



LOUISBURG

N O R T H C A R O L I N A

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**Request for
Qualifications (RFQ)**

**Architectural and
Engineering Services For
Town of Louisburg**

**Depot Hill Building &
Site Renovations**

**Town of Louisburg
110 West Nash Street
Louisburg, NC
27549**

Request for Qualifications(RFQ) – Town of Louisburg

A. Introduction and Invitation

The Town of Louisburg is planning to renovate and repurpose a former warehouse as the location for a new Town Hall and Event Center. The warehouse was donated to the Town and has since undergone partial renovation, largely to stabilize the walls and roof systems. It has also had some HVAC, window and electrical upgrades but remains in unfinished form. The project will be undertaken as a whole whereby building and site plans will be prepared and used to obtain bids for construction.

The Town of Louisburg (herein referred to as, "The Town") has issued a Request for Qualifications (RFQ) from qualified design firms (herein referred to as A/E") interested in contracting with the Town to provide desired services as outlined in this RFQ.

B. RFQ Objective and Timeline

The Town has identified the following objectives: 1) Design, while in compliance with current codes and standards, the renovation of the building and related site development including, parking, landscaping, drainage and lighting, for a new Town Hall and Event Center with cost estimates; and 2) Bidding, Negotiation and Construction Administration services.

Advertisement of Request for Qualifications	March 1, 2023
Pre-Proposal Meeting	March 17, 2023
Submittal of Questions	March 24, 2023
Proposal Due	March 30, 2023
Selection of Primary Architect	April 12, 2023

C. Scope of Services

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:

- Obtaining approvals of government agencies having jurisdiction over the project;
- Preparation of Construction Documents;

- Bidding phase assistance, attending both pre-bid conference and bid opening, including review of bids;
- Construction administration and periodic inspection;
- Civil Engineering
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Plumbing and Fire Protection Engineering
- Other services customarily furnished by an Architect/Engineer and its consultants on similar projects

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

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

D. 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 a project with a construction cost of greater than \$1,000,000.
- Must be experienced as the primary design architect on adaptive reuse for commercial or governmental office space constructed within the last 10 years.
- Must be familiar or familiarize itself in Northeastern North Carolina 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 during architectural design phases.

E. Proposal/Qualifications Statement Instructions and Format

Please include the following items in any Proposal/Qualification Statement 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. Provide a list of similar projects in character and scope with client contact information.
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. Please list all applicable professional liability policies with their respective types of coverage and corresponding policy limits.
8. Describe in detail steps which will be taken by your team to guard the Owner against defects and deficiencies in the work of the contractors during the construction phase.
9. Explain how your team manages the process of reviewing subcontractor submittals, clarification requests, and 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.
10. Proposed hourly rate fee schedule.
11. Completion of Iran Divestment Act Certification (N.C.G.S. 147-86.58)
Attachment 1.

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 **Town of Louisburg will not be liable for any errors in your proposals.**

No modifications to your proposal will be accepted except during negotiations initiated by Town of Louisburg.

The request for proposals 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 Town. Upon recommendation, the Town will enter into an agreement. In the event that Town and successful respondent are unable to reach agreement upon a contract, the Town reserves the right to immediately enter into negotiation and agreement with another respondent.

Each respondent submitting a Proposal in response to this RFQ acknowledges and agrees that the preparation of all materials for submittal to Town and all presentation, related costs, and travel expenses are the respondents' sole expense as the Town shall not, under any circumstances, be responsible for any cost or expense by the respondent. The Town shall be allowed to keep any and all materials submitted by the respondents in regards to this RFQ. Each respondent agrees to hold the Town 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 media request of the respondents shall be concurrently directed to the Town of Louisburg or their designee during the receipt, analysis, selection and subsequent contract negotiation until said contract is signed and delivered by the Town of Louisburg.

The Town of Louisburg 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 Town 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 Town 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. Pre-Proposal Meeting

A voluntary Pre-Proposal Meeting will be held March 17, 2023, 10:00 a.m. in the Town of Louisburg Administrator's conference room located at 110 W. Nash Street, Louisburg, NC 27549. A walking tour of the building and site will be conducted. Please RSVP your attendance to Mr. Philip Slayter at pslayter@townoflouisburg.org or by phone at 919-497-1003.

G. Proposal/Qualification Statement Deadline

Proposals are due by **March 30, 2023** at 4:00pm. One electronic copy and 5 bound copies of each document should be addressed to:

Town of Louisburg
A&E RFQ
Attn: Philip Slayter
110 W Nash Street
Louisburg, NC 27549

H. Selection Criteria

The Town of Louisburg will use a combination of criteria in the evaluation process, including, without limitation, overall qualifications, relevant experience with comparable facilities, references, and such others as the Town may use in its sole discretion. The following criteria will be the basis on which firms will be selected for further consideration:

1. Specialized, appropriate expertise for this type of project.
2. Organizational chart and project team expertise.
3. Proposed design approach and innovative design solutions for projects of this type.
4. Project quality control plan including recent experience with cost control, change orders, and maintaining design and construction schedules.
5. Current workload of firm's personnel.

6. Record of successfully completed projects without major legal or technical problems.
7. Compliance with proposal format requirements.
8. Other factors that may be appropriate for the project.

The Town of Louisburg will select the firm based on the proposals provided. The Louisburg Town Council will award a contract at or after the regularly scheduled meeting on April 17, 2023.

I. Questions or Inquires

All questions must be submitted in writing no later than 4:00pm on March 24, 2023 to:

Town of Louisburg
Philip Slayter, Planning Director
110 W Nash Street
Louisburg, NC 27549
Email: pslayter@townoflouisburg.org

ATTACHMENT 1:

IRAN DIVESTMENT ACT CERTIFICATION AS REQUIRED BY NCGS 147-86.59

AS of the date listed below, the vendor or bidder below is NOT listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.58.

NAME OF VENDOR:

Signature

Date

Printed Name

Title

Note to persons signing this form: NCGS 147-86.59 (a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted;
- When a contract is entered into (unless previous submitted)
- When a contact is renewed or assigned

NCGS 147-86.59 (a) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State's Treasurer's Final Divestment List. The State Treasurer's Final Divestment List can be found on the State Treasurer's website at www.nctreasurer.com/iran and will be updated every 180 days.