

May 9, 2024

REQUEST FOR QUALIFICATIONS

For the construction of the

Town of Haw River Fire Station Addition

Using the Design-Build Delivery Method

**Proposal Process, Questions/Inquiries, and RFQ Submission:**

**Sean Tencer**

Town of Haw River - Town Manager

P.O. Box 103

403 E. Main Street Haw River, NC 27258 Office - (336) 578-0784

Email - [stencer@townofhawriver.com](mailto:stencer@townofhawriver.com)

RFQ Submission Due:

**June 20, 2024**

# Section 1: Project Information

Pursuant to the requirements of North Carolina General Statute §143-128.1A, “Design-Build Contracts,” the Town of Haw River, NC, is soliciting proposals from qualified design-build firms interested in providing professional design and construction services and furnishing the best value for the new fire station facility for the Town of Haw River. The Fire Department intends to award a Design-Build contract for this Project.

The Design-Build method is a qualifications-based selection process. The primary factors for selection are the ability of the designer-builder to deliver the project on time, within the budget, within the criteria and constraints identified by this document, and pursuant to the requirements of the Design-Build statute. All respondents to this RFQ are subject to the instructions communicated in this document and are cautioned to review the RFQ completely and follow instructions carefully.

The Town of Haw River shall evaluate all Design-Builders responding to this RFQ who satisfy the stated criteria according to the scoring criteria identified in this RFQ. Based on scoring criteria, the Town will negotiate with the highest-ranked respondent.

All questions and correspondence related to this solicitation must be in writing and directed to the Town of Haw River contact identified below. Contact with any other Town personnel should not be made and could result in rejection of any related submission.

## Pre-Submittal Meeting / Questions & Clarifications:

For the purpose of answering questions and providing clarification, a pre-submittal meeting will be held for respondents between the hours of **10:00 am – 11:00 am on June 4, 2024**. Attendance for those intending to submit qualifications is mandatory. Please contact Sean Tencer to set up a pre-submittal meeting appointment time.

Pre-submittal questions should be submitted in writing, via email or mail, by **5:00 pm,** **June 5, 2024.** Questions submitted later than this deadline will not be considered.

Pre-submittal questions, other inquiries, and responses to this RFQ shall be directed to:

## Sean Tencer, Town Manager

Town of Haw River

P.O. Box 103

403 E. Main Street Haw River, NC 27258 Office - (336) 578-0784

Email - [stencer@townofhawriver.com](mailto:stencer@townofhawriver.com)

## Notice of Owner Discretion:

The Town of Haw River reserves the right to reject any and all submissions for any 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 2: Project Goals, Objectives and Challenges

The goal of this project is to design and build a new addition for the Town of Haw River Fire Station. The Town seeks to work in an effective partnering relationship with the successful Design-Builder to accomplish this goal. The success of this project will depend largely upon the nature of the relationship between the Design-Builder and Haw River. The Town intends to work with the Design-Builder as a team, with common goals of delivering a facility with exceptional quality in the most cost-effective and timely manner, achieving efficiency across the full spectrum of performance. With the design and construction of the project, the Town has the following **goals and objectives:**

* Establish a collaborative relationship between the Town and the Design-Build team to design and construct a facility that provides the Haw River Fire Department with adequate facilities and elements to prepare, operate, house, and maintain a high-quality workforce and respond adequately and efficiently in the district.
* Complete the project according to the agreed-upon timeframe and within the Town’s budget and funding resources.
* Incorporate high-performance systems in design and construction that will allow staff to work in a safe, comfortable, and operational facility.
* Design and construct a facility that strives to minimize operating and maintenance costs by maximizing energy-efficient building materials and practices.
* Prioritize workplace safety and reduce exposure to carcinogens typically found in a fire station or the fire industry for all personnel assigned to this facility.
* Utilize best practices to accomplish this project's goals and proactively address risks and challenges to ensure project success.
* As a team, work with the Town to devise and implement appropriate processes to maximize efficiency, overall quality, and cost savings.
* Provide the Design-Builder maximum flexibility to determine specific work methods that satisfy the performance-based requirements in the contract.
* Expect the Design-Builder to consider customer preferences and participate with the Town in continuous improvement efforts throughout the project process.
* To work with the Designer-Builder to implement processes that maximize efficiency and provide the Town with insight into project progress without undue Town oversight.

## Challenges:

The successful Design-Builder Team will need creative solutions to address the following significant challenges:

* Scheduling construction activities and site traffic to minimize the impact on surrounding residents and organizations, as well as other customary traffic and the surrounding streets.
* Managing the project budget to achieve acceptable levels of quality, while meeting project goals and objectives noted in the Town of Haw River’s criteria.

# Section 3: Project Description and Scope of Work Project Description:

The project location is 403 East Main St, Haw River, North Carolina. The proposed fire station facility will provide space to house the Town of Haw River’s Fire Department. We anticipate a total project budget of $3,100,000. This includes the cost of sitework, construction, and all design and contractor fees, resulting in a finished, fully usable facility that satisfies all project requirements and contract terms. We anticipate the project’s completion by **November 1, 2025**.

The anticipated facility will be approximately 6,000+/—square feet and two levels. Construction should begin by **April 1, 2025**. Preliminary needs include, but are not limited to, the following: One (1) Drive-thru apparatus Bay, dayroom, training, kitchen, dorm rooms, bathrooms, and a fully sprinkled building.

## Scope of Work:

The scope of work will include, but is not limited to, the following:

1. Pre-construction project planning to include code analysis, value engineering measures, preliminary cost estimates, and project schedule development.
2. Haw River to provide survey, geotechnical evaluation, environmental, and existing utilities.
3. Comprehensive project design, to include utilities, site, and building:
   1. Site Design: Clearing and grubbing, grading and drainage plans, sedimentation, and erosion control plans, required stormwater management, layout and staking plans, elevations and sections, construction details, lighting and signage, landscape and planting plans and details.
   2. Building Design: Building plan configuration and elevation elements, including exterior building skin materials and colors, foundation, structural and roof systems, building fenestration and openings, overall dimensions, materials testing requirements, Mechanical/Electrical/Plumbing design including systems, equipment, and calculations, energy and performance compliance, systems review, coordination, and integration to include all utilities and controls.
4. Permitting for all aspects of the project.
5. Development and impact fees are not included.
6. Site and facility construction of the project.
7. Project management to ensure contractors are performing to design and product specifications, construction administration, and observation.
8. Develop and refine cost estimates and project schedules throughout the process to ensure on-time completion.
9. Bi-weekly meetings with Town staff for updates
10. Project closeout, commissioning, establishment of warranties and guarantees, equipment training, delivering manuals, final inspection and acceptance, execution of punch list.
11. NOTE: The Town of Haw River WILL NOT provide a workspace for the Design-Build Team. The selected Team is responsible for and must provide its own workspace.

# Section 4: Budget, Projected Timeline, Planning and Delivery Budget:

The Town of Haw River’s estimate for the total budget of this project is $3,100,000. Total costs include architectural programming and scope of work identification, design and engineering, construction-related expenses and services, construction administration, testing services, permits, and any other building-related professional service fees necessary to complete the project fully. Once established, adherence to the budget is essential to the successful completion of this project.

## Anticipated Schedule:

The Town reserves the right to adjust the following projected schedule as necessary:

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| --- | --- |
| **Preliminary Project Schedule** | **Date** |
| Advertise Request for Qualifications | May 20, 2024 |
| Pre-Submittal Meeting for Interested Firms | June 3, 2024 |
| Deadline for Questions and Clarifications on the RFQ | June 5, 2024 |
| Deadline for Submission of RFQ | June 20, 2024 |
| Establish Short List of Design-Build Firms and Schedule Interviews | June 28, 2024 |
| Complete Interviews | July 12, 2024 |
| Notify Selected Design-Build Firm and Begin Contract Negotiations | July 19, 2024 |
| Complete Contract Negotiations with Selected Team | August 1, 2024 |
| Request Council Approval and Town Council Award of Contract | August 5, 2024 |
| Begin Design Phase | September 1, 2024 |
| Begin Construction | April 1, 2025 |
| Project Completion | November 1, 2025 |

## Pre-Construction Planning:

The Design-Builder, as part of its design and pre-construction 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 construction, the Town will ask the Design-Builder to commit to a lump sum price for all its design, construction services, and fees.

## Project Delivery Objectives:

At all times and in all 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. It is of the utmost importance that professional design and construction service providers cooperate and commit to working in the best interests of the project.

# Section 5: Submittal Requirements and Content Submittal Requirements

**The deadline for submissions of qualifications is June 20, 2024.** All submitted materials will become the property of Haw River and will not be returned. Inquiries, amendments, or submissions received after the time and date listed above shall not be considered for evaluation. Regardless of the manner chosen for package delivery, it is the Design-Builder’s responsibility to make sure it is delivered before the submission deadline. The Town of Haw River reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications.

## Submittal packages should be enclosed in a sealed envelope marked for:

## REQUEST FOR QUALIFICATIONS: TOWN OF HAW RIVER FIRE STATION EXPANSION ATTENTION: SEAN TENCER

## Submittal Documents:

1. Two (2) hard copies
2. One (1) electronic copy

## Submittal Content:

Each Submittal shall be organized in the following order:

## 1: General Information

* Name and description of the firm.
* Project manager and primary contact.
* A legal company organization/organization chart with names, including licensed contractors and licensed design professionals the firm intends to use in the project.
* List of applicable NC licenses for construction, architects, engineering, or other trades/professions pertinent to the requirements of the project. Architects and engineers must comply with 21 NCAC 02 and 21 NCAC 56.

## 2: Team Qualifications and Experience

* Describe why your team should be selected and summarize why your firm is qualified and their understanding of and experience with the Design-Build method.
* Define key staff members who will be working on the project, their experience and qualifications/certifications, and their roles and commitment to the project. (At a minimum, the lead designer and project manager should be identified and available for interview if the firm is shortlisted.) Note: After the award, any key personnel changes shall be approved by the Town of Haw River.
* Provide team/staff experience working together on similar projects.
* Provide information regarding team history and the working relationship between the Design-Build team members and fire station experience.
* Provide a statement and certification that all licensed professionals and sub-consultants were chosen based on demonstrated competence and qualifications.

## 3: Project Understanding, Approach, and Management:

* Describe your understanding of the project and proposed approach to design.
* Describe the firm’s approach to quality assurance, quality control, and conflict/dispute resolution.
* Describe the firm’s approach to effective communication and meeting the overall goals and objectives of the project.
* Identify any key risks, challenges, concerns you anticipate, and methods to mitigate.
* Provide an outline of the project schedule, showing tasks, milestones, and deliverables, including a schedule of progress meetings with the Town’s project team.
* Describe your approach to change orders and the firm’s track record of delivering projects with minimal change orders.
* Describe your team’s track record with “on-time and within budget” projects.
* Describe your approach to safety management and provide current safety ratings/records and practices.
* Describe your team’s experience with fire stations.

## 4: Relevant Project Experience/References:

* Please describe the firm’s overall reputation, service capabilities, and quality of work in relation to this project.
* Provide five (5) relevant projects completed or in construction over the last 10 years. A relevant project is one that best exemplifies your qualifications. List projects you believe demonstrate an ability to meet the requirements of this RFQ successfully. Please identify recent, representative projects of similar scope, complexity, and size performed by the proposed team. Please include the following for each reference/project:
* Name of Project
* Client
* Delivery Method
* Total Project Cost
* Project Description
* Project Timeline of scheduled start and finish dates and actual start and finish dates
* Photos/Pictures

## 5: Other

Provide a description of any program in place to encourage minority businesses' participation in this project, as defined in NCGS 143:128.2(g), GS 143-128.4, and the efforts to notify minority businesses of opportunities for participation.

# Section 8. Evaluation, Criteria, and Scoring

Qualifications and Experience 40 points (40%)

Project Understanding, Approach, and Management 40 points (40%)

Statement of Why the Design-Build Team Should Be Selected 15 points (15%)

Submittal Quality and Completeness 5 points (5%)

# Section 9: Selection Process Interviews:

It is the intent of the Town of Haw River to appoint a selection committee to review the submitted Statements of Qualifications. The committee will rank the submittal based on the criteria requirements specified within this RFQ. The Town may choose to interview the three (3) top-ranked firms or select and award. If interviews are necessary, the Town will notify each firm to schedule individual times for the interviews. The purpose of the interview will be to meet with the proposed project team and become familiar with key personnel and get a better understanding of the firm’s project approach and ability to meet the objectives of the project. Interviewees should be prepared to discuss, with specificity, their capacity to conduct this work in compliance with a proposed timetable, budget, and good-faith obligations. The Town will provide written notification to all firms regarding selection.

## Negotiations:

Once the rankings and interview process are complete, Haw River will initiate negotiations with the highest ranked/most qualified design-builder for a contract to design and construct the project for a fair and reasonable fee, pursuant to Sections 143-64.31(a) and 143-128.1A(d) of the North Carolina General Statutes. If the Town of Haw River cannot negotiate a contract consistent with those sections and within the objectives of this RFQ, then the Town shall terminate negotiations and initiate negotiations with the next most qualified design builder.

# Section 10: Terms and Conditions Discrimination Policy:

The Town of Haw River does not discriminate on the basis of race, color, sex, national origin, religion, age, disability, sexual orientation, or gender identity. Any contractors or vendors who provide services, programs, or goods for the Town of Haw River are expected to comply fully with the Town’s non-discrimination policy.

## Conflict of Interest:

By submission, the Team agrees at the time of submittal that the Team:

1. Has no interest (including financial benefit, commission, finder’s fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of submitting the Team’s services, or
2. Will not benefit from an award resulting in a “Conflict of Interest.”

A “Conflict of Interest” shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Town of Haw River. Submitting teams shall identify any interests and the individuals involved on separate papers with the submittal and shall understand that the Town, in consultation with legal counsel, may reject their proposal.

## Confidential Information/Public Records Law:

The Town of Haw River assumes no responsibility for the confidentiality of information offered in this proposal. The RFQ does not intend to elicit proprietary information. However, if proprietary information is submitted as part of the proposal, the information is to be labeled as such. Proposals are not subject to public inspection until after the contract has been awarded. The Town reserves the right to share any information submitted in response to this RFQ or process with any person(s) or firm(s) involved in the review and evaluation process. Proprietary or confidential information must be clearly labeled as such at the time of initial submission and to the extent provided by N.C.G.S. Chapter 132 and will not be made available for public inspection.

In the event a request for inspection is made under public records law, the submitting Team will be notified of the request and may participate in any subsequent civil action to compel disclosure of confidential information.