

December 2016

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL AND ENGINEERING SERVICES

SECTION I. Project

Camden County Public Services Building

SECTION II. Goal

Camden County is seeking an architectural firm to design a new County Public Services Building. The firm will be expected to design a public services building that improves the connectivity between county departments while enhancing the user experience of our citizens visiting the complex.

A successful project will require a design firm that can make a connection between the historic architectural qualities of public buildings within the adjacent Courthouse Complex while using technological advances for energy and water conservation. The successful design team will need to integrate the impacts on staff and other operational resources into the plan to minimize not only construction costs, but also operating and maintenance costs.

SECTION III. Project Summary

Camden County is seeking qualifications from professional firms to provide architectural and engineering services for the construction of the new Camden County Public Services Building. The project site is located in the 100 block of North Carolina Highway 343 N., Camden, NC 27921 and is situated on approximately 7.69 acres. The new building is anticipated not to exceed 20,000 gross square feet. Operational functions within the new public services building will include: planning & zoning; tax collection; utility billing; parks & rec.; cooperative extension; soil & water conservation; registry of deeds; finance; human resources; economic development; public work's director; manager's office; commissioner's office; a community meeting room; the county library, and potential space for a food service vendor.

Camden County will use the Construction Management at Risk construction delivery method for this project. As such, the selected architectural/engineering firm will be required to work directly with the County's Construction Manager at Risk through the completion of the terms of the architectural and engineering services agreement.

SECTION IV. Request

The intent for this Request for Qualifications (RFQ) is to have professional architectural firms under consideration specifically address the services required and provide the County, as project owner, with a well-considered response for those services. It is anticipated that an initial base contract will be negotiated with the successful firm on the basis of demonstrated competence and qualifications for the type of professional services required. The contract will be with the lead design firm. The owner is looking for a "turnkey" approach, where the architectural firm will provide the following services (not listed in order of preference):

- ☐ Inventory and documentation of existing space;
- ☐ Programming and space planning;
- ☐ Obtaining approvals of government agencies having jurisdiction over the project;

- ☐ Conceptual plan for the building site;
- ☐ Schematic Design (to include storm-water and parking requirements);
- ☐ Life Cycle cost analyses and evaluation of various alternative energy conservation options;
- ☐ 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 the bids;
- ☐ Construction administration and periodic inspection;
- ☐ Cost estimating;
- ☐ Project close-out assistance; and
- ☐ Other services customarily furnished by an Architect and its consultants on similar projects utilizing the Construction Management at Risk (CMR) construction delivery method

SECTION V. Consultant Qualifications

The selected architectural and engineering firm's assigned Project staff 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, construction and operation of such facilities in the State of North Carolina; familiarity with LEED energy efficiency principles; and have a proven capability to effectively and efficiently produce a facility consistent with and meeting the needs and goals outlined by Camden County.

SECTION VI. Proposal Submission Requirements

Submittals shall be on 8 1/2" x 11" paper, side bound with Table of Contents and reference tabs for key sections. Complete response 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. Provide resumes of all personnel who will be assigned to the Project. Provide specific information as to their experience on projects similar to this one. Describe the percentage workload commitment of assigned staff that the County can expect on these projects.

2. Provide a list of all projects your firm currently has in progress and the status of each.

3. List the last three (3) public building projects you believe are indicative of what Camden County can expect for its County Public Services Building. List the project personnel, including consultants for those projects including the following:

- ☐ Name of Project
- ☐ Client Contact
- ☐ Owner's Total Initial Budget
- ☐ Total Project Cost
- ☐ Number of Change Orders
- ☐ Total Cost of Change Orders
- ☐ Date of Bid
- ☐ Scheduled Completion Date
- ☐ Actual Completion Date

4. List professional consultants outside your firm you propose to provide services not available in your firm.

Provide specific information documenting their work on similar projects.

5. Other relevant information which the design consultants believe demonstrates their qualifications for the project such as exceptional design features for public buildings designed by your firm.

6. Has your firm been involved with the Construction Management at Risk construction delivery method? How many projects and describe the experience? At what point (percentage) of the design phase would you recommend the Construction Manager become involved?

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 alternative schematic designs for a typical Project.

3. Describe your approach to project design that will assure the functional, aesthetic and quality requirements are satisfactorily addressed for 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 documenting quality control and coordination of the various disciplines of work in preparing construction documents.

6. Explain the design team's use of whole building energy analysis (including life cycle cost analyses) to assure the building is energy efficient.

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, 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.

11. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.

12. Describe in detail the process you will follow from schematic approval through approval of the final design.

13. Explain why you believe your team is the most qualified firm to provide the requested services for this Project.

SECTION VII. Selection Process

A. Process

The design consultant will be selected in a fair and uniform manner based in part on appropriate qualifications,

experience for this type of project and current workload.

The County Manager has appointed a Selection Committee comprised of county staff and others that may or may not be associated directly with the Project. Upon receipt of proposals from respondents, the Selection Committee members will review the proposals in detail and identify a "short list" of 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.

Firms that make the "short list" will be expected to make a presentation to the panel that convey their ability to innovate and guide our community in delivering futuristic library services to the community. After interviews, the Selection Committee will make their selection and provide written recommendations to the County Manager for his approval. Following the County Manager's approval, contract terms, conditions and fees will be negotiated with the selected firm. In the event contract negotiations prove unsuccessful with the 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>
RFQ Published and Distributed	12.13.16
Deadline for Respondent Questions	01.13.17
Proposal Submission Deadline	01.30.17
Selection Committee meeting to determine short list	02.07.17
Selection Committee presentation/interviews sessions	02.14.17
County Commissioner Approval	03.06.17
Firm Selection Notification	03.07.17

SECTION VIII. Evaluation Criteria

A. 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. Capabilities and proven experience in extensive evaluation of facilities energy consumption and life cycle analyses during design of similar projects.
8. Compliance with proposal format requirements.
9. Experience working on projects utilizing the Construction Management at Risk construction delivery method.

10. Proximity to and familiarity with Camden County area.
11. Other factors that may be appropriate for the project.
12. Minority/Women Owned Business.

SECTION IX. Submission of Proposal Packages

Six (6) complete packages, including a digital copy, must be received at the following address by noon on Monday January 30, 2017:

County Manager's Office
County of Camden
P.O. Box 190
330 East Highway 158
Camden, North Carolina 27921

SECTION X. 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 Camden County when received.
- C. Respondents are requested to refrain from contact with the Pre-selection Committee members. Any questions regarding the RFQ should be submitted by email and directed to the Camden County Finance Officer, Attn: Ms. Stephanie Humphries at shumphries@camdencountync.gov. A written response will be sent to all firms that have submitted a proposal package to the County. The deadline for all inquiries is noon on January 13, 2017. Camden County is an Equal Opportunity Employer.
- D. Camden County has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications 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.

SECTION XII. CONFIDENTIALITY

In general, documents that are submitted as part of the response to this Request for Qualifications 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 architectural/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.