



Request for Qualifications

Design-Build of Fire Station 51

8/21/20

Project Information

Pursuant to N.C. Statute § 143-128.1A, the Town of Leland is soliciting proposals from qualified design-build firms interested in providing professional design and construction services for the Fire Station 51 facility for the Leland Fire/Rescue Department ("Project"). The design-build method is a qualifications-based selection process. As such, the ability of the Design-Builder to deliver the project on time, on budget, within the criteria and constraints identified by this document, and pursuant to the requirements of the design-build statute N.C.G.S. § 143-128.1A.(c), are the primary factors for selection. This Request for Qualifications ("RFQ") provides complete information on the services being sought, the submittal requirements, and timeline.

All sealed proposals must be received by 4:00 PM on September 11 , 2020. Inquiries, amendments, or submissions received after the time and date listed above shall not be considered for evaluation.

Questions, requests for information, and responses to this RFQ shall be addressed and delivered to:

Will Lear, Project Manager
102 Town Hall Drive
Leland, NC 28451
wlear@townofleland.com
(910) 408-9425

The Town of Leland reserves the right to reject any and all submissions for any reason or no reason. This RFQ does not obligate the Town to pay any cost incurred by respondents in the preparation and submission of a response nor does it obligate the Town to accept or contract for any expressed or implied services.

Section I: Project Background, Goals, and Objectives

In July 2017, the Leland Volunteer Fire/Rescue Department, a 501(c)3 organization at the time, merged with the Town of Leland to become the Town of Leland Fire/Rescue Department. At the time of the merger, there were three fire stations: 1004 Village Road, 1379 River Road, and an unmanned, satellite station at 187 Old Lanvale Road.

The existing station location on Village Road needs significant improvements and some areas of the building have become functionally obsolete. Major demolition, replacement, and renovation is necessary to restore the facility to an effective functioning station. Staff has determined the cost to improve this facility would best be spent moving the station to a better location to serve the existing call volume within the NFPA established response times. A permanent site has been identified as part of the Town's new Municipal Operations Center, located at 1987 Andrew Jackson Highway NE. Staff feels the opportunity to construct a new station at this location would help improve response time and keep up with the increased call volume.

With the design and construction of the Project, the Town has the following goals:

1. Provide the Fire/Rescue Department with a new facility that incorporates the necessary program elements adequate to prepare, operate, house, and maintain a high-quality workforce and adequate response times for the fire district.
2. Establish a prototype design, in which the Town would have the ownership rights to utilize the same design plan for future fire station builds.
3. Complete the project in a timely fashion without undue delays and with the Town's funding resources available for the Project.
4. Incorporate high performance, energy efficient HVAC, plumbing, electrical, exhaust, mechanical, security, and fire alarm systems and controls that will allow all staff to work in a safe, comfortable, operational facility.
5. Design and construct a facility that responds to the Town's maintenance resources and long-term maintenance funding by minimizing operating and maintenance cost, maximizing energy efficiency, and utilizing efficient grounds maintenance.

The Town of Leland intends to utilize best practices to accomplish the goals of this Project and expects the Design-Builder to proactively address risks and challenges in the process and provide value engineering options to achieve Project success. The Town also expects to work with the Design-Builder to devise and implement appropriate processes for this Project to maximize efficiency, overall quality, and cost savings.

Section II: Scope of Work

Purpose of the RFQ

The Town of Leland is soliciting qualifications for Design-Build Project delivery services for Fire Station 51. This facility will improve Fire Department response times in support of the rapid growth of development within the Town's fire district limits.

The completed facility will be comprised of an approximately 8,000+/- square foot, single-story, 3 bay building with commercial and residential spaces as outlined below, as well as other support facilities. Construction of the facilities should begin by Spring 2021.

Preliminary needs include, but are not limited to, the following (size estimates are approximate):

- 6 Bedrooms (150 sf each)
- Fitness Room (400 sf)
- 2 Offices (100 sf each)
- Common Area Restroom (55 sf)
- 2 Staff Bathrooms w/Showers (65 sf each)
- Dayroom and Kitchen (800 sf)
- Covered Patio (400 sf)
- Combination Gear Wash and Decontamination Room (250 sf)
- Laundry Room (100 sf)
- Pantry (80 sf)
- Emergency Generator

Lead Design-Builder Responsibilities

The lead Design-Builder will be expected to provide concurrent design and construction turnkey activities for this Project resulting in a finished, fully usable facility that satisfies all Project requirements and contract terms. The Design-Builder, as the sole responsible source for total Project compliance and construction-related performance, including architectural programming, design, permitting, and construction services, will hold all design professionals, testing services, trade contractors, and trade supplier contracts.

Location of the Project

The location of the work is at 1987 Andrew Jackson Highway NE in Leland. See Exhibit A for a general location map of the site location.

Note: Throughout the duration of the Project, the Town will not provide workspace for the Firm/Team. The selected Design-Build Firm/Team is responsible for and must provide its own workspace.

Scope of Work

The following is a preliminary scope of work that may be modified during contract negotiations with the selected Design-Builder.

Site Inventory and Evaluation of Town's Criteria Confirmation

1. Site investigations, including survey, subsurface utility investigations, geotechnical investigations, and environmental engineering, to verify existing conditions, if necessary.
2. Preliminary evaluation of proposed site use, material selection, building systems and equipment, and provide recommendations on constructability, time, labor, and scheduling factors related to the Project cost.
3. Prepare a written report summarizing the Town's criteria ("Criteria").

Schematic/Preliminary Design (SD)

1. Prepare site civil, architectural, structural, mechanical, plumbing, fire suppression, and electrical design plans based on the Criteria document and prototype information for Town staff consideration.
2. SD Phase Plans and Preliminary Design report will minimally include:
 - a. Site Development and Design criteria including site access, easements, circulation and vehicular access, setback requirements, area of safe refuge, parking areas, general landscape concept, tree protection measures, lighting areas, utility routing and connections, and stormwater drainage and detention locations.
 - b. Building Design information to include reconfirming building program and design intent, space requirements and planning criteria, preliminary selection of building systems and materials, utility load review, code compliance, security plan expectations, building system integration with stormwater plans and outline to integrate systems, products and procedures for architectural, civil, and landscape.
3. Work in digital format: AutoCAD.

4. Develop preliminary estimate of construction cost setting forth, in detail, quantities of materials, labor, profit, overhead, and insurance for the project, including all site work.
5. Attend Town staff and user meetings to coordinate and resolve value engineering, constructability, construction phasing, and scheduling issues in the preliminary design.
6. Prepare Preliminary Design Report (PDR) confirming design criteria, agreed upon program elements, alternative schemes, recommended scheme with construction phasing options, and a cost model.
7. Develop Design-Builder's Proposal detailing contract sum, estimated trade costs, proposed date of substantial completion, and list of key Design-Build personnel, subcontractors, and suppliers.
8. Conduct regular design meetings as often as necessary.
9. Update the design schedule on a regular basis.
10. Present to required departments/agencies for review.
11. Responsible for all State, County, and Town permit applications and approvals.

Design Development (DD)

1. Based on approved SD plans, satisfactorily resolve all review comments from prior design phases and further refine the design to include the following revised and additional information:
 - a. Site Design: Demolition and clearing plans, grading and storm drainage plans, sedimentation and erosion control plans, layout and staking plans, elevations and sections, construction details, lighting and signage, and planting plans and details.
 - b. Building Design: Review and confirm building plan configuration and elevation elements including exterior building skin materials and colors, foundation, roof and structural systems, building fenestration and openings, overall dimensions, materials testing requirements, review MEP design including systems, equipment, and calculations, prepare energy and performance modeling, and review and coordinate systems integration to include all utilities and controls.
2. Expand outline specification to Design Development level and integrate systems, controls, products, and procedures for architectural, civil, and landscape.
3. Documents produced in digital format: AutoCAD.
4. Conduct regular design meetings as often as necessary.
5. Review and update original budget from Schematic Design phase review. Review any potential value engineering items, final strategy, and reconcile variances.
6. Review, update, and confirm Project schedule.
7. Attend Town staff meetings to coordinate and resolve value engineering, constructability, construction phasing, and scheduling issues in the preliminary design.

Permitting, Reviews, and Approvals

1. Review and/or present design concepts to the Town of Leland Planning and Inspections Department and any other regulatory agencies whose approval is necessary for the development of the site.
2. Submit plans and applications to regulatory agencies.
3. Secure approvals from all other local and state agencies as required for the site development.
4. Coordinate the design or relocation of utilities, if necessary.

5. Attend meetings as necessary for all approvals. Provide and submit responses and modifications to address regulatory comments.

Construction Documents (CD)

1. Based on the approved DD plans, satisfactorily resolve all review comments from prior design phases and prepare and finalize all construction drawings and specifications to minimally include, building systems, site utilities, and components that will form the basis for the project's Construction Documents sufficiently complete to support the prepared budget, obtain necessary permits, and construct the project.
2. Documents produced in digital format: AutoCAD.
3. Prepare a construction documents level cost estimate and updated Project schedule. Reconcile final cost estimate with initial budget estimate.
4. Incorporate bid alternates as necessitated by the Project budget.
5. Conduct regular design meetings as often as necessary.

Construction Administration

1. Provide construction administration and observation associated with the site improvements including a preconstruction conference, site observation, and meetings for processing pay requests.
2. Provide interpretations of prepared drawings and specifications, shop drawing review and approval, as well as preparation of change orders and construction change directives.

Construction

1. Site work to include, but not be limited to:
 - a. Clearing and rough grading with excess dirt and material removed from the site. Tree protection and erosion control measures to be immediately put into place.
 - b. Site utilities including fire line and domestic water, sewer, natural gas, electrical service, and site lighting. Utilize existing site utilities, if possible.
 - c. Concrete paving, walkways, landscaping, and stormwater drainage and storm detention system.
2. Building construction to include, but not be limited to:
 - a. Concrete slab on grade, foundations with continuous spread reinforced concrete footings, and thickened concrete floor slabs at apparatus bay areas.
 - b. Pre-engineered metal building structure.
 - c. Roof structure consisting of standing seam metal roof with matching fascia, rakes, gutters, and downspouts.
 - d. Exterior building enclosure including insulated exterior wall cavities with appropriate thermal barriers, exterior window systems, hollow metal doors, and overhead sectional doors.
 - e. Interior finishes including gypsum wall board on metal stud framed partitions, floor and ceiling finishes, interior doors, casework, painting, wall protection, and window coverings.
 - f. Toilet and bath fixtures and accessories.
 - g. Specialty equipment.

- h. Interior and exterior signage.
- i. Fire suppression system as required by code.
- j. Mechanical and electrical systems and controls, including an emergency generator.

Post-Construction Phase/Deliverables

1. Prepare as-built documents based on information received from the contractors in AutoCAD and GIS Shapefile digital format or in such other format as the Town requires.
2. Prepare a Facility Maintenance Plan in a format selected by the Town.
3. Assist in project closeout, establishment of warranties, and guarantees.
4. Present to required departments and agencies for review; responsible for all State, County, and Town permit applications and approvals.
5. Provide a one-year guarantee on all materials and workmanship; provide all extended warranties offered by manufacturers of materials and equipment.

Project Budget

The Town estimates an approximate total budget up to \$1.2 million dollars for completion of this Project, including all costs and fees. Total costs include architectural programming, design and engineering, construction related expenses, construction administration and construction related services, testing services, permits, and other building related professional service fees necessary to fully complete the Project.

Anticipated Schedule

The Town reserves the right to make adjustments to this schedule as necessary.

Preliminary Project Schedule	Date	Time
Issue/Advertise RFQ in official advertising publications	August 21, 2020	
Deadline for written questions and clarifications on the RFQ	September 9, 2020	4:00 PM
Deadline for submission of Statement of Qualifications	September 11, 2020	4:00 PM
Town completes qualification evaluation to establish shortlist of Firms remaining. Town notifies Firms and schedules interviews, if necessary.	September 18, 2020	
Complete interviews, if required.	September 23, 2020	
Notify selected Design-Build Firm and begin contract negotiations.	September 25, 2020	
Complete contract negotiations with selected Firm	October 9, 2020	
Town Council award of contract	October 15, 2020	
Notice to Proceed	October 2020	
Project Completion	November 2021	

Pre-Construction Project Planning

The Design-Builder, as part of its design and preconstruction services, will assist with developing a strategy for the best approach for the successful completion of the Project including guidance and assistance in the preparation of a schedule and a reliable, preliminary cost estimate along with evaluations of any value engineering measures. At an appropriate point during the Project, and prior to

contracting, the Town will ask the Design-Builder to commit to a lump sum price for all its design and construction services.

Project Delivery and Objectives

At all times and Project stages, the Design-Builder shall act in the best interests of the Town and use their best efforts to deliver the Project in an expeditious and cost-effective manner consistent with the Town's Project requirements, time constraints, and budget. The Design-Builder shall develop a contractually obligated overall Project schedule and will be responsible for methods of construction, safety, scheduling, and coordination of all construction work, in addition to miscellaneous contracts required for completion of the Project within its predetermined budget limits and schedule.

The Town expects all parties to this Project to work closely together and deal appropriately with Project conditions to finish the job successfully. A spirit of cooperation, collaboration, and a commitment among professional design and construction service providers to work in the best interests of the Project is of utmost importance.

Section III: Design-Builder Evaluation and Selection Criteria

Design-Build Team Experience, Capabilities, and Requirements

Responders to the RFQ should identify their Team's experience with public or privately bid emergency response design-build projects, and specifically describe those projects that best characterize the proposers' capabilities, including work quality and cost control measures. These projects must have included the completion of construction drawings, technical specifications, and construction estimates that led to a completely constructed project currently in operation. Completed public sector projects and experience with the public bidding and design-build RFQ process is preferred.

At a minimum, successful submittals shall demonstrate experience and technical competence with the following capabilities:

1. Responsively and successfully designing to a user-compliant program employing a prototype basis of design.
2. Demonstrated history of successful collaboration constructing complex facilities utilizing a Design-Build methodology.
3. Obtaining permits through applicable state, county, or local permitting processes and/or Inspections/Building Permit Departments.
4. Incorporating environmentally responsible building practices.
5. Effectively providing contract and construction administration services utilizing effective Team communication and working methods.

In selecting the Design-Builder, the Town will take into consideration qualification information expressed by the Design-Builder in a submission that includes the following requirements:

1. Profile of each key firm on the Team (design-builder, contractor(s), designer(s), etc.). Include the firm history, ownership, description of services, location, staff size, and record of successfully completed projects without major legal or technical problems.

2. Resume of each key personnel represented on the Team (design-builder, contractor(s), designer(s), etc.). Identify licenses, with numbers, and qualifications.
3. Examples of experience in each of these areas:
 - a. Projects with scope similar to the proposed project, successfully completed by Team members (firms and/or personnel).
 - b. Design-Build projects successfully completed by Team members (firms and/or personnel), collectively and individually.
 - c. Collaboration between Team members (firms and/or personnel).
4. Examples of recent experiences with estimating project cost. Include examples of design-build projects with comparisons between the initial design-build estimate and the final cost.
5. Examples of recent experiences with adhering to project schedules. Include examples of design-build projects with comparisons between the initial schedule and the final delivery date.
6. Understanding of the Project location as exhibited by past experience in the geographic area and/or with the client. Indicate the Team's proximity to the project area.
7. Quantifiable description of current workload and available resources to successfully complete this Project.
8. Description, with examples if applicable, of the process for successfully delivering this proposed Project. Address each phase of the Project, including design, pre-construction, construction, and post-construction. Include the strategy for pre-qualifying construction subcontractors and obtaining competitive bidding, practices and procedures to ensure quality, and other factors that may be applicable.
9. Certifications:
 - a. A letter, dated within the last 30 days, from your surety company, signed by their Attorney in Fact, verifying their willingness to issue sufficient payment and performance bonds for this Project, on behalf of your Firm or its agent licensed to do business in North Carolina, and verifying your company's capability and capacity, based on your current value of work. Surety company bond rating shall be rated "A" or better under the A.M. Best Rating System or The Federal Treasury List.
 - b. HUB Participation: Describe the program (plan) your company has developed to encourage participation by HUB firms to meet or exceed the goals set by North Carolina General Statute 143-128.2. Please explain how the Firm will address minority participation in the management levels of the Company. Include a HUB plan in the proposal. Provide documentation of HUB participation that the Firm achieved over the past three (3) years on both public and private construction projects. Outline specific outreach efforts that your Firm will take to notify HUB Firms of opportunities for participation. Indicate the minority participation goal that you expect to achieve on this project.
 - c. Written certification by the Design-Builder that each licensed design professional included as part of the Team was selected based solely on qualifications, without regard to fee. Include evidence that a qualifications-based selection (QBS) process was utilized.

Additional information as requested by the Town or as deemed appropriate by the Design-Builder.

Design-Build Team Minimum Qualifications

Firms must meet the criteria stated below, otherwise they will be automatically disqualified.

1. Firm's "Designer(s) of Record" MUST have a current North Carolina Architectural and/or Engineering license(s) as appropriate for their portion of the design work. A copy of the license(s) is to be included with the submission.
2. Firm's "Builder" MUST have a current North Carolina Contractor's license with an unlimited building classification. A copy of the license is to be included with the submission.
3. The Lead Design-Build firm MUST have bonding capacity to provide Labor and Material Payment and Performance bonds with coverage each equal to the total cost of the Project.
4. The Lead Design-Build firm MUST be able to get a Builder's Risk Insurance Policy for this project with coverage equal to the total cost of the Project.
5. The Lead Design-Build firm MUST agree to keep and maintain insurance for the duration of this Agreement including, but not limited to, commercial general liability, automobile liability, workers' compensation, employer's liability, and umbrella coverage with at least the minimum limits shown below. The Contractor shall furnish the Town with certificates of insurance for each type of insurance described herein. The Town reserves the right to negotiate different limits and coverage in the final contract.

Commercial General Liability: \$1,000,000 per Occurrence

Commercial Auto Liability: \$1,000,000 Combined Single Limit

Excess (Umbrella) Liability: \$1,000,000

Workers' Compensation: Statutory

Employer's Liability: \$1,000,000 Each accident/Total disease/Employee disease

Professional Liability (Errors & Omissions) coverage for Architect of Record and Engineer(s) of Record shall provide coverage not less than \$1 million per claim. The Town reserves the right to negotiate different limits and coverage in the final contract.

All insurance companies must be authorized to do business in North Carolina with a Best rating A-VIII or higher. The Town shall be named and endorsed as an additional insured on Lead Design-Build firm's commercial general liability and excess liability insurance policies.

NOTE: In order to be deemed eligible for evaluation, the submitting Lead Design-Build Firm must include the signed Declaration Statement, included in this RFQ, attesting to the above requirements and coverages in its submittal.

Statement of Qualifications (SOQ) Evaluation Criteria and Scoring (100 Total Points)

Submitting Design-Build Teams' responses to this RFQ will be evaluated and ranked by an RFQ Evaluation Team comprised of Town of Leland employees appointed to assess submitted qualifications. Each submitter will be evaluated and short-listed based on their SOQ score (100 points maximum) as determined through the qualification review process and criteria noted in this section.

Design-Build Team Experience and Qualifications - 30 Points

Points for this criterion will be awarded based on an evaluation of the qualifications and experience of the proposed lead Design-Builder and Design-Builder's General Contractor/Builder, if a different entity. Evaluation criteria will focus on the submittals' clear identification of each proposed Firm/Company, the expertise each will bring to the Design-Build process, their track record with 'on-time and on budget' projects, and achieving acceptable levels of quality, any current, pending, or past project legal matters or litigation, and submitting Firm/Company safety records and professional reputation credentials.

Proposed Design & Engineering Professionals' Experience and Qualifications - 25 Points

Evaluation points for this criterion will be awarded based on the qualifications, experience, and demonstrated availability of the proposed Project personnel. Responses should have identified each key individual, their experience with the overall Design-Build process, including specific experience with the Team's lead General Contractor, as well as experience with similar projects. Also, of importance are individuals' litigation and/or arbitration records and the design/engineering Professionals'/Firms' reputation, references, and referrals. Submittals should also include a listing of the Firms other proposed personnel that have worked along with the specific project phases, tasks, and activities they are expected to contribute to this project.

Project Understanding and Approach - 20 Points

This criterion will award points for the Firm's/Team's understanding of the goals and objectives for the Project and their proposed methodology for meeting those goals and objectives.

Firms/Teams must have provided a comprehensive narrative statement illustrating their clear and concise understanding of the requirements of the Project, potential issues (and proposed solutions), and a preliminary overall Project schedule.

The Team should also have clearly addressed their approach to dealing with key tasks, activities, and issues, including the permitting process, required to complete each project phase, including deliverables, proposed construction schedule, and Project coordination issues.

Statement of WHY the Design-Build Team Should Be Selected- 10 points

Points for this criterion will be awarded based on an evaluation of the Design-Builder's statement indicating why they should be selected, which should illustrate specific professional capacities or unique qualifications relating to this Project that differentiates the Design-Builder from other qualified submitters.

Small Disadvantaged Business Enterprise (SDBE) Participation- 5 points

Evaluation of Design-Build Team's proposed participation in Small Disadvantaged Business Enterprise program and strategy to achieve the Town's SDBE goals for design and construction.

Deliverable Quality, Project Schedule, and Safety Controls - 5 Points

Points for this criterion will be awarded based on the Firm's/Team's proposed approach to the Project controls, including milestone scheduling, quality control and management for deliverables and the design and construction processes, and submitted cost budgets and safety plans.

SOQ Quality and Responsiveness – 5 Points

Points for this criterion will be awarded based on the extent to which the RFQ instructions were followed and qualities including accuracy, responsiveness, organization, clarity, and completeness of the submitted Statement of Qualifications. Respondents are encouraged to prepare high quality documents that make it clear to the Evaluation Team what value their Firm/Team/Products have to offer the Town.

Clarifying Qualifications During Evaluation

During the evaluation process, the Town has the right to require any clarification it needs in order to understand the Firm/Team's view and approach to the Project and scope of work. Any clarifications to the Qualification made before executing the contract will become part of the final Firm/Team contract.

Short List Ranking

After evaluating the responses to this RFQ, the Town will rank the three most highly qualified candidates for ranking and these Short-Listed Teams may be asked to interview to help determine final ranking. If the Town determines that fewer than three Firms are qualified, it will re-advertise the RFQ pursuant to Section 143-128.1A(d) of the North Carolina General Statutes.

Interviews of Short-Listed Firms/Teams

Prior to ranking the short-listed Firms/Teams for final selection, the Town may elect to interview those three Firms/Teams. The purpose of this interview will be to meet the proposed Project Team, if applicable, become familiar with key personnel and/or with the selection strategy proposed by the submitter and to understand the Firm/Team's project approach and ability to meet the stated objectives for the Project. Short-listed Firms/Teams should be prepared to discuss, with specificity, their capacity to conduct this work in compliance with the Project timeframe, budget, and good-faith obligations. The Town will notify each short-listed Firm to schedule individual times for the interviews.

Design-Build Firm/Team Final Selection

After making a final Design-Build Firm/Team selection and taking into consideration quality, performance, and the time specified in the Qualifications for Performance of the contract [G.S. 143-129(b)], the Town will begin contract negotiations with the selected responsible, responsive Firm/Team. If successful, the Firm/Team and Town will enter into a professional services contract for the work.

All respondents are considered fully informed as to the intentions of the Town regarding the timeframe to prepare and complete contract negotiations. Respondents should be prepared to provide a detailed, written Proposal to include the scope of work, staffing plans, action plan, CPM schedule, and fee proposal during negotiations.

The Town may withdraw this RFQ, reject qualifications, or any portion thereof, at any time prior to an award, and is not required to furnish a statement of reason why a particular qualification was not deemed to be the most advantageous to the Town.

E-Verify Compliance

The Design-Build contract will require that the Design-Build Team and its subcontractors comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes consistent with state law requirements for municipal contracts.

Section IV: Qualifications Submittal Requirements and Format

Physical Submittal: Department Contact, Deadline for Receipt, Format

Respondents must submit five (5) total copies of their written Qualification in a sealed package, including one PDF digital format, to Will Lear, Project Manager, by the submission deadline noted in this RFQ. The name and address of the respondent should appear on the outside of the submittals and the package should include the RFQ title and reference the project ("RFQ for Design-Build of Fire Station 51"). Each submittal will remain sealed and not for public disclosure until after the submittal deadline.

1. Each submittal copy shall be identical in content. Responses should be concise, clear, and relevant. Submitter's cost incurred in responding to this RFQ is the submitter's alone and the Town does not accept liability for any such costs. The Town will not and shall not be required to return any item submitted.

Statement of Qualifications Provisions

Pursuant to N. C. Gen. Stat. § 143-128.1A.(c)(8)(a), each design-builder shall submit in its response to the request for qualifications an explanation of its project team selection, which shall consist of either of the following:

- a. A list of the licensed contractors, licensed subcontractors, and licensed design professionals whom the design-builder proposes to use for the project's design and construction.
- b. An outline of the strategy the design-builder plans to use for open contractor and subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the General Statutes.

The Town intends to limit the cost that submitters incur to respond to this solicitation, therefore, submitters are encouraged to be brief and succinct. Thick volumes of background and general marketing material are not desired. Instead, submitters should highlight their responsiveness to the evaluation criteria. If multiple Firms are proposed as one Team, each component Firm should describe its own relevant qualifications within the same submittal.

Qualifications must confirm the Firm/Team will comply with all the provisions of this RFQ. RFQs must be signed by a Company Officer empowered to bind the Company. A Firm/Teams failure to include the requested items in their RFQ may cause their RFQ to be determined to be non-responsive and the RFQ may be rejected.

Minimum Number of Responses

In order to consider submittals, the Town must receive at least three (3) responses to the RFQ. If the Town receives fewer than three (3) responses, it will re-advertise the RFQ in accordance with General Statute requirements. After the second solicitation, the Town may consider submittals even if three (3) are not received and will follow the same procedures used for the initial solicitation.

It is the sincere intention of the Town to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, the Town should determine that none of the Design-Build Teams submitting are advantageous to the Town of Leland, the Town reserves the right to accept or reject any or all Statement(s) of Qualifications with or without cause. Issuance of this RFQ does not commit the Town of Leland to award a contract, to pay any costs incurred in preparation of a proposal, or to procure or contract for related services or supplies.

DESIGN-BUILD TEAM DECLARATION STATEMENT

(Include a signed copy of this form in the submitted Statement of Qualifications)

1. We (the submitting Design-Build entity) certify that each licensed Design-Build Team member, including design professionals and sub-consultants included in this submittal, was selected based upon demonstrated competence and qualifications in the manner provided in the State of North Carolina’s General Statute on procurement of construction services (G.S. 143-64.31).
2. We certify that our Design-Build entity’s “Designer(s) of Record” have current North Carolina Architectural and/or Engineering license(s) as appropriate for their portion of the designwork.
3. We certify that our Design-Build entity’s “Builder” has a current North Carolina Contractor’s unlimited license.
4. We certify that our Firm/Company will have and maintain liability insurance coverage for a total of \$1 million/occurrence and \$1 million/general aggregate for commercial general liability, and not less than \$1 million per claim for commercial business automobile liability.
5. We certify that we will have coverage for professional liability and errors and omissions by all Designer(s) of Record/Design Professionals of not less than \$1 million per claim.
6. We certify that our Firm has sufficient bonding capacity to provide Labor and Material Payment and Performance bonds with coverage of each equal to the total cost of the Project.
7. We certify that our Firm can and will obtain a Builder’s Risk Insurance Policy for this Project with coverage equal to the total cost of the Project.
8. We certify that our Firm/Company/Personnel have/has no potential or actual conflict of interest to report and that no relationships, transactions, circumstances, or positions held are believed to contribute to any such conflict of interest.
9. I hereby certify the information set forth in this declaration is true and complete to the best of my knowledge.

(Authorized Signature, Title, Design-Build Entity Name, and Date)

By signature on this Declaration, responders certify they comply with:

- a) The laws of the State of North Carolina, the applicable portion of the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.
- b) All terms and conditions set forth in this RFQ.
- c) A condition that the Qualification submitted was independently arrived at, without collusion, under penalty of perjury.
- d) That their bids, if applicable, will remain open and valid for at least **90 days**.