

Request for Qualifications
Carteret County, North Carolina
Consulting Services
Carteret County
Radio System Project



Carteret County Government, North Carolina
Issued: November 15, 2022
Submission Deadline: December 15, 2022
By 2:00 PM, EST.

1. INTRODUCTION

Carteret County is a diverse County containing eleven municipalities with Morehead City being the largest and Beaufort being the County Seat. From vast coastal wetlands in Cedar Island to small tributaries of the White Oak River, the County is one of the most environmentally diverse counties in North Carolina. Carteret County is adjacent to Onslow, Jones, Craven, Pamlico, and Hyde County, and is the third largest County in North Carolina by total area, with 506 square miles of land area and 834 square miles of water area. Carteret County is home to the Croatan National Forrest, Cape Lookout National Seashore and Lighthouse, and the Cedar Island National Wildlife Refuge. Carteret County is also home to Marine Corps Auxiliary Landing Field, Bogue and Marine Corps Outlying Field, Atlantic.

Carteret County provides dispatch for all Public Safety Agencies. Carteret County is currently supported by a Sheriff's Office, seven (7) law enforcement agencies, eighteen (18) fire departments, and thirteen (13) emergency medical services (EMS) agencies. Improvement of the current radio system is critical to the safety of citizens and public safety providers. The County is looking for a qualified consultant to assist with publishing a Request for Proposal (RFP), to manage the bidding process, and provide project management during construction.

2. INVITATION

Carteret County invites experienced and interested consulting firms to submit qualifications and methodology of pricing to assist Carteret County in developing a RFP, manage the bidding process and provide extensive project management during the construction phase. Additional assistance in preparing accurate cost estimates as well as developing and maintaining a budget are necessary. The Consultant would be expected to work with County staff in this regard and ultimately be responsible for the success of the project.

3. SCOPE OF SERVICES

Carteret County is requesting responses from qualified Consulting firms. The scope of services will include design, permitting, bidding, and project management of the radio system project throughout Carteret County. All proposed project designs will be reviewed and authorized by the Carteret County Board of Commissioners, as well as County staff, and will be subject to all applicable governmental reviews and industry design standards and approvals. Responses to this request for qualifications as well as the developed request for proposal shall meet all funding source, state, and federal guidelines.

3.1 Project Description

The response should clearly and succinctly outline the firms' ability to deliver the following minimum services and a proposed cost of providing these services:

1. Provide an extensive Request for Proposals for a radio system.
2. Provide scoring and assistance in the bidding process.
3. Provide extensive project management throughout the entirety of the radio system project and ensure the success of an up-to-date state of the art radio system.

4. PROPOSAL COMPONENTS

For each of the items within the "Scope of Services" section, please provide the following:

1. What your firm would do to meet the particular need, including proposed timeline to achieve task.
2. What expectations you would have of the County staff or other partners.
3. Name and title of responsible "Lead" consultant.

Please include information regarding your firm's capabilities with regard to:

1. Prior experience working on preparing an RFP for radio system upgrades.
2. Resources available through your firm, as well as through other relevant partners and affiliations.
3. Experience with similar projects, with particular emphasis given to local government radio systems.

Additionally, please provide the following:

1. Resumes of key personnel on this assignment.
2. Four (4) references for whom you have performed services in the last 2 years (similar projects if available).
3. Hourly rate schedule for staff.

5. PROJECT PARTNERS AND STAFF INFORMATION

The Carteret County Board of Commissioners consists of seven members. An appointed County Manager and professional staff are responsible for carrying out the Board's objectives. The Board meets once monthly and as needed for special meetings to conduct the official business of the Board.

The Emergency Services Director or other designee will serve as point of contact. Other county staff and consultants may be working with the chosen firm.

6. EVALUATION AND SELECTION PROCESS

The County will form an evaluation team to review and evaluate the submitted responses. The responses will be evaluated for content and ranked.

The following factors will, at a minimum, be considered during the evaluation process:

1. The qualifications, track record, relevant experience, and cost methodology of the respondent and its team.
2. Quality and experience in delivering of all necessary and appropriate services; and
3. Respondent's ability to provide a work plan which will successfully execute the project in an effective and efficient manner without compromising construction quality, safety, and schedule.

The evaluation team may recommend interviews with the top finalists. Carteret County reserves the right to conduct RFQ post-closing discussions and negotiations with any respondent who has a realistic possibility of contract award, including but not limited to requests for additional information.

Carteret County reserves the right to award the contract to the respondent that they deem to offer the best overall response. In addition, Carteret County at its sole discretion reserves the right to cancel this RFQ, to reject any and all responses, to waive any and all informalities and/ or irregularities, or to re-advertise with either the identical or revised specifications if it is deemed to be in the best interest of Carteret County.

7. CONTRACT NEGOTIATIONS

Carteret County may negotiate any aspect of the submittal, or the solicitation as required to meet the needs of the County.

9. SUBMISSION DATE AND REQUIREMENTS

To be considered the proposal must be received by Carteret County on or before December 15, 2022, by 2:00 PM, EST. Proposals may be hand delivered to 3820 Bridges St., Suite D, Morehead City, NC or sent via mail to the attention of Mr. Stephen Rea, Emergency Services Director at 3820 Bridges St., Suite D, Morehead City, NC 28557 or at stephen.rea@carteretcountync.gov.