

# TOWN OF LELAND, NORTH CAROLINA REQUEST FOR QUALIFICATIONS TOWN HALL EXPANSION ARCHITECTURAL DESIGN SERVICES

## Purpose of RFQ

The Town of Leland, North Carolina invites qualified firms to submit a qualification proposal (Proposal) in accordance with North Carolina Statutes to provide professional architectural design services (Services) associated with the planning, design, and plan review of Town of Leland's Town Hall Expansion Project.

## Scope of Services

The scope of services will include, but not necessarily be limited to, the following:

- Preparation of design/construction plans and specifications for the expansion and renovation of Leland Town Hall, located at 102 Town Hall Drive, Leland, NC 28451.
- Fully engineered design of two story, approximately 22,000 square foot new addition consisting of office space, flexible meeting space, copy/print/data rooms, restrooms, and electric/plumbing/life safety equipment. See Page 6 for site overview.
- Fully engineered design for partial renovation of current Town Hall facility including addition of office and conference space, HVAC system upgrades and replacement, as well as plumbing and electrical changes.
- Provision of bidding and construction administration services.
- Consultation and/or preparation of permits related to facility construction.
- Preparation of cost estimates

## Contents for Proposals

The Proposal shall be submitted as a single electronic document. A table of contents with corresponding page numbers shall be included for easy reference to the material contained within. Submittals shall include no more than 10 pages total, not including the table of contents. Firms are not required to submit bound hard copies of the proposal, however if a firm

chooses to provide hard copies, no more than one (1) shall be provided. The following information must be included in the Proposal.

- A. Introductory Letter: Include a letter from a firm principal stating the firm's name, contact information (i.e. phone, e-mail, etc.), primary contact person for the Services and his/her contact information, brief history of the firm, a general statement of interest in providing the Services to the Town and any other information which may be relevant about the firm and its qualifications.
- B. Project Team(s): Provide an organizational chart specifying architects, project managers, key personnel, subcontractors and statements of responsibilities and roles. Include brief resumes of key personnel who will provide Services.
- C. Understanding of Scope of Work Statement: Firms should include a general outline of the specific methodologies and approaches to fulfilling the general scope of work. Indicate any work or resources that are to be subcontracted or assumed to be provided by the Town. Include your firm's approach to quality assurance/quality control.
- D. Qualifications: Demonstrate general qualifications and areas of expertise by providing a list of certifications and brief examples of projects or work related to the scope of services listed herein, with particular emphasis on projects located in North Carolina. Provide a minimum of three (3) references with knowledge of projects matching the scope of this RFQ. References should include primary contact person, name of project, a brief description of the project, initial schedule versus actual schedule and any difficulties or successes experienced.
- E. Project Schedules: Provide a project schedule and what methods your firm uses to ensure the schedule is met. If a contract is awarded, the selected firm must be in a position to begin work immediately and move promptly toward completing the Services. Describe the firm's capacity to complete the services in a timely manner and note current workload, backlog and anticipated work within the next year.
- F. Standard Fee Schedule: Include a list of hourly billing rates by position such as Principals, Architects, Construction Administrators, Designers, Contract Administrator, Project Manager, Licensed Surveyor, Survey Technician, Survey Crew, CAD Operator, Planner, Clerical, Intern, etc., including sub-consultants. Also, include a schedule of eligible reimbursable expenses, such as: mileage, printing costs, courier, etc.

- G. Why your firm? Provide any additional information to explain why your firm is best suited to provide Services to the Town of Leland.

## Method of Evaluation

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

- A. Firm Experience/Reputation/Workload: Experience of the firm in similar work and record of successful results of that work. Also considered will be the firm's ability to take on additional work, demonstrated understanding of the Town's goals and purposes of the project, specific management approach, how well the firm's organizational structure shows sufficient depth of its present workload, and the firm's ability to offer the breadth and quality of services required for the Town's project. Additionally, the firm's successful experience performing other services for the Town on past and current projects may be considered.
- B. Experience of the Personnel Assigned to This Project Team: The Town will give considerable weight to the individual qualifications of the project team members who will do most of the work on the project. Consideration will include qualifications of key personnel, project team member's individual experience and other qualifications, project manager's experience and sub-consultant's (if applicable) individual experience and qualifications.
- C. Understanding of the Statement of Work: The ability of the firm to outline a realistic approach to municipal project planning, design and management will be considered; as will the proposed approach for performing the Services, including demonstrated understanding of the scope of work and potential problems associated with this type of work. A comprehensive understanding of local conditions related to municipal projects and development of engineering documents will be considered.
- D. Schedule: Available resources to complete project, including the analytical, design tools, personnel, resources or methodologies commonly used by the Firm that may be applicable will be considered. Consideration will be given to the firm's availability to complete the project within a reasonable and desired timeframe.
- E. Work Performed Locally: The firm's location and ability to perform the work locally will be considered.
- F. Response: Responsiveness to the RFQ, including any additional documents submitted will be considered.

## Additional Instructions, Notifications and Information

**No Gratuities** – Respondents shall 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 Town Manager, 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 Will Lear, Project Manager.

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

**Equal Opportunity** - The Town of Leland is an Affirmative Action/Equal Opportunity Employer and encourages proposals from minority-owned firms.

**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, in its sole discretion, 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.

**Insurances** – The Firm shall provide a statement of the current insurances the firm carries to include, but not be limited to, worker’s compensation, commercial general liability, automobile

liability and professional liability. Appropriate insurances shall be written by an insurer authorized to transact insurance in the State of North Carolina.

The chosen firm shall be responsible for obtaining and maintaining adequate liability insurance to fully protect the Town of Leland. The chosen firm shall provide the following minimum limits of insurance coverage:

Worker's Compensation

Limits for:

Coverage A - Statutory State of NC

Coverage B - Employers Liability

\$500,000 each accident and policy limit and disease each employee

Commercial General Liability: \$1,000,000 Each Occurrence, \$2,000,000 Aggregate

Automobile Liability: \$1,000,000

Umbrella: \$1,000,000

The Town shall be named and endorsed as an additional insured on the chosen firms Commercial General Liability and Auto Liability insurance policies

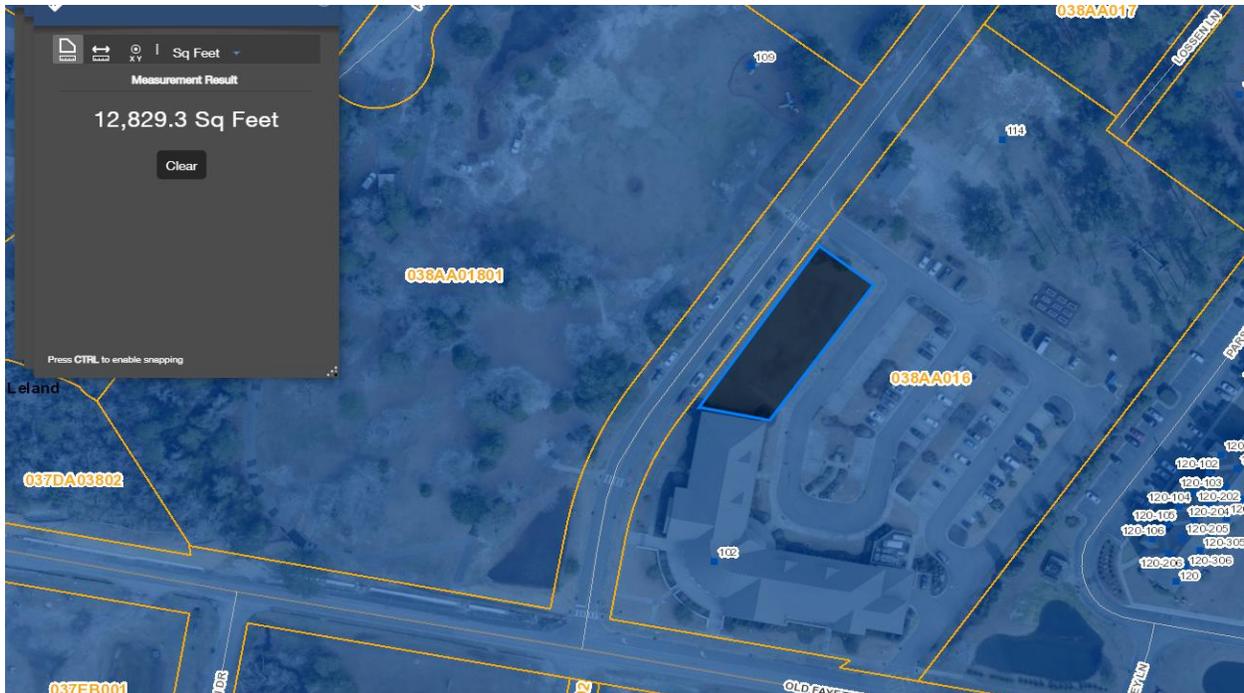
## Submittal Instructions

The Town will receive responses to this RFQ at the address set forth below until **1 pm on Monday, September 19, 2022.**

Will Lear, Project Manager  
Town of Leland  
102 Town Hall Dr.  
Leland, NC 28451

Phone: 910-408-9425  
E-Mail: [wlear@townofleland.com](mailto:wlear@townofleland.com)

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. You should confirm receipt of your e-mail proposal by calling the Project Manager.



**current Town Hall and proposed future area of expansion**



**102 Town Hall Drive, Leland, NC 28451**