



Request for Qualifications No. 2024-043

**Architectural and Engineering Services for Design and
Construction Administration – Union County Jail Project**

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ADDENDUM No. 1

ISSUE DATE: November 17, 2023

Responding Offerors on this project are hereby notified that this Addendum shall be made a part of the above named RFQ document.

The following items add to, modify, and/or clarify the RFQ documents and shall have the full force and effect of the original Documents. This Addendum shall be acknowledged by the Offeror in the RFQ document.

Add/Delete Section

1. Delete: Section A – Cover Letter, Bullet Point 3, “Prequalification with the NCDOT for relevant discipline codes, as defined by the firm.”
2. Delete: 2.2 Submission Requirements, paragraph 1, “The maximum size accepted is 20 MB.”
Add: 2.2 Submission Requirements, paragraph 1, The maximum size accepted is 30 MB.

End of Add/Delete Section

Question/Answer Section

1. Will there be a separate RFQ issued for commissioning services AND will Union County consider designer led commissioning or will 3rd party commissioning be required?

Answer: The County will engage a 3rd party commissioning agent for the project.

2. Does Union County have any sustainable design goals for this project?

Answer: The County will require the design to meet the requirements of a “High Performance Building” per NC DEQ.

3. How did you come up with 185,000 square feet? Was it some metric generated by the 600-bed count or a programming effort that generated the 185,000 square feet?

Answer: A programming master planning effort determined the 600-bed count and 185,000 GSF quantities.

4. Will an MWSBE utilization goal for design be established/ published prior to the execution of the Design Contract?

Answer: The MBE HUB goals will be captured and/or addressed in upcoming CMAR solicitation.

5. This type of building is very specialized and it's difficult to foster and train underutilized partners without jeopardizing the long-term security of the facility. We have been reaching out and are having some difficulty finding MWSBE partners with any jail experience. If we exercise good faith efforts and generate a low percentage of utilization will our good faith efforts need to be documented and/ or quantified and submitted In some fashion? If so is that a one-time thing or periodic reports?

Answer: For this RFQ, please refer to the last sentence on the Advertisement page, “Union County encourages good faith effort outreach to Minority Businesses (HUB Certified) and Small Business.” You are not required to document or submit a report.

6. Would you publish/ distribute the list of participants in the Pre-Submittal Conference?

Answer: Yes. Please see Attachment 1.

7. Please confirm that the maximum submittal size has changed from 20 MB to 30 MB.

Answer: Yes. See Add/Delete Section, No. 2.

8. Who will Union County include on the Selection Committee? We are not asking for names and will not contact anyone. We are asking for roles within the County so we can tailor our submittal.

Answer: The County does not provide this information.

9. Does Union County have a Civil Engineer under contract for their assets or this site?

Answer: The County does not have a Civil engineer on contract assigned to specific assets or sites. The County expects that all responses to this RFQ would include a Civil Engineer as part of each design team.

10. How many other sites been identified for evaluation?

Answer: Two sites have been identified for consideration and other sites will be considered during the early design phase.

11. Can you share preliminary environmental concerns on the existing site (wetland delineation, soil bearing capacity issues, etc.)?

Answer: There are no certified environmental reports that can be shared for the existing site other than readily available FEMA flood plain designations.

12. Key Personnel resumes are included as an Appendix, can we identify this section as Appendix C?

Answer: Key Personnel resumes may be submitted in 6.2.3 Section C – Project Team or as a separate appendix to the SOQ.

13. Section 6.2.3 Section C- Project Team lists the items that are to be included for each team member as part of the detailed organization chart. This information is customarily included on individual resumes, which will be included in the Appendix. Can you elaborate on the expectation of Section 6.2.3? Will references made in this section back to the resumes in the Appendix be acceptable to the Selection Team?

Answer: The expectation is to follow the format in Section C. The resumes are for support only and not as a source reference.

14. 6.2.3 Section C – Project Team: The 7th bullet asks for Administration Capabilities: Is it the intent of the RFQ for our firm to describe our office administration, or our construction administration capabilities.

Answer; This bullet anticipates a response to overall “project administration” which may be inclusive of office, design and construction administration capabilities and personnel.

15. 6.2.1 Section A – Cover Letter, Bullet 3: Prequalification with the NCDOT for relevant discipline codes, as defined by the firm.

Answer: Please see Add/Delete Section, No. 1.

End of Question/Answer Section

Attachment

1. Pre-Submittal Conference Sign-In Sheet.

End of Addendum No. 1



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Non-Mandatory Pre-Submittal Conference & Site Visit
RFQ 2024-043 Architectural and Engineering Services for Design and
Construction Administration - Union County Jail Project
Union County Sheriff's Office
3370 Preeson Road, Monroe, NC 28110
Eddie Cathey Community Room
November 8, 2023, 10:00 AM Local Time

Name	Company Name	Email	Phone Number
FRANK RAMBER	HENRIK. RAMBER ASSOC LITTLE	FRANK@CAROLINA.PR.COM	704-287-1518
Kerry Gordon	Kerry Gordon Little	kelly.gordon@littlearch.com	704-561-7455
Robert Karawifosos	KRM/HOK	robert.karawifosos@hok.com	102.644.0895
Matt Butler	K2M/HOK	mbutler@k2m.design.com	704.607.5533
dave suchoza	K2M/HOK	davos2@k2m.design.com	7045532855
Thacey Bell	QNTTA	tbell@qntta.com	704,376,7072
Brian Crutfield	Timmons Group	brian.crutfield@timmons.com	704-376-1073
Kevin McDade	Moseley Architects	kmcdade@moseleyarchitects.com	704-540-3755
STEVEN COOK	MOSELEY ARCHITECTS	STEVEN@MOSELEYARCHITECTS.COM	704-540-3755
JAKE MODERSON	LES STROOP ENGINEERS	Jmoderson@lesgroup.net	



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Name	Company Name	Email	Phone Number
BRUCE BENTLEY	Deusberry Architects	bbentley@deusberry.com	773.706.0982
Jason Aaron	Creech + Associates	jaaron@creech-design.com	704-376-6000
Keith Gabriel	Samet Corporation	kgabriel@sametcorp.com	704-737-5014
James Dennis			
Dorothy Thomas			
Brian Griffin			
Tony Woodward			
Clara Boyd			