

I-95/I-40

**CROSSROADS
OF AMERICA** 

Economic Development Alliance

**Request for Qualifications
(RFQ)**

561-202220232

**Architectural and Engineering Services for
600 S. Magnolia Ave, Dunn NC**

**I-95/ I-40 Crossroads of America
Economic Development Alliance, Inc.
401 E. Broad St.
Dunn, NC 28334
Office-910.230.3500**

Request for Qualifications (RFQ) – 600 S. Magnolia Ave, Dunn NC

A. Project Background and Objectives

The I-95/ I-40 Economic Development Alliance (Alliance) is seeking an architectural firm to design a building renovation to a historic School building. The firm will be expected to develop a final scope of work and design improvements which accommodates the day to day operations of the building's tenants. The Alliance Project Team (APT) will oversee the RFQ and selection process for an architect and engineering team.

The Alliance is seeking qualifications from professional firms to provide architectural and engineering services for the renovation of the building. The project site will be located at 600 South Magnolia Avenue in Dunn (PIN: 1516-55-8158.000). The existing building is a two story and roughly 29,000 gross square feet, built in 1918.

This project is the renovation of this building that has been altered for "office and community use" in the 1980's. The proposed renovation will complete the buildings transformation from school to office and job training complex. The alliance sees this building renovation as being sensitive to the historic nature of the building but depending on the final scope and budget may include complete reworking of interior spaces and/or an addition. This project will not be seeking historic preservation tax credits or listing in the national registry.

Operational functions within the building will include: Offices as well as cubical space, large and small flexible meeting spaces, as well as training rooms for advanced computing skills. The Alliance will use the Construction Manager at Risk (CMAR) construction delivery method for this project. As such, the selected architectural/engineering firm will be required to work directly with the selected Construction Manager at Risk Representative to be named once the design reaches a to-be-determined percentage of completion.

The I-95/ I-40 Economic Development Alliance is a newly formed not for profit economic development alliance between the Town of Four Oaks and the City of Dunn. The Alliance has an economic development recruitment target area along a twenty mile stretch of I-95 between the two municipalities. The North Carolina General Assembly has provided funds for the Alliance to develop this property (600 S. Magnolia Ave.) into a multi-tenant structure that will house business incubation and computer training facilities. Thus, providing job training and entrepreneurial assistance along the economic development corridor.

B. Scope of Services

When the Alliance Project Team (APT) has recommended the Architect and the Architect and Engineering Team (A/E Team) have entered into an agreement, then the Architect and the A/E Team will be authorized to proceed with services as set forth in the agreement. The scope of the services to be provided by the A/E Team relative to the Project may include without limitation the general disciplines outlined below to the extent necessary to provide complete, accurate and fully coordinated design documents and construction administration for the Project:

- Space planning;
- Schematic Design (to include utilities, stormwater, and parking requirements);
- Water efficiency/conservation options;
- Conceptual Plan and Design Development;
- Interior Design (furniture layout, FF&E, signage, etc.);
- Preparation of Construction Documents;
- Bidding phase assistance, attending both pre-bid conference and bid opening, including review of bids;
- Construction administration and inspections;
- Cost estimating;
- Site Master Planning
- Landscape Architecture
- Civil Engineering
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Networking Engineering
- Plumbing and Fire Protection Engineering
- ADA Design
- Code compliance
- Historic Preservation (Preferred)
- Other services customarily furnished by an Architect and its consultants on similar projects utilizing Construction Manager at Risk (CMAR) construction delivery method.

The services to be provided by the A/E Team may be divided into the following phases:

- Master Planning and Concept Design
- Schematic Design
- Design Development
- Budget Estimation
- Construction Documents/Bid and Award
- Construction Administration, including punch list, commissioning and closeout
- Post-construction, including record drawings and warranty inspections

C. Required Qualifications

Architectural/Engineering firms that respond to this RFQ to serve as the Architect must meet all of the following criteria:

- Must be experienced as the primary design architect on multiple projects with a construction cost of or greater than \$2.0 million.
- Must be experienced as the primary design architect on professional / commercial office space or government facility constructed within the last 10 years.
- Must be experienced and able to demonstrate design experience with historic non-residential buildings constructed prior to 1930.
- Must be familiar or familiarize itself with the project location and State of North Carolina building and fire codes, zoning regulations, and local construction practices.
- Firm and its key project employees, including sub consultants, must have all current licenses, certifications and registrations to perform the work.
- Firm must be willing to encourage innovation and a “think outside the box” but have a budget conscious mentality during architectural design phases
- Firm should be familiar with “governmental budgeting” procedures

The Architect will be responsible for engaging and coordinating an exceptional A/E Team experienced in the renovation historic buildings for commercial office space and government facilities as related to this Project. The firm shall identify all of the sub consultants recommended by the proposing firm to be members of the A/E Team and whose fees are included in the firm’s fee proposal. The APT retains the right of review and approval of any such proposed sub consultants, based upon discussions with the Architect.

D. RFQ Timeline (Dates are tentative and could change)

Advertisement of Request for Qualifications	1.14.2022
Submittal of Questions by Proposals Due	2.4.2022
Interviews of Selected Proposals	2.14.2022 @5pm EST
Selection of Primary Architect	3.14.2022
	4.14.2022

E. Proposal Instructions and Format

Please include the following items in any Proposal submitted in response to this RFQ:

1. Firm name, address, and background of office that would have primary responsibility for the work.
2. Describe ownership of your firm and list its principal shareholders.
3. Describe your firm and how it is organized including its overall size in numbers of employees.
4. Describe the practicing ideas or themes your firm uses.
5. Provide names and resumes of key personnel who would be directly responsible for the work. Please include in resumes only projects related to commercial office space and government facilities, firm worked for, and project title/responsibility. Please submit key reference contact information including telephone numbers, fax numbers and email addresses.
6. Submit an organizational chart for the entire recommended A/E Team as referenced in item 3 above.
7. Firm must submit detailed schedule outlining receivables throughout the project.

8. Provide 3-5 comparable examples, especially adaptive reuse of existing historic structures, of your firm's work that were constructed during the last 5-10 years or currently under construction. Please include:
 - Project name
 - Project location
 - Contracting or ownership entity
 - Project description listing dates of construction, project gross square footage, construction cost and total design fee (including sub-consultants).
 - Contact information for past projects a plus.
9. Please list all applicable professional liability policies with their respective types of coverage and corresponding policy limits.
10. Describe your approach to project design that will assure the functional, aesthetic and quality requirements are satisfactorily addressed for new construction.
11. Explain the management tools, techniques and procedures your team uses to maintain the programming, planning and design phase schedule.
12. Explain your team's procedures for documenting quality control and coordination of the various disciplines of work in preparing construction documents.
13. Describe your team's approach to maintenance considerations in the design process.
14. Explain how your team will control project cost to assure the project budget is not exceeded.
15. Explain how your team manages the process of reviewing subcontractor submittals, clarification requests, issuances of bulletin drawings, reviews of contractors' cost proposals, review and justification of change orders, payment requests, final inspections and assembly of the project close-out documents.

16. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.
17. Describe in detail the process you will follow from schematic approval through approval of final design.
18. Explain why you believe your team is the most qualified firm to provide the requested services for this Project.

Your response may also contain any narrative, charts, tables, diagrams or other materials in addition to those called herein; to the extent such additions are useful for clarity or completeness of the response. Attachments should clearly indicate on each page the paragraph in the RFQ to which they pertain. **The Alliance will not be liable for any errors in submitted proposals.**

No modifications to your proposal will be accepted except during negotiations initiated by the APT.

The request for qualifications and potential inclusion into the interview process shall in no way be deemed to create a binding contract or agreement between the respondent and the Alliance. Upon recommendation of the APT, the Alliance Board of Directors will vote to enter into an agreement. In the event that the Alliance and successful respondent are unable to reach agreement upon a contract, the Alliance reserves the right to immediately enter into negotiation and agreement with another respondent.

Each respondent submitting a letter of intent in response to this RFQ acknowledges and agrees that the preparation of all materials for submittal to the APT and all presentation, related costs, and travel expenses are the respondents' sole expense as the Alliance, under any circumstances, be responsible for any cost or expense by the respondent. The Alliance shall be allowed to keep any and all materials submitted by the respondents in regards to this RFQ. Each respondent agrees to hold the Alliance harmless against any expenses, damages, and claims arising from or connected with your proposal, including patent, trademarks, copyright, or other intellectual property infringement or misappropriation.

Any information request of the respondents shall be concurrently directed to the Alliance's Executive Director, Reid Williams during the analysis, selection and subsequent contract negotiation until said contract is signed and delivered by the Alliance.

The APT reserves the right to accept or reject any or all proposals, to alter the selection process in any way, to postpone the selection process for either party's own convenience at any time, and to waive any defects in proposals submitted. The APT reserves the right to issue addenda to this RFQ at any time due to the need for clarification, change in schedule, or other reasons the parties so decide. The APT reserves the right to accept or reject any individual sub-consultants that the successful respondent proposes to use.

Your proposal constitutes an offer that remains open and irrevocable for a period of not less than 180 days unless your proposal states otherwise. Proposals after the award are public documents.

F. Proposal Deadline

Proposals are due by **2.14.2022 @5pm EST**. One electronic copy and 4 bound copies of each document should be addressed to:

City of Dunn
Administration Office
ATTN: Tammy Williams, City Clerk
401 E. Broad St. Dunn NC 28334

G. Questions or Inquires

Times for individual interviews will be announced later but respondents will tentatively be provided a block of 1 hour for presentation and questions. Representatives for the Alliance's Project Team will be in attendance. Interviews will be conducted at the City of Dunn's Council Chambers.

All questions must be submitted in writing no later than **2.4.2022**.

Ex-Officio member of the I-95 I-40 Economic Development Alliance
Steven Neuschafer, City of Dunn
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