



Request for Qualifications (RFQ)  
For Architectural and Engineering Services  
For Leland Cultural Arts Center Renovation

Town of Leland

February 2012

# Request for Qualifications (RFQ) For Architectural and Engineering Services For Leland Cultural Arts Center Renovation

The Town of Leland invites the submittal of responses to this RFQ from qualified firms interested in providing architectural and engineering services in connection with the planning for a renovated Cultural Arts Center (CAC). Responses are solicited for this service in accordance with the terms, conditions and instructions set forth in the RFQ guidelines.

The Town will receive responses to this RFQ at the offices of Niel Brooks, Manager of Parks, Recreation and Environmental Programs, 102 Town Hall Drive, Leland, NC 28451 until **12 pm on Monday, March 19, 2012**. The Request for Qualifications document is available on the Town's Web site at [www.townofleland.com](http://www.townofleland.com). Electronic submissions will be accepted; however, we ask that you provide this information in a single PDF file. The file should be e-mailed to [nbrooks@townofleland.com](mailto:nbrooks@townofleland.com) and you should confirm receipt of your submission by calling (910) 332-4818.

Receipt of responses does not bind the Town to any contract for said services, nor does it guarantee that a contract for the project will be awarded.

# Request for Qualifications (RFQ) For Architectural and Engineering Services For Leland Cultural Arts Center Renovation

## **Purpose of RFQ**

The Town of Leland, North Carolina invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural and engineering services in connection with a Cultural Arts Center as herein outlined.

## **Project Background**

In July 2010, the Town of Leland purchased an unfinished 18,000-square-foot building just off Highway 17 in the Magnolia Village Commercial Center (1212 Magnolia Village Way) with the intention of using it as a community gathering space. It was originally slated to house a Peak Fitness health club, but had sat vacant and unfinished for more than a year when the Town bought it off foreclosure. The shell of the building is largely complete, but a significant amount of work remains to be done to the building interior including, but not limited to: HVAC, electrical, plumbing, fire protection, finishes, etc. Some site-work is also required. The Town seeks to transform the building into a Cultural Arts Center that can accommodate a wide variety of arts-based uses including performing arts, classes, meeting space and more.

## **Objectives**

The Town proposes to retain a highly-qualified, capable firm to act as the Architect during the planning of the project for a fixed price. The Town of Leland requests qualifications from architects, engineers, or combinations interested in preparing a renovation and construction plan that includes floor plans, engineering documents, phasing schedule and cost estimates for a Cultural Arts Center. The firms who participate in this RFQ process are sometimes referred to as “Respondents” and “Architects.” The Town will give prime consideration to the firm with significant, current experience in the development, design, and construction of arts-focused facilities. The Town will also give prime consideration to a firm that can design a project that will meet the town’s budget requirements by using a phased approach. The Town reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any Respondent on any terms or conditions.

## **Scope of Work**

The selected Architect(s) will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon selection of a Respondent with whom negotiations will proceed, a Scope of Work will be developed. The Town anticipates a contract which will include programming, schematic design, production of computer generated renderings, and cost estimation; however, the Town reserves the right to include additional project elements in the initial or subsequent professional services agreements as the Town may (in its sole discretion) deem appropriate. The Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, the Town reserves the right to approve proposed subconsultants that will be associated with the Project.

## **Project Funding**

Funding for the work described herein will be provided from various funding sources available to the Town to be determined upon approval by the Town Council. Funding sources for design beyond the services described herein have not yet been finalized.

## **Selection Process**

From a review of the statements of qualification received, the Town may invite several firms to be interviewed before making a final selection of a firm for this project. If the Town desires to interview a firm, that firm will receive notification of the date and time of the interview.

The selected respondent will negotiate with the Town on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, in the opinion of the Town, negotiations will proceed with the second choice respondent until a mutually agreed contract can be negotiated.

## **Submittal Requirements**

Interested parties should submit the following items in packet form to the Town of Leland for consideration (electronic submissions will be accepted, however we ask that you provide this information in a single PDF file):

1. Firm profile including staff size and rate structure.

2. Approximate number of staff hours for a project of this type broken down by position.
3. List of current projects which staff assigned to this project may be working on concurrently and current status or stage of completion.
4. Statement on your experience with arts-based facilities including information on similar projects you have completed. Please include your initial estimates of cost of construction for the projects and the actual bid amounts. Also include the total design fees associated with the projects.
5. Narrative (no more than 2 pages) on your management and organization approach to the project to include the following:
  - a. Description of your understanding of the project
  - b. Description of how the firm will organize to perform the services
  - c. Description of how the firm will solicit interested stakeholders in the programming and design phases (to include residents, Town Council and staff).
  - d. Procedures for assisting in the development of project scheduling, coordination of consultants, quality and cost control.
  - e. Description of your team's approach to communication with the Town
  - f. Description of the firm's approach to code analysis and jurisdictional approvals.
6. Three (3) references that will assist the Town in determining the capability of the firm to complete the project.

## Evaluation Criteria

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

1. Qualifications of firm, specifically as they relate to this project.
2. Firm experience on similar projects and related project experience of the individuals who would be assigned to this project.
3. Available resources to complete project, including the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.
4. Responsiveness to the RFQ, including any additional documents submitted such as concept plans, space planning, design concepts and other related items.
5. Professional references

## Additional Instructions, Notifications and Information

**No Gratuities** – Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of the Town for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process.

**All Information True** – By submitting a response, Respondents represent and warrant to the Town that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents presented to the Town of Leland for consideration in the selection process may be excluded.

**Interviews** – After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. If interviews are initiated, they will most likely focus not only on the Respondent’s program approach but also on an appraisal of the design professionals who would be directly involved in the project.

**Inquiries** – Do not contact the Mayor or Town Council to make inquiries about the progress of the selection process. Respondents will be contacted when it is appropriate to do so. Process inquiries may be directed to Niel Brooks, Manager of Parks, Recreation and Environmental Programs.

**Cost of Responses** – The Town will not be responsible for the costs incurred by anyone in the submittal of responses.

**Contract Negotiations** – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the Town, the specific scope of work, associated fees and other contractual matters will be determined during contract negotiations.

**No Obligation** – The Town reserves the right to: (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals; (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in the Town’s best interest; or (6) cancel the entire process.

**Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of North Carolina.

## **Submittal Instructions**

The Town will receive responses to this RFQ at the offices of Niel Brooks, Manager of Parks, Recreation and Environmental Programs, at the address set forth below until **5 pm on Monday, March 19, 2012.**

Niel Brooks, Manager of Parks, Recreation and Environmental Programs

Town of Leland

102 Town Hall Dr.

Phone: 910-332-4818

Leland, NC 28451

E-Mail: [nbrooks@townofleland.com](mailto:nbrooks@townofleland.com)

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