

# TOWN OF LELAND, NORTH CAROLINA REQUEST FOR QUALIFICATIONS ARCHITECTURAL AND ENGINEERING SERVICES FOR TOWN HALL INTERIOR IMPROVEMENTS

## 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 and engineering consulting services (Services) associated with interior improvements of the Leland Town Hall at 102 Town Hall Drive Leland, NC, 28451.

## Scope of Services

The scope of on-call services may include, but not necessarily be limited to, the following:

- Retrofitting current offices and conference rooms to maximize space needs within the facility.
- Preparation of design plans and specifications for facility improvement including framing, structural, electric, HVAC, telephone/internet, and plumbing.
- Provision of permitting for any improvements.
- Provision of construction administration services.
- Review and approval of design documents submitted to the Town and third parties.
- 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. Firms are not required to submit bound hard copies of the proposal, however if a firm chooses to provide hard copies, no more than three (3) 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 project managers, key personnel, subcontractors and statements of responsibilities and roles. If more than one project manager or team is anticipated, please include this information. 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 that may be required by the Town. 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 (NCARB, LEED, CSI, PMP, etc.) 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 an explanation of how your firm establishes 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 Principal, Senior Project Engineer, Project Engineer, 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. Provide a statement of how long these fee rates will remain in effect, and if applicable, the annual rate at which they may increase.
- 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 projects, 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 projects. 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 actually do most of the work on the projects. 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 projects, 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 projects within a reasonable and desired timeframe.
- E. Work Performed Locally: The firm's ability to perform the work locally will be considered.
- F. Response: Responsiveness to the RFQ, including any additional documents submitted will be considered.

## Proposal Selection Procedures

From a review of the statements of qualification received, the Town may invite several Firms to be interviewed before making a final selection. 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.

## 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 Niel Brooks, Assistant Town 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 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.

## Submittal Instructions

The Town will receive responses to this RFQ at the address set forth below until **5 pm on Friday, August 16, 2019.**

Wyatt Richardson, Operations Services Director

Town of Leland

102 Town Hall Dr.

Phone: 910-371-0148

Leland, NC 28451

E-Mail: [wrichardson@townofleland.com](mailto:wrichardson@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 (910) 332-4818.