, Orange County includes historic Hillsborough, the county seat; Chapel Hill, home of the University of North Carolina; and Carrboro and Mebane, former railroad and mill towns. The County encompasses 400 square miles of rolling farms and forest, vital urban centers and small towns. Orange County combines the best of cosmopolitan and rural values with an abundance of historical, social and cultural resources. Orange County's estimated population in 2020 is 143,960 with a growth rate of 0.68% in the past year according to the most recent United States census data.

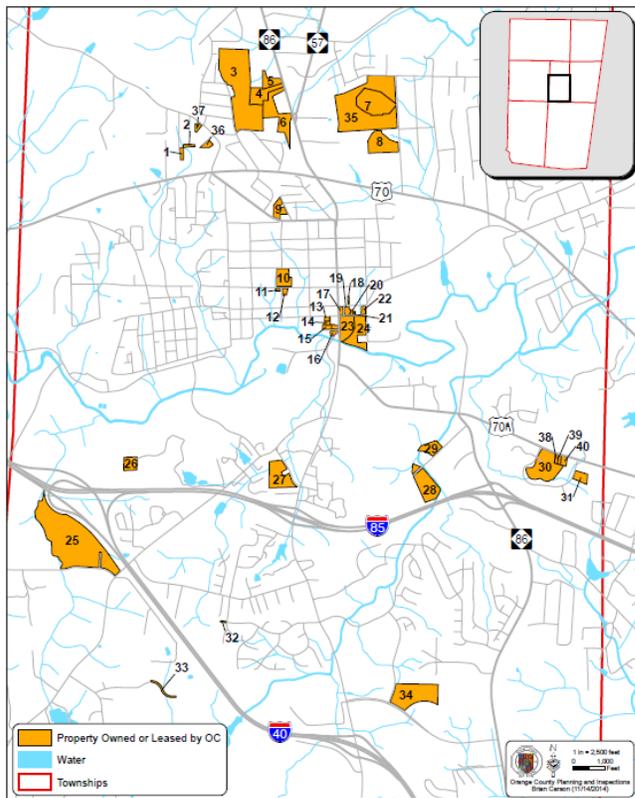
III. County Organization

Orange County is governed by a seven-member board of commissioners, elected by district and at-large in partisan countywide elections. Commissioners serve four-year terms and elections are held in November of even-numbered years. The County Manger is the senior administrative officer and reports to the board of commissioners. Reporting to the County Manager are an Assistant County Manager and twenty three department managers providing services as listed below

Aging	Environment, Agriculture & Parks and Recreation	Library
Animal Services	Economic Development	Transportation Services
Asset Management Services	Elections	Planning and Inspections
Child Support Services	Emergency Services	Register of Deeds
Clerk to the Board	Finance and Administrative Services	Sheriff's Office
Community Relations	Health Department	Social Services
Cooperative Extension	Housing and Community Development	Solid Waste Management
County Manager's Office	Human Resources	Tax Administration
Criminal Justice Resource	Information Technologies	Visitors Bureau

IV. Facilities Overview

The County owns or leases 42 major buildings encompassing 795,651 gross square feet of space. While facilities are spread across the County, there are major clusters of facilities in the vicinity of Hillsborough and on the north side of Chapel Hill. Show below is a map of the county holdings in and around Hillsborough. The associated chart contains Orange County properties that are the focus of this effort:



ID	PIN	Facility /Legal Description	Address	Current /Intended Use
1	9865516149	E/S Odie Street, Orange County P56/20	Unassigned	Vacant Lot
2	9865517394	2-3 Richard Vincent HRS p68/150	229 Daye St	Vacant Lot
3	9865735223	Fairview Park	501 Rainy Ave	County park
4	9865833029	AMS North Campus	600 Hwy 86N	AMS Maintenance
5	9865833379	OPT/Fuel station/Motor Pool/AMS Admin Building	600 Hwy 86N	Motor Pool
6	9865816980	AMS North Campus	600 Hwy 86N	AMS Maintenance
7	9875125819	2 Orange High School P113/24	500 Orange High School Rd.	High School
8	9875210552	Middle School		Middle School
9	9864906332	Environment & Agriculture Center/ES Substation/Storage	306 Revere Road	Administrative Bldg.
10	9864878123	Whitted Human Services Center Complex	300 W. Tryon St	Administrative Bldg.
11	9864866749	Whitted Human Services Center Complex - Parking	305 W. Tryon St	Parking
12	9864868762	Whitted Human Services Center Complex - Parking	229 W. Tryon St.	Parking
13	9874062954	Library	137 W. Margret St.	Library
14	9874052881	West Campus Office Building	131 W. Margret St.	Administrative Bldg.
15	9874052667	Eno River Parking Deck	106 Nash and Kollock	Parking Deck
16	9874054501	Gateway Center	228 Churton Street	Administrative Bldg.
17	9874066106	Historic Courthouse	124 Court Street	Court House
18	9874086476	Public Defender Building	129 E. King	Administrative Bldg.
19	9874068114	Court Street Annex/Law Office	125 Court Street	Administrative
20	9874069069	Detention Center	125 Court Street	Justice/Detention Center
21	9874160014	Detention Center	125 Court Street	Justice/Detention Center
22	9874163117	Dickson House	150 E. King St	Historic Admin.
23	9874058785	Justice Facility/Public Market House	140 E. Margret Lane	Court/Market
24	9874153612	District Attorney Bldg./Link Center/GSA/River Park	208 S. Cameron St	Administrative/Park
25	9863281924	Cedar Ridge High School	1125 New Grady Brown School Rd.	High School
26	9864319480	Eno Mountain Communications Tower	1000 Virginia Cates Rd.	Communications Tower
27	9864807829	Hillsborough Commons	113 Mayo Street	Administrative Bld
28	9874303619	N/S I-85	401 Valley Forge Rd.	Rental - Builders First Source
29	9874315787	Piedmont Food & Ag Facility	500 Valley Forge Rd	Food Processing Facility
30	9874711038	Sportsplex	101/103 Meadowlands Drive	Athletic Facility
31	9874802738	Emergency Services	510 Meadowlands Drive	Emergency Admin
32	9863668236	W/S Hardwood Drive (Future Public Road)	Unassigned	Subdivision/Future Road Stub-out
33	9863448085	%0' R/W Dedicated to ORA CO HB TP P51/61	Unassigned	Subdivision/Future Road Stub-out
34	9873330977	Durham Tech Community College- Orange County	525 College Park Road	Community College
35	9875220201	Orange High	Unassigned	High School

Yellow background : Denotes Major County Properties Under Review

Note: Northern Campus project is located just beyond the North West corner of map

While facilities range in age with the oldest facility dating back 1839, most of the county's inventory date from the 1950's to the present.

V. Recent Events/Trends

The need for a partial Master Plan update was predicated upon several recent impactful events and some recent trends.

1) In October of 2019, construction began on a group of three buildings located on Highway 70, just to the northwest of downtown Hillsborough. This \$36 million dollar effort, known as the Northern Campus Project, will develop a new county detention facility, a new office for the Department of Environment and Agricultural Services, and a new parks maintenance facility. Work is scheduled to be finished in June of 2021 at which point staff will transition from existing facilities to the new buildings.

The disposition and/or re-purposing of the existing vacated facilities will be one focus of this planning effort. The current detention facility is of particular interest, as it is located in the heart of the historic district of downtown Hillsborough, adjacent to the Historic Courthouse.

2) In November of 2019, a decision was made to vacate the John Link, Jr. Government Services Center, located at 200 South Cameron Street, Hillsborough, NC due to indoor environmental issues. This 26,000 g.s.f. administrative facility provided offices for the County Manager, Board of County Commissioner's Clerk and staff, Finance and Administrative Services Department, Human Services Department, and the County Attorney's Office. Staff members have been temporarily relocated into leased office spaces, and other sub-optimal temporary accommodations.

The selection of a site and preliminary planning associated with the construction of a new Orange County administrative office building is another major component of this planning effort.

3) The closure of the John Link Government Services Building is the latest and largest example of a trend that has been increasing in frequency over the past several years regarding the environmental issues in County facilities. In particular, the growing presence and prevalence of mold, and the efforts to mitigate this pathogen, have been both disruptive and expensive. For example, 129 East King Street, former home of the Public Defender's Office, has also been vacated due to mold issues and sits empty while the staff members have been re-located in a nearby rental facility.

This planning effort will include an inspection and analysis of the condition of selected county facilities, including 129 East King Street. This assessment is meant to be comprehensive, but with an emphasis on the condition and functionality of building envelope, roofing and HVAC systems. This effort shall include a list of findings and recommendations, including cost estimates for proposed renovations.

4) As a result of the social distancing requirements of the Covid-19 epidemic, most administrative County employees have been required to work from home. While it is currently presumed that employees will fully return to offices after the crisis has subsided, it may be feasible to continue to allow some staff to work from home for a portion of their work week, without sacrificing productivity.

This study will examine the potential implementation of alternative work options, such as telecommuting along with open/shared office space, and the impact of that this might have on capital expenditures and growth in space requirements. The plan will provide recommendations regarding specific methodologies suitable for county administrative workers.

VI. Scope of Work

The review of proposals will focus in part on the expertise, experience, and understanding of the project evidenced by the project team. Note that consultants are not limited to the components presented here and are encouraged to expand on the suggested components and the approach they would take to develop the Master Plan report and required documents. A general description is as follows:

1. **Project Coordination** – The County expects the consultant to work closely with staff throughout the course of the project. The selected firm will work with an Owner Oversight Committee which may include but not be limited to the County Manager, Assistant County Manager, and Director of Asset Management Services. The consultant will conduct meetings with individual stakeholders, with groups, and through Open Forums to gather essential input and feedback. The consultant shall communicate with County staff by submitting monthly status reports and meeting at least monthly with County staff in order to keep the project on schedule. One of the purposes of such monthly reports and meetings is to keep all identified stakeholders apprised of the progress in preparing the Master Plan project.
2. **Facilities Inventory** - Review existing documents and update existing facilities inventory for all county properties north of Interstate Highway 85, which bisects the county. An existing inventory was last prepared in 2014 and will be provided to the selected consultant.
3. **Facilities Assessment** - Perform a facilities condition assessment of selected major facilities north of Interstate 85. Review the five-year Capital Improvements Plan (CIP) so as to develop an understanding of facility deficiencies identified for corrective actions. Perform an inspection of selected facilities and determine the age and condition of the building envelope, roof, building mechanical, electrical and plumbing systems, fire safety systems, and interior finishes. Provide a Facilities Condition Index (FCI) score for each facility inspected. Provide an assessment of findings. Develop cost estimates for projects necessary to correct deficiencies. Identify and recommend for disposal any facility that has exceeded its useful life.
4. **Program Inventory and Analysis** – Inventory existing departmental program offerings and partnerships to serve as a baseline to identify service gaps and opportunities for different delivery options, partnerships and collaborations.
5. **Benchmark/Comparison of County Resources** – Compare and analyze communities of similar size and density, using regionally and nationally accepted standards.

6. **Population Growth Assessment and Demand Analysis** – Review State and County growth projections and extrapolate demand for services. Interview County staff service providers and review of current and future participation rates of residents in County services.
7. **Gap Analysis** - Conduct a “gap” analysis that determines what the community’s needs are as compared to the existing inventory of facilities.
8. **Develop Options** – Develop and present options to address any identified “gaps” and optimize the use of County resources:
 - Propose a re-allocation of space within the existing County facilities inventory to accommodate program growth and to create optimal and efficient use of space. This effort shall include a plan for the re-use, or re-development of facility sites vacated as a result of the completion of the Northern Campus project.
 - Perform preliminary planning for a new Government Services Administration Building. Identify a site for the future development of a facility to replace the John Link Jr. Government Services Building. Provide preliminary information regarding proposed building occupants, estimated size in gross square feet and a project budget.
 - Identify sites for potential future construction of other potential new facilities. Provide estimated size in gross square feet, proposed occupants, and estimated cost.
9. **Master Plan Report** - The master plan report shall contain discussion, evaluation and analysis of findings of the Master Plan process as detailed in the Scope of Work. The report shall contain elements necessary to meet the County’s short-term, mid-term, and long term vision. At a minimum it shall include:
 - An executive summary that outlines the process taken to create the report as well as summarizing the research and findings, with a prioritized list of recommendations, goals and findings.
 - An assessment of the condition of selected existing County Facilities. This shall include prioritized recommendations for renovation and maintenance plan of existing facilities.
 - An action plan containing a prioritized list of recommendations necessary to accommodate program growth and to create optimal and efficient use of County space.
 - Charts, graphs, maps and other data as needed to support the plan and its presentation to appropriate audiences.
 - A financial plan outlining the fiscal impact of each recommendation.
10. **Presentations** – The consultant will present updates of findings during the course of the planning effort at appropriate intervals. Upon completion of the final Master Plan report, the consultant will

prepare a PowerPoint presentation of major findings and present this information to the Orange County Board of County Commissioners at one of their regular meetings.

VII. Proposal Submittal

IMPORTANT NOTE: This is an absolute requirement. Consultants shall bear the risk for late submission due to unintended or unanticipated delay. Any proposal-submitted after the proposal deadline will be rejected.

Consultants should enter "**RFQ#: 367-OC5300: Provide Facilities Master Planning Services, Company's name**": as the subject for the email. **Electronic (PDF Format) submittals** should be less than 15MB in size and submitted by 3:00 p.m. EST on **November 04, 2020**. PDF files should include bookmarks that link to sections to allow easy document navigation. Electronic submittals shall be emailed to jamaro@orangecountync.gov by the date specified above.

Critical updated information may be included in Addenda to this RFQ. It is important that all Consultants proposing on this RFQ periodically check the State's IPS website and Orange County's website for any Addenda that may be issued prior to the bid opening date. All Consultants shall be deemed to have read and understood all information in this RFQ and all Addenda thereto.

1. RFQ Schedule

The table below shows the *intended* schedule for the RFQ. Orange County will make every effort to adhere to this schedule

Event	Responsibility	Date and Time
Issue RFQ	Orange County	October 12, 2020
Submit Written Questions	Consultant	October 19, 2020
Provide Response to Questions	Orange County	October 23, 2020
Submit Proposals	Consultant	November 04, 2020 3:00 p.m.
Presentation (Finalists)	Consultant	TBD
Contract Award	Orange County	TBD
Contract Effective Date	Orange County	TBD

2. Proposal Questions

Upon review of the RFQ documents, consultants may have questions to clarify or interpret the RFQ in order to submit the best proposal possible. To accommodate the Proposal Questions process, consultants shall submit any such questions by the above due date.

Written questions shall be emailed to jamaro@orangecountync.gov by the date specified above. Consultants should enter “RFQ #:367-OC 5300: Questions” as the subject for the email. Questions submittals should include a reference to the applicable RFQ section.

Questions received by the deadline date, Orange County’s response, and any additional terms deemed necessary by Orange County will be posted in the form of an addendum to Orange County website and the Interactive Purchasing System (IPS) <http://www.ips.state.nc.us>, and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any Orange County personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Consultants shall rely *only* on written material contained in an Addendum to this RFQ.

VIII. Submittal Response Requirements:

1. A Cover Letter identifying the firm, or firms proposed for a team approach for the project. (Maximum of one page in length.)
2. Qualifications of the firm. Maximum of 10 pages total. Submittals must include a firm overview and brief description of the firm’s history. A project organizational chart and description may be included. Key members of the project team should be included in the organizational chart. Clearly identify the prime contractor and any sub-contractors, if relevant, and the general roles of each on the project. List any and all MBE and HUB participation in this project.
3. An explanation of how the consultant will adhere to the scope of work including a proposed work timeline that appropriately meets the goals of this project. This narrative should include an explanation of the following:
 - a. An indication of your understanding of the project,
 - b. Descriptions of similar projects that the firm has completed.
 - c. Recent experience with successfully coordinating and maintaining project schedules.
 - e. Working arrangements with necessary consultants
 - g. Elaborate on other factors that may be relevant to the project.
4. Identification of the roles and responsibilities of all team members with the firm including:
 - a. Team organization including an identification of the lead consultant and project manager, key personnel that will be working on the project, the role of any proposed consultants, etc.
 - b. A statement of qualifications for all team members including resumes and educational background. One-page resumes of all key personnel should be provided (one page per person). The office locations of each team member should be specified on the resumes. The submittal should, as a part of the information provided for subcontractors, include the names, locations, and general roles of the project team members.

c. A description of the current workload for identified individuals.

5. A minimum of three references for similar projects (Maximum of 5 pages total) including:

- a. The name and date of the project,
- b. The location of the client, and
- c. A contact name including relevant contact information.
- d. At least one of these references should be able to describe the proposed project manager's experience and qualifications.

Orange County may contact these references and the information obtained may be considered in the evaluation of the proposal.

6. Completed E-Verify affidavit.

7. Acknowledgement of receipt of any addenda.

All submittals, exhibits, responses, attachments, reports, charts, schedules, maps and illustrations shall become the property of Orange County upon receipt. Since qualification packages can be submitted electronically, page limitations in this RFQ refer to pages of content. The page limitations do not include front cover, back cover, section dividers, or table of contents, if included.

Orange County shall review all Consultants responses to this RFQ to confirm that they meet the specifications and requirements of the RFQ.

Proposals will be received from each responsive Consultant according to the method of submission specified in Section VII of this RFQ.

All proposals must be received by Orange County not later than the date and time specified on the cover sheet of this RFQ.

All submittals received will be reviewed against the submittal response requirements set forth in this RFQ by a selection committee composed of County staff. A short list will be developed. The short-listed firms may be invited to interview with the County on or about the second/third week of November 2020. A final selection will be made the following three weeks.

Consultants are cautioned that this is a request for offers, not an offer or request to contract, and Orange County reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the County.

IX. Selection Criteria:

All submittals will be ranked based on qualifications. Orange County will establish a short list of candidates and schedule interviews accordingly. The following criteria will be the basis on which consultants will be evaluated (in no particular order):

- Past performance of the lead consulting firm, on similar planning projects
- Adequate and experienced staff and proposed team for the project
- Recent experience with successfully coordinating and maintaining project schedules
- Current workload and firm capacity
- Understanding of the area where the project is located
- Working arrangements with necessary consultants
- MBE, HUB participation
- Other factors that may be relevant to the project.

X. General Requirements:

Living Wage

Orange County is committed to providing its employees with a living wage and encourages agencies it funds to pursue the same goal. A copy of Orange County's Living Wage Contractor Policy is included in this RFQ.

E-Verify

HB789 imposes E-Verify requirements on contractors who enter into certain contracts with state agencies and local governments. The legislation specifically prohibits governmental units from entering into certain contracts "unless the contractor and the contractor's subcontractors comply with the requirements of Article 2 of Chapter 65 of the General Statutes." (Article 2 of Chapter 65 establishes North Carolina's E-Verify requirements for private employers.) It is important to note that the verification requirement applies to subcontractors as well as contractors. The new laws specifically prohibit governmental units from entering into contracts with contractors who have not (or their subcontractors have not) complied with E-Verify.

STATE OF NORTH CAROLINA

AFFIDAVIT

ORANGE COUNTY

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

- 1. Employer understands that E-Verify is the federal E-Verify 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 in accordance with NCGS §64-25(5).
- 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
- 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____
- 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This ____ day of _____, 20__.

Signature of Affiant
Print or Type Name: _____

State of North Carolina, _____ County

Signed and sworn to (or affirmed) before me, this the ____ day of _____, 20__.

My Commission Expires:

Notary Public

|||
(Affix Official/Notarial Seal)
|||

Section I:	General Government and Administration
Policy 10.0:	Living Wage Contractor Policy
Reviewed by:	County Attorney/County Manager
Approved by:	County Manager
Original Effective Date:	July 1, 2017
Revisions:	

Policy Statement

It is the policy of Orange County to ensure its employees, and all individuals who provide services for Orange County, are paid a living wage.

Purpose

To encourage all vendors and contractors to pay a living wage to all employees who perform work pursuant to a contract with Orange County.

Applicability

Applies to all Orange County contracts and purchases.

Policy

10.1 Living Wage

10.1.1 Orange County is committed to providing its employees with a living wage and encourages all contractors and vendors doing business with Orange County to pursue the same goal. Orange County's living wage is \$14.95 per hour. To the extent possible, Orange County recommends that contractors and vendors seeking to do business with Orange County provide a living wage to their employees.

10.1.2 Prior to final execution of a contract with Orange County all contractors and vendors seeking to do business with Orange County shall submit to the County's representative a statement indicating whether those employees who will perform work on the Orange County contract are paid at least the living wage amount set out above. If such employees do not make at least the living wage amount set out above the contractor or vendor shall indicate in the statement the actual amount paid to such employees. For bid projects this statement should be submitted as part of the bid packet.

This policy may be reviewed annually and updated as needed by the Manager's Office