



Facilities Design & Construction

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May 13, 2003

REQUEST FOR QUALIFICATIONS & EXPERIENCE FOR ARCHITECTURAL AND ENGINEERING SERVICES

I. Project

New and renovated Public Libraries.

II. Project Summary

On November 4, 2002, the Board of Commissioners approved a new Master Plan for County Libraries for the next 10 years. The plan includes seven new facilities and improvements to five existing leased facilities. These will expand the decentralized library system the County has been fostering since the early 1980's.

The decentralized library plan locates the facilities with the largest collections and service offerings in the County's principal population centers. These larger facilities are known as regional libraries. For master planning purposes, Wake County is divided into seven regions. As a general rule, each region includes a regional library and two or more community branches. Regional libraries contain in-depth collections between 100,000 and 200,000 volumes and offer a broad range of services. These libraries serve populations between 60,000 to 200,000 customers. Community branch libraries house more modest collections between 20,000 to 50,000 volumes and serve populations greater than 7,500.

The projects vary in size with floor areas ranging from 5,000 to 36,000 square feet. Generally regional libraries are 20,000 square feet and higher while branch libraries are 5,000-8,000 square feet in area. The scope will vary from construction of new stand-alone County owned facilities to renovated branch facilities. In two circumstances, the County is evaluating a build versus lease option to be concluded in the near future. Below is a list of proposed projects, which are broken into two phases reflecting pending funding (refer to section III):

Phase I

No.	Project Name	Proposed Schedule	Size(sf)
1.			
2.			
3.			

Phase II

No.	Project Name	Proposed Schedule	Size(sf)
1.			
2.			
3.			

III. Project Budget

The estimated cost to complete all identified projects including professional fees, materials testing, site development, building construction, furniture, furnishings, equipment, signage and books is \$_____. The funding for these projects is dependent on the successful passage of a bond referendum of \$_____ in _____ and \$_____ in _____.

IV. Request

Wake County government hereby requests qualifications and experience packages from architectural and engineering consultant firms for providing all architectural and engineering services required to satisfactorily complete all phases of an assigned project within the time limitations as stipulated herein. The architect shall take the lead project management role of the design team. Services desired include the following:

- Site selection and analysis
- Analysis and updating existing program and existing floor and site plans.
- Site analysis and preparation of alternative site development plans (surveying and geotechnical contract will be by the County).
- Obtaining approvals of governmental agencies having jurisdiction over the project.
- Schematic Design
- Interior Design (modular workstations, furniture, signage, finishes, etc.).
- Life cycle cost analyses and evaluation of various alternative energy conservation options.
- Design Development
- Preparation of Construction and other bidding documents.
- Bidding Phase Assistance.
- Construction Administration and periodic inspections.
- Cost Estimating
- Project Close-out Assistance including warranty phase administration
- All other services customarily furnished by an architect and its consultants on similar projects and in accordance with the terms and conditions of the Standard County Agreement for Professional Services.

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. Scope of Work

Provide all architectural and engineering design services required for one or more of the projects listed in section II of this document.

VIII. 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 thirty (30) pages single-sided, or fifteen (15) 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. Qualifications and Experience

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. Provide detailed resumes and list of completed projects for staff proposed. Identify current weekly contract commitments of staff to be assigned to the Project.
2. Summary of at least five (5) similar projects for which the designer was responsible. Each of the project summaries shall include the following:
 - a. Description of facility, including size, functions housed, original project budget, actual project cost and year completed.
 - b. Description of services rendered by designer.
 - c. Degree of involvement (principal or associate).
 - d. Associate firms involved and their assigned responsibilities.
 - e. Key principal and associate staff involved, along with their assigned responsibilities.
 - f. Brief summary of client's program along with key design elements and how they were addressed by the designer.
 - g. Project references including names, addresses and telephone numbers.
3. Listing of any pending or settled lawsuits or professional liability claims in which the designer was involved during the past ten (10) years.
4. Computer-Aided Design capabilities, including hardware and software used.
5. Listing of projects currently underway and schedule for completing them.

6. Other relevant information which the design consultants believe demonstrate their qualifications for the project.

IX. Selection 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 ensuring that design consultants are selected in a fair and uniform manner, that those selected for work are qualified and experienced in designing facilities desired and to ensure that every qualified design consultant has the opportunity to be considered for providing professional services for the Project. The process for the Project will involve four stages:

Stage One: Pre-qualification

The initial phase has commenced with the establishment of a Selection Committee with its members having been appointed by the County Manager. A Request for Qualifications and Experience Package is being sent to firms identified on the County's current "Capital Improvement Program - List of Design Consultants" who have previously expressed interest in being considered for providing design services for this type of project. Upon receipt of the Qualifications and Experience Packages from respondents, Selection Committee members will review and identify ("short-list") at least seven firms which appear to be most qualified to provide services for the projects.

Stage Two: Request For Proposal

The short-listed firms will be issued simultaneously a Request for Proposal (RFP). The RFP provides additional information on the Project to enable the design consultants to develop a detailed technical and cost proposal. The Pre-selection Committee will review each proposal individually and collectively. Each "short-listed" firm will be invited to participate in an interview session.

Stage Three: Interviews

Separate interview sessions will be scheduled with the "short-listed" firms to permit Selection Committee members to further evaluate each firm's qualifications and proposal. These interview sessions will be held during the week of July 1-3, 2003. It is anticipated that two-to-four firms will be selected to provide design services for an initial set of projects according to the previously described timeframe and depending on the aforementioned passing of bond referendums. Promptly after the interviews the Selection Committee will make their selections and forward written recommendations to the County Manager for approval.

Stage Four: Contract Negotiations

Following the County Manager's approval, the Facilities Design & Construction office will be directed to negotiate a base contract, consistent with the County's Standard Professional Services Agreement with each selected Designer. In the event negotiations prove unsuccessful with one particular firm, the County Manager will collaborate with the Selection Committee on selection of another firm with which to begin negotiations.

X. Evaluation Criteria

- A. The following criteria will be the basis on which consultants will be selected for further consideration, relative to this Request for Qualifications:
1. Specialized or appropriate expertise Consulting Team has in this particular type of project.
 2. Past performance of the lead firm, any consultants, and their employees on similar projects.
 3. Qualifications and experience of members of the lead firm and consultants proposed for the project.
 4. Recent experience with cost control and maintaining project schedules.
 5. Current workload of the lead firm and nay consultants proposed.
 6. Proposed preliminary approach to planning, design and construction of the project.
 7. Proven ability of the consulting team to successfully administer the construction phase of publicly funded projects.
 8. Proximity to and familiarity with the area where the project is located.
 9. Consulting Team's record of successfully completed projects without major legal or technical problems.
 10. Consulting Team's capabilities and proven experience in extensive evaluations of facility energy consumption and life cycle cost analysis as part of design of similar projects.
 11. Design consultants fees for performing required work.
 12. Other factors that may be appropriate for the project.

XI. Submission of Qualifications and Experience Packages

Seven (7) complete proposal packages must be received at the following address by 2:00 p.m. on Friday, May 23, 2003 at the following location:

County of Wake
Facilities Design & Construction
336 Fayetteville Street, Suite 1100
Post Office Box 550
Raleigh, NC 27602

XII. 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 RFQ 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 RFQ 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 RFQ a copy of the written response will be sent to all firms.