



**REQUEST FOR QUALIFICATIONS RFQ #2018-001**  
**Engineering Services for Radio Towers**

**Due Date:** December 18, 2018  
**Time:** 2:00 PM  
**Submittal Location:** Scotland County  
507 West Covington St  
Laurinburg, NC 28352

**Procurement Contact Person**

**Name:** Mike Edge  
**Title:** Communications Director  
**E-mail:** [medge@scotlandcounty.org](mailto:medge@scotlandcounty.org)  
**Telephone:** 910-280-1756

In accordance with Scotland County (the County) guidelines, submittals for the services specified will be received by Scotland 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#2018-001 Engineering Services for Radio Towers** 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:**

Scotland County  
517 Peden St  
Laurinburg, NC 28352  
**Attention: RFQ#2018-001**

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

Submit all questions regarding this Request for Qualifications (RFQ) to Mike Edge Communications Director at [medge@scotlandcounty.org](mailto:medge@scotlandcounty.org) no later than December 10, 2018, 5:00 pm.

Selection criteria are outlined in this document. Scotland 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, Scotland County reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement process.

## 1. PURPOSE AND SCOPE

Scotland County Department of Emergency Services hereby requests qualified consultants to submit a Statement of Qualifications (SOQ) for RFQ 2018-001– Engineering Services for Radio Tower.

Scotland County Emergency Services will be constructing one radio communications tower. As part of this project, we are seeking an Engineering Firm to provide services for construction of communications facilities. Scope of work includes all aspects of communication facility design as well as the completion of all federal/state requirement.

Considerations to be made when selecting an engineering firm for communications site design.

1. Specialized experience with communications facility design per Motorola R56 requirements.
2. Specialized experience with communications tower engineering and construction.
3. Ability and resources to complete soil testing required for tower construction.
4. Ability and resources to complete required inspections of tower foundations and concrete testing.
5. Qualified staff to perform post construction inspections of tower and site construction.
6. Experience filing document required to obtain FAA and FCC approvals necessary to build communications towers.
7. Ability and resources to complete required Environmental and State Historical Preservation Office documentation. Staff to represent the client, if necessary, to receive project approval.
8. Resources to design any site and tower modification that may be required during construction. Ability to inspect any modifications and provide documentation certifying the structural integrity of the modification.

## 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.

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## COVER LETTER

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

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## EXPERIENCE

Provide a representative summary of your firm's experience with environmental / land analysis and radio tower design and construction.

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## PROJECT TEAM

Provide a detailed organization chart that presents the team to be dedicated to this project. This should include the project manager, engineers, 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, including which projects listed under the "History of Similar Projects" section of the response, the individual(s) had a significant role.
- Office location and number of year's employee has worked 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 MANAGEMENT

Provide a brief description of the systems and methods employed by the firm to effectively manage projects including a discussion on the management of: scope, schedule, and cost; quality control/assurance; communications; risk; and stakeholders.

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## PROJECT APPROACH

Provide a detailed description of the technical approach to this project including, at a minimum, the following:

- Land analysis
- Environment analysis
- Design and construction of radio towers

Provide a minimum of five (5) representative projects including the following information for each project:

- Owner's name
- Owner's contact person name, address, telephone number, and email address
- Title and Description of the project
- Description of the services provided

#### 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 Scotland 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 Scotland County will read, review, and evaluate the qualifications independently based on the evaluation criteria. Scotland County reserves the right to conduct interviews with a shortlist of selected respondents.

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

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

- How substantial is the firm's experience in providing similar services for a State, County, Town, City, or other Utility provider of comparable size and complexity?
- Is the firm knowledgeable in regard to radio tower design?
- Did all projects included in the "History of Similar Projects" section of the response have a favorable experience with the firm? Would they work with them again? Was the listed project relevant and comparable?
- Did the firm demonstrate an understanding of the specific needs of UCPW in this effort?

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#### PROJECT TEAM

- Does the proposed project staff appear to have the appropriate experience and capabilities to deliver the requested services?
- Does the firm's organizational structure support the project team and objectives? Does the response demonstrate successful teaming with sub-consultants identified in the organizational chart?
- Is the stated availability of proposed team members adequate to support this project?

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## OVERALL APPROACH AND METHODOLOGY

- How successfully does the SOQ provide a clear and concise answer to the question “Why should Scotland County Emergency Service’s select your firm for these services?”
- Does the SOQ response discuss the approach to project management and what measures will be used to guarantee a successful outcome?
- Does the SOQ response provide a complete discussion on the project approach? Does the project approach include any innovative or value added concepts that enhance quality, schedule, or reduce costs?
- Although cost is not a criteria in evaluation of responses, the proposer must demonstrate in their response how their firm will effectively deliver services in a timely and cost effective manner.

## 5. GENERAL CONDITIONS AND REQUIREMENTS

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### 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.

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### 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, Scotland 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.

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### EQUAL EMPLOYMENT OPPORTUNITY

All Firms will be required to follow Federal Equal Employment Opportunity (EEO) policies. Scotland 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 Scotland 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.

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### INDEMNIFICATION

The Firm agrees to protect, defend, indemnify and hold Scotland 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 Scotland County harmless from and against any and all losses, damages, expenses and liabilities suffered by Scotland County or to which Scotland 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.

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# Attachment A

## RFQ 2018-001

### Engineering Services for Radio Tower

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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>	