

REQUEST FOR QUALIFICATIONS

FOR

ARCHITECTURAL AND ENGINEERING

SERVICES

FOR

WAKE COUNTY

RENOVATION PROJECTS

August 20, 2020

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**REQUEST FOR PROPOSAL
FOR
ARCHITECTURAL AND ENGINEERING SERVICES**

I. Project

Renovations to County owned Buildings

II. Project Summary

Wake County Facilities Design & Construction Department manages the planning, design and construction of capital improvement projects (both new construction and renovation) for the County. There are a number of Wake County Facilities for which renovations are anticipated over the next few years. Oak City Center Expansion Upfit, Cornerstone Center Housing Retrofit, HS Sunnybrook Center Lifestyle Upgrades and Courthouse Retrofits are a few examples of these planned projects. The projects range from those requiring informal bids (construction cost less than \$500,000) to those which require formal bids (construction cost exceeding \$500,000). The projects may include space planning, architectural, plumbing, sprinkler, mechanical and electrical design. Some may include demolition and removal of materials containing hazardous levels of asbestos and lead paint. Projects may be located in buildings which must comply with High Rise Building provisions of the North Carolina Building Code. Most renovations will have some level of work constraint, whether working hours, security, access, to name a few. The projects will be in occupied buildings providing services to the general public. Generally, the types of projects include public safety facilities, human services buildings, justice and detention facilities, parks, office buildings and historic building renovations.

III. Request

Wake County Government hereby requests qualifications from professional firms/ teams to provide architectural and engineering services involving modification and renovation to County Buildings. It is anticipated that an initial base contract will be negotiated with one or more teams of design professionals who are determined to be proposing the most qualified staffs and offering the best value to the County. Each contract will be with the lead design firm. An Amendment subsequently will be negotiated for each specific project to be assigned to the design team. Services desired include the following, depending on specific scope:

- Inventory and documentation of existing space
- Programming and space planning
- Obtaining approvals of government agencies having jurisdiction over the project.
- Schematic Design
- Life Cycle cost analyses and evaluation of various alternative energy conservation options (consistent with County Guidelines for Designing Energy Efficient Buildings).

- Design Development
- Interior Design (furniture layout, furnishings, signage, etc.)
- Preparation of Construction Documents
- Bidding phase assistance
- Construction administration and periodic inspection
- Cost estimating
- Project close-out assistance
- Other services customarily furnished by an Architect and its consultants on similar projects.

IV. Project Budget

Projects in this request will have a construction cost range between \$100,000 and \$1 million each. The budget for construction of each project will be established at the completion of the Schematic Design Phase.

V. Consultant Qualifications

The architectural and engineering consultants' staff proposed to be assigned responsibilities on this Project must be experienced in all phases of the planning, design and construction of similar public facilities; have extensive knowledge of the regulations governing the design, bidding, construction and operation of such facilities in the State of North Carolina; and have a proven capability to effectively and efficiently manage a project of this complexity to produce a facility consistent with and meeting the needs and goals outlined by Wake County.

VI. Project Durations

A computer-generated schedule will be negotiated and established at the completion of Schematic Design Phase for each project.

VII. Proposal Submission Requirements

Submittals shall be made on 8 1/2" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The package submitted shall not exceed twenty (20) pages single-sided, or ten (10) pages double-sided (front/back covers, Table of Contents and Tab pages are excluded from these totals). Complete responses to each of the following categories is required.

A. Organization of Design Team

1. Letter of Interest identifying all firms proposed for the design team, including the organizational and contractual relationship between the principal and associate firms. Discuss the responsibilities to be fulfilled by each design team member who will be assigned to the Project. Describe the percentage workload commitment of assigned staff that the County can expect on these projects.
2. Team Organization Chart showing all firms proposed for the design team and the relationships between the principal and associate firms.
3. Project references including names, addresses and telephone numbers for only four (4) projects listed in your firms previously submitted RFQ response that best exhibit your ability to complete renovation projects.
4. Other relevant information which the design consultants believe demonstrates their qualifications for the project.

B. Design Approach

1. Describe the process by which you will inventory and document existing space.
2. Describe the process by which you will develop an architectural program and alternative schematic designs for a typical Project.
3. Describe your approach to project design to assure the functional, aesthetic and quality requirements are satisfactorily addressed for a typical renovation project, including those projects that may include new construction.
4. Explain the management tools, techniques and procedures your team uses to maintain the programming, planning and design phase schedule.
5. Explain your team's procedures for document quality control and coordination of the various disciplines of work in preparing construction documents.
6. Explain the design team's approach to building systems design including the use of whole building energy analysis and how the team will assure the project is energy efficient and complies with the County's latest edition of its "Energy Design & Management Guidelines"
7. Describe your team's approach to maintenance considerations in the design process.
8. Explain how your team will control project cost to assure the project budget is not exceeded.
9. 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.

10. Explain how your team manages the process of reviewing subcontractor submittals, clarification requests, issuance of bulletin drawings, review of contractors' cost proposals, review and justification of change orders, payment requests, final inspections and assembly of the project close-out documents.
11. Explain why you believe your team is the most qualified firm to provide the requested services for this Project.

C. Consultant Professional Fees

Submit an hourly billing rate schedule for all personnel who will work with the County in providing professional services on this assignment. Compensation to the design consultant may be negotiated initially for only those services necessary to complete Programming and Schematic Design Phase for each project. In this scope scenario, compensation after Schematic Design approval will be a negotiated lump sum for each project.

VIII. Selection Process

A. Process

The Wake County Board of Commissioners has established a policy to be followed in selecting design consultants. This policy is for the purpose of insuring that the design consultant are selected in a fair and uniform manner and have appropriate qualifications and experience for the type of project.

A Selection Committee has been assembled, comprised of County staff. Upon receipt of proposals from respondents, the Selection Committee members will review the proposals in detail and identify (“short list”) those firms that appear to be most qualified to provide services for the project. Separate presentations and interview sessions will then be scheduled with the “short-listed” firms to permit the Selection Committee to further evaluate each firm’s qualifications and proposal. After interviews, the Selection Committee will make their selection and provide written recommendations to the Department Director for approval. Following the Director’s approval, the Facilities Design & Construction office will be negotiating terms, conditions and fees of an agreement with each selected firm. In the event negotiations of specific contract terms and conditions prove unsuccessful with a selected firm, the Selection Committee will select another firm with which to begin contract negotiations.

B. Timeline

The key activities and milestone dates for the selection process are listed below:

<u>Activity</u>	<u>Milestone Date</u>
RFP Published and Distributed	August 20, 2020
Deadline for Respondent Questions	September 10, 2020
Proposal Submission Deadline	September 17, 2020
Selection Committee meeting to determine short list	September 30, 2020
Selection Committee presentation/interviews sessions	October 15, 2020
Firm Selection	October 27, 2020

IX. Evaluation Criteria

A. The following criteria will be the basis on which firms will be selected for further consideration:

1. Specialized or appropriate expertise in the type of project
2. Organizational chart and expertise / qualifications of staff and team members.
3. Experience and past performance on similar projects, with emphasis on renovations.
4. Proposed design approach and innovative design solutions for Projects of this type.
5. Project quality control plan including recent experience with cost control, change orders, and maintaining design and construction schedules.
6. Current workload of firm's personnel.
7. Record of successfully completed projects without major legal or technical problems.
8. Capabilities and proven experience in the design and coordination of building systems, including energy efficient design on similar projects.
9. Design consultant's typical hourly rates for performing required work.
10. Compliance with Proposal format requirements.
11. Proximity to and familiarity with Wake County area.
12. Other factors that may be appropriate for the Project.

X. Submission of Proposal Packages

Five (5) complete packages must be received at the following address by noon on Thursday, September 17, 2020:

County of Wake, Facilities Design & Construction
Attention: Mr. David Rutherford, Senior Facilities Project Manager
336 Fayetteville Street Mall, Suite 1100
Raleigh, North Carolina 27601

XI. General Comments

- A. Any cost incurred by respondents in preparing or submitting a proposal for the Project shall be the respondents' sole responsibility.
- B. All responses, inquiries or correspondence relating to this RFP will become the property of Wake County when received.
- C. Respondents are requested to refrain from contact with the Pre-selection Committee members. Any questions regarding the RFP should be directed to the Wake County Facilities Design & Construction Office. If a question of general concern is asked by any firm with regards to this RFP a copy of the written response will be sent to all firms.
- D. The Selection Committee intends to select a minimum of two and a maximum of four Architectural and Engineering Consulting Teams to provide modification and renovation design services for Wake County Facilities Design & Construction projects.
- E. Please refer to the following website location for a copy of the Request for Qualifications and Proposal and any other related information. If a question of general concern is asked by any firm, an addendum will be issued to include a copy of the written response.

<http://www.wakegov.com/bids/notices.htm>

- F. Below is a list of electronic files that can be accessed on the following ftp web site:

<ftp://wakeftp.co.wake.nc.us/FDC%20Consultants>

- Agreement for professional services
- Amendment to agreement for professional services
- Guidelines for Design and Construction of Energy-Efficient County Government Facilities and Schools, December 2018

- G. Wake County has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications and Proposal and to cancel the process at any time prior to entering into a formal agreement. The County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualifications and Proposal.

XII. CONFIDENTIALITY OF DOCUMENTS

In general, documents that are submitted as part of the response to this Request for Qualifications and Proposal will become public records, and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the engineering consultant firm follows the procedures prescribed by those statutes and designates a document “confidential” or “trade secret”, the County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.