



**REQUEST FOR QUALIFICATIONS  
FOR  
ROWAN COUNTY**

**Courthouse & Detention Center Security  
Redevelopment  
# 2023-015**

**ROWAN COUNTY**

130 West Innes Street

Salisbury, NC 28144

704-216-8178

[jody.farrow-bennett@rowancountync.gov](mailto:jody.farrow-bennett@rowancountync.gov)

Date Issued: Sunday, March 5, 2023.

Date Due: Monday, April 3, 2023, at 11:00 AM ET

Administered By: Jody Farrow-Bennett, Purchasing Director

**Rowan County Sheriff's Office**

**Request for Qualifications (RFQ) 2023-015**

This Request for Qualifications (RFQ) is a solicitation for Statements of Qualifications (SOQ) from qualified professional engineering firms (Respondents) interested in assisting the County with a comprehensive analysis of our current security system and for the development of recommendations for upgrading/replacing these systems and/or system components and a proposed control rooms for operations of the complete Physical Security Information Management System (PSIM). This includes a review of the current system and all aspects included in the daily and routine operations.

**Statements of Qualifications (SOQ) for the Rowan County Courthouse & Detention Center PSIM Replacement will be accepted until Monday, April 3, 2023, at 11:00 am ET** at the Rowan County Purchasing Department, 130 West Innes Street, Suite 31, Salisbury, North Carolina 28144. Request documents may be obtained by contacting the Rowan County Purchasing Director or from the County website at:

Rowan County Purchasing Department  
Attn: Jody Farrow-Bennett, Purchasing Director  
130 West Innes Street, Suite 31  
Salisbury, NC 28144  
704-216-8178  
[jody.farrow-bennett@rowancountync.gov](mailto:jody.farrow-bennett@rowancountync.gov)  
<https://www.rowancountync.gov/675/Purchasing>

Insurance requirements are listed in the document and will be required only from the awarded firm before entering into contract with Rowan County.

Once the RFQ is public all questions related to the RFQ shall be directed to the Purchasing Director. Any contact related to the RFQ with County Staff and/or Board of Commissioners will be prohibited and cause for rejection.

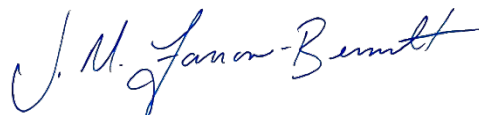
Contracts funded with federal grant funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards.

There is an optional Pre-Submittal Meeting on Monday, March 20, 2023, at 10:00 AM ET, at the Sheriff's Office.

Rowan County reserves the right to award and/or reject any and/or all submittals and waive any technicalities or irregularities. For complete details, consult the RFQ.

This is the 5<sup>th</sup> day of March 2023.

Rowan County



By: Jody Farrow-Bennett  
Rowan County Director of Purchasing

## **1. Section 1: Introduction & General Instructions**

### **1.1. Intent of Request**

The purpose of this Request for Qualification (RFQ) is to provide qualified professional consulting firms with a common, uniform set of specification to assist them in the development of their response and to provide a uniform method for the County to fairly evaluate such responses and subsequently select a firm from which to hire for the engineering portion of the project. The respondent must be licensed to do business in North Carolina.

### **1.2. Background**

**Courthouse:** Currently the Courthouse has one (1) Commander station within the Detention Center, looking to create a new separate commander station for the Courthouse. There are 16 existing cameras that need to be updated with IP cameras and at least 36 new cameras installed to be added to the overall system.

**Detention Center:** Currently the Main Detention Center has five (5) Commander stations, including the Courthouse, utilizing an Analog Matrix Switch Systems which is over 5 years old and runs-on Windows 7 OS. The data logger server and the audio recording system, which was supported by Eventide, both are not supported any longer and will need to be replaced. The Bosch Video Matrix Switcher and DVR Recording systems need updating. There are 100 existing cameras that need to be updated with IP cameras and at least 18 new cameras installed to be added to the overall system.

**Satellite Jail:** Currently the Annex has two (2) Commander stations utilizing an Analog Matrix Switch Systems which is over 5 years old and runs-on Windows 7 OS. The data logger server and the audio recording system, which was supported by Eventide, both are not supported any longer and will need to be replaced. The Bosch Video Matrix Switcher and DVR Recording systems need updating. There are 65 existing cameras that need to be updated with IP cameras and possibly the addition of new camera locations to complete the overall system.

#### **Some of the specific items facing the County are:**

- Phase-out of support and parts availability for most elements of the existing equipment.
- Address user requirements for features such, compatible equipment with multiple control locations, safety features for power outages or system malfunctions, and similar enhancements the current system does not support.
- Identify and address user interest in increased capabilities and applications.

The County is now facing several issues directly impacting our existing systems and recognizes the need to develop a plan for system ownership, continuity, operations, replacement of equipment and future stability.

### **1.3. Important Dates**

Issue Date:	Sunday, March 5, 2023
Pre-Submittal Meeting Date:	Monday, March 20, 2023, at 10:00 AM ET
Deadline for written questions:	Thursday, March 30, 2023, at 5:00 PM ET
Deadline for Submitting SOQ's:	Monday, April 3, 2023, at 11:00 AM ET

1.4. **Pre-Submittal Meeting**

There is an optional pre-submittal meeting for this project. Respondents interested in attending the pre-bid meeting at the time and date listed above, the meeting will be held at the Rowan County Sheriff's Office located at 232 N. Main St, Salisbury, NC 28144. Questions about the specifications and or bid documents should be addressed to Jody Farrow-Bennett the Rowan County Purchasing Director. A company representative is highly encouraged to be present at this meeting.

**2. Section 2: Project Overview**

2.1. **Statement of Needs**

The County is soliciting proposals from engineering/consulting firms having specific experience and qualifications in the areas identified below in this solicitation. Proposals must contain evidence of the consultant's experience and abilities in the specified area and other disciplines directly related to the technical and operational assessment, procurement support and implementation oversight of Detention Center (Jail) Physical Security Information Management Systems. Other information required by the County includes the submission of profiles and resumes of the staff available to be assigned to the project, references illustrating similar work performed and other information that clearly demonstrates qualifications and experience.

The County seeks a engineer/consulting firm to assist us in a variety of related areas supporting our efforts to effectively plan for and address these challenges. The County has identified three locations for assessment and review.

2.2. **Needs Assessment and Recommendations**

Conducting an in-depth operational assessment and recommendation for the following:  
Current and future:

- Evaluate ownership of current system and provide recommendation on proposed replacement of County's PSIM.
- This includes review of the current control room(s) at both Detention Center locations, the central control at the courthouse, installation, maintenance, and support.
- Demonstrate and effect policy to operationalize the system, including all upcoming costs including cameras, wiring, control panels, intercom systems, door locks, with all accessories and review of current structure and suggested methods to recoup costs.

Current systems and associated subsystems including connectivity, sites/facilities,

- Gather information including equipment quantities, desired equipment features, operational requirements, interoperability requirements, and desired accessories.
- Site and Infrastructure review and cost analysis to improve redundancy and resiliency.
- Perform assessment at the three locations mentioned.

Selected Firm will advise and assist with any possible grant opportunities throughout the course of the project.

The County envisions that there will be subsequent phases to this project to procure and implement the recommended solutions. The County reserves the right to retain the selected vendor for these subsequent phases if the County is satisfied with the work performed.

### 2.3 RFP Procurement System Upgrades

The Selected Firm shall provide specification development services to the County in this phase, to define the required system upgrades or functional requirements of the system; the Consultant shall work with the County to incorporate these specifications into a comprehensive Request for Proposal (RFP) document.

High-level objectives include:

- Define standardized security systems and accessories for use by Sheriff's Department. Security systems recommendations should include testing criteria approved by the County.
- Provide assistance in obtaining funds from potential sources identified in the analysis. Prepare Grant proposals, if any, for accomplishing any recommendations.
- Collaborate with the County to create a Request for Proposal (RFP) and respond to respondent inquiries.
- Develop necessary weighting and adjustment factors to ensure bottom line cost apply to comparable systems and proposals. Cost analysis shall include initial, total implementation and long-term maintenance and support costs.
- Assist County in reviewing bid submittals.
- Assist County with interview and selection process of vendors needed to implement approved security measures.

Under the direction and supervision of the County, the successful firm will undertake the following services to establish and conduct testing to assist the County in selecting a new PSIM.

System security and integrity with current system

- Develop a specifications package for Vendors to respond in a competitive environment.
  - Prepare specifications
  - Outline required vendor demonstrations
  - Include testing and verifications plan to occur prior to vendor award
  - Establish evaluation criteria
- Oversee procurement support.
  - Lead in following activities during procurement including:
    - Testing and verification
    - Vendor questions and answers
    - Evaluations

### 2.4 Project Management and Implementation Support Services

Once vendor(s) for the system are selected and contracts executed, the County desires the consultant to provide Project Management, oversight, and coordination services throughout the entire process.

High-level objectives include:

- Serve as project manager including oversight of all vendors.

- Be available for public meetings when necessary to explain the project and its impact on the local community.
- Monitor and certify acceptance tests.
- Prevent avoidable failure. A key objective of this engagement should be to identify and avoid or mitigate foreseeable system failures due to planning or obsolescence. This is relevant to both the current state of the system as well as future state of any solution.

### **3. Section 3: SOQ Submission Requirements**

#### **3.1. Submission and Deadline**

**One (1)** electronic SOQ should be submitted in .pdf format using software such as Adobe, CutePDF or PDF Writer.

The address of electronic deliveries is: [jody.farrow-bennett@rowancountnc.gov](mailto:jody.farrow-bennett@rowancountnc.gov) and address for those that prefer mailings and hand-deliveries is:

Rowan County Purchasing Department  
Attn: Jody Farrow-Bennett, Purchasing Director  
130 West Innes Street, Suite 31  
Salisbury, NC 28144  
Subject: **“RFQ 2023-015 Courthouse & Detention Center Security Redevelopment”**.

If the respondent prefers to send one (1) paper document, then the package shall be sealed and plainly marked **“RFQ 2023-015 Courthouse & Detention Center Security Redevelopment”**.

Sealed documents and emails must be time stamped by Monday, April 3, 2023, at 11:00 AM ET. Mailed documents due in the J. Newton Cohen, Sr. Administration Building at 130 West Innes Street, Suite 31, Salisbury, North Carolina by the deadline listed above. Failure to submit a SOQ by this deadline will disqualify the Respondent from consideration in this project.

No responsibility shall be attached to Rowan County (the County) for the premature opening of any documentation not properly addressed or identified.

This will not be a public opening. Once a decision has been made all respondents will receive notification.

#### **3.2. Submission Format**

To facilitate review of your SOQ by Rowan County, it is requested that your submission conform to the following format:

**Coversheet** – List project title (**RFQ 2023-015 Courthouse & Detention Center Security Redevelopment**) the name of your firm, and the name, address, email address and telephone number of a contact person for questions concerning the proposal submitted.

**Experience of the Firm** – Provide a narrative of your firm’s prior experience and qualifications in planning and administrative work for similar projects. Provide a list of similar projects completed within the last five (5) years. Also, please reference the experience of firm personnel in working with similar projects.

**Project Team** – Provide a list of the project team members that you propose to use on this project and identify the responsibility of each team member and their current office location. Provide a brief resume for each person, detailing specific similar project experience.

**References** – Provide the name, address, email address and telephone number of at least three (3) references familiar with the quality of work done by your firm on similar projects.

**Other Supporting Data** – Include any other information you feel to be relevant to the selection of your firm for this project. The entire SOQ must not exceed fifteen (15) pages, excluding the cover sheet and letter of introduction. SOQ's exceeding 15 pages will not be considered.

#### **4. Section 4: SOQ Evaluation and Selection**

##### **4.1. General Evaluation Procedure**

In general, the procedure for evaluation of SOQs and determining a Shortlist will consist of the following:

- County staff will open the SOQs.
- County staff will review the SOQs to determine if Responsiveness Requirements and Mandatory (Pass/Fail) Requirements are met.
- County staff will attempt to contact references and verify information relating to representative projects.
- For those SOQs that meet the Responsiveness Requirements and Mandatory (Pass/Fail) Requirements, the SOQ evaluation criteria will be scored (100 total points possible) by an evaluation committee composed of County staff. Based upon the SOQ scores, a Shortlist will be determined which will include no more than five (5) Respondents.

Criteria to be used in screening and ranking of the SOQ and selection of the successful firm are as follows:

**Qualifications of the Firm, Including Firm Personnel** – Preference shall be given to those firms and personnel with experience and training in planning and administration for similar projects, as outlined in this RFQ.

**Availability** - Preference shall be afforded to those firms, who in the opinion of Rowan County are able to adequately respond to requests for consultation meetings and meet project administration requirements.

**Experience with Similar Projects** – Qualifications of the Project Manager and those personnel that will be assigned to the project, including the location of their office, will be considered. Preference shall be given to project teams with specific experience in similar projects and any familiarity with the region and proposed projects, as outlined in this RFQ.

**Methodology** –The firm's system of methods, principles, understand of our detailed project requirements will be evaluated.

#### 4.2 Evaluation Criteria

The evaluation criteria are intended to allow the County to evaluate specific aspects of a Respondent's experience, technical competence, and capability to perform.

The County will evaluate and rank the responsive SOQs by scoring the qualitative evaluation criteria set forth below to generate a Shortlist. The total number of points that will be used in evaluating all of the factors for this SOQ is 100, allocated as shown below:

1. **20%** = Qualifications of Key Personnel
2. **20%** = Availability
3. **30%** = Experience with Similar Projects
4. **20%** = Methodology
5. **10%** = References

#### 4.3 Contract

After all the SOQ's have been reviewed, the firm selected will be invited to negotiate a contract with Rowan County for consulting services related to this project. Rowan County reserves the right to contract with the selected firm for all or a portion of the services described in this Request for Qualifications.

A detailed scope of work will be developed and agreed to by the Consultant and Rowan County for this project. This detailed scope of work and associated fee will be developed into a work authorization and included as an attachment to the contract. The terms of the contract will not be exclusive, and the contract may be cancelled by either party for any reason at any time.

### 5. Section 4: General Conditions

- Any cost incurred by respondents in preparing or submitting a proposal shall be the respondents' sole responsibility.
- All responses, inquiries or correspondence relating to this RFQ will become the property of the County.
- The County reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications. It is the intention of the County to negotiate contracts for services at fair and reasonable prices with what it determines to be the best qualified Consultant.
- The County may or may not conduct interviews. If interviews are held, firms are hereby notified that the interview process will quickly follow the submittal deadline and firms should prepare their submittal and proposed team accordingly. Elaborate presentations and submittals during the interview process are not expected or requested. Each interview will last no more than two hours and will be conducted at the J. Newton Cohen, Sr. Rowan County Administration Building located at 130 West Innes Street.
- The following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable):
  - Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety



Standards Act (40 U.S.C. 3701-3708); Rights to Inventions (37 C.F.R. § 401.2) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.323); Record Retention Requirements (2 CFR § 200.324); Prohibition on Certain Telecommunications (2 C.F.R. § 200.216); and Domestic Preferences for Procurements (2 C.F.R. § 200.322)