

Town of Mooresville
Facilities and Project Management
413 North Main Street
Mooresville NC 28115



Request for Qualifications

Town of Mooresville Facilities and Construction Project Management

Pursuant with State of North Carolina Statute **§ 143-128.1A**, The Town of Mooresville is soliciting requests for qualifications from licensed and experienced firms in North Carolina, for the Design-Build of a new Fire Station.

The overarching goal of this project is to provide the Town of Mooresville with Design-Build services resulting in the best possible value for the citizens and employees of the Town.

Design-Builders responding to this Request for Qualifications, who satisfy the stated criteria shall be evaluated by Mooresville according to the criteria identified in this Request for Qualifications. The most highly-qualified Design-Builders will be identified, and Town of Mooresville will begin negotiations with the highest-ranked Design-Builder.

Partnership

The success of this project will depend largely upon the partnership and cooperation between the Design-Builder and the Town of Mooresville. The intent of the Town is to work with the Design-Builder as an integrated team with common goals of improving quality, efficiency, cost savings, and achieving the best project result possible.

The Town will work with the Design-Build firm to determine work and design practices that satisfy the performance-based requirements in the contract. It is expected the Design-Builder to take customer preferences into consideration, participate with the Town in value-engineering, and proactively address risks and challenges to the Project's success. The Town of Mooresville will work diligently to aid the Design-Builder to maximize efficiency and provide the Town insight into project progress without an undue level of owner oversight.

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PROJECT OVERVIEW

Project Details

- The station will be approximately 15,000 square feet and the chosen site is located in the Mooresville Business Park. The available land for the project is Town-Owned and occupies 3.55 Acres.
- The scope includes professional architectural, civil, structural, mechanical, electrical, plumbing, fire, and kitchen design services along with construction, construction contracting and construction administration for the development of a 15,000 square foot fire station.
- The design/build project has an estimated budget of \$4,570,559.06
- The project has an anticipated completion date of 12/21/2020
- A project schematic has been completed and will be available for use in preparation of proposals.
- A site visit will be held on **5/2/2018 at 11:00 A.M. Mooresville Fire Station 5, 125 Balmy Ln, Mooresville, NC 28117** for all interested firms to ask questions of Project Leadership and receive a tour of the facility.
- Submissions must include a list of all licensed agencies and firms that will be part of the project including designers, contractors, and subcontractors.

The Design-Builders Scope of Work

1. Pre-construction project planning including assistance in the preparation of a schedule, preliminary cost estimate and value engineering measures.

2. Preparing site, architectural, structural, mechanical, plumbing and electrical design plans in accordance with applicable building standards/codes, CCS standards and guidelines, to include:
 - **Site Design:** demolition and clearing plans, grading and drainage plans, sedimentation and erosion control plans, layout and staking plans, elevations and sections, construction details, lighting and signage, landscape and planting plans and details

 - **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 modeling, systems review, coordination and integration to include all utilities and controls, assess and coordinate sustainability items and submittals

3. Development and refinement of cost estimates and project schedules to include Guaranteed Maximum Price prior to construction.

4. All phases of Construction, construction contracting, and construction reporting and observation including conferences, bi-weekly site observations and meetings.

5. Project closeout, establishment of warranties, and guarantees.

PROJECT BUDGET

The approximate budget for the design-build project is \$4,570,559.06. The design builder is expected to produce a project that, through design and construction, is delivered within this prospective budgetary number.

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ANTICIPATED PROJECT SCHEDULE

Anticipated Project Milestones

Item	Date
Announce RFQ	4/18/2019
Site Visit	5/2/2019
Deadline for RFI	5/7/2019
SOQ Due	5/10/2019
Notify Selected Firm	6/27/2019
Award Contract	7/1/2019
Begin Design	7/8/2019
Project Completion	12/21/2020

PROPSAL QUESTIONS AND INQUIRIES

All perspective bidders must contact the Facilities Department of the Town of Mooresville by emailing cwyckoff@mooresvillenc.gov to be considered a plan holder and receive required addenda.

Statement of Qualification submissions are due by 5/10/2019 and will be addressed to Town of Mooresville Facilities and Project Management. 413 North Main Street, Mooresville NC 28115.

A site visit will be held on **5/2/2018 at 11:00 A.M. Mooresville Fire Station 5, 125 Balmy Ln, Mooresville, NC 28117** for all interested firms to ask questions of Project Leadership and receive a tour of an existing facility.

Pre-Submission Inquiries

Submit written inquiries, questions or comments by email to the individual listed above. All requests for information or clarification must be submitted by the 5/7.

Unless the question deals with issues of a proprietary nature, responses to questions or comments will be answered by addendum and posted to Duncan Parnell, hard copies will not be issued. Regardless, it is each potential respondent's sole responsibility to ensure they acquire any addenda issued or questions answered.

Date, Time & Place of Submission

Qualifications must be received **by 1:00 PM on 5/10/2019**. The Town of Mooresville will date, and time stamp each submission, late submissions will not be accepted. All submitted materials will become the property of Town of Mooresville and will not be returned.

Regardless of the manner you choose to deliver your package, it is the **Design-Builder's** responsibility to make sure it is received before the submission deadline.

QUALIFICATION STATEMENTS

Submission Format

Proposals shall conform to the instructions in this section; deviation may result in the possible exclusion of such proposals from consideration. Packages received after the deadline will not be considered.

Electronic Submission

If **preferred** to the format identified below, the Design-Builder may include a complete copy of the original proposal information in electronic format (USB flash drive, CD, or DVD). Text and graphics portions of the electronic copies shall be in **PDF format**.

Written Submission

A. Number of Copies - Firms shall submit FIVE (5) original of their qualifications submission as described herein.

B. Text - Text shall be at least single spaced, on 8 1/2 x 11inch paper, with a minimum one-inch margin all around. Pages shall be numbered consecutively. A page printed on both sides shall be counted as two pages. Submission as double-sided printing/copying on recycled paper is encouraged. No foldout pages shall be used. Pages submitted in excess of any page limitations stated throughout this document may not be evaluated.

C. Font Size - Print shall be of a minimum 12-point font. Bolding, underlining, and italics may be used to identify topic demarcations or points of emphasis. Graphic presentations, including tables, while not subject to the same font size and spacing requirements, shall have spacing and text that is easily readable.

D. Binding - Original should be submitted in an economical, three-ring binder.

Submission Requirements. The following information shall be submitted as part of this RFQ:

Tab	Description	Max. Page Limit
Past Performance		25 pages
A	Relevant Project List and Summary	
Management Approach		
A	Organizational Structure	2 pages
B	Capacity to Perform	2 pages

Past Performance

- A. Relevant Project List and Summary.** Design-Builders shall submit a list of projects involving similar projects, in terms of use, scope, and size, which are either ongoing or completed by the general contractor (GC) or architect/engineer (AE) member of the Design-Builder’s team within the last 15 years. Firms may limit the Relevant Project List to those projects performed by the company division/business segment responding to this RFQ and proposing to perform the prospective contract. There is a 25-page limit for the Relevant Project List and Summary.

Project Summaries should include the following:

- Describe the relevance to the Mooresville Fire Station Project.
- Describe the project team composition (design/construction firms involved). Firms must be able to certify that design members of the team are selected via qualification basis.
- Describe the cost and schedule performance including explanations for any cost and/or time growth experienced
- Include the project’s safety record (i.e., number of lost time accidents)
- Include the primary point of contact responsible for the project for the owner
- Describe the extent of subcontracting, especially in support of good-faith participation programs (minority, woman-owned, and small businesses) and the success in meeting any such goals.
- If sustainable design principles were incorporated into the project, indicate the certification level achieved, and a projection as whether long term energy/cost savings justified the additional initial cost for implementing these features

Management Approach

- A. Organizational Structure:** Each Design-Builder shall describe their organizational structure, and reasoning for their choice. A list of every all licensed contractors, licensed subcontractors and licensed design professionals or their strategy for selecting them based on the requirements of Article 8 of Chapter 143. List the benefits/advantages for its structure as well as any shortfalls. Describe if the team’s proposed organizational structure for The Town of Mooresville project will follow the same model as that which has been utilized in past projects.
- B. Capacity to Perform:** Describe how the proposed management structure will perform to best realize a successful end project. Describe the expertise and capabilities of members and their contributions to the Design-Build team

OVERVIEW OF THE SELECTION PROCESS

Selection Criteria

The Design-Builder will be selected using a qualifications-based selection process during the Request for Qualifications (RFQ) stage to develop a short list and a negotiation process pursuant to Article 3D of Chapter 143 of the North Carolina General Statutes for the final Design-Builder selection.

Evaluations of Qualifications

The ability of the Design-Builder to deliver the Project on time, on budget, within the criteria identified in this RFQ, and within requirements of Section 143-128.1A of the North Carolina General Statutes, so as to furnish the “best value” to the Town of Mooresville, will determine the ranking for, and selection of, the Design-Builder for the contract.

Qualifications will be evaluated based on the entities’ ability to meet the standards laid out in this RFQ as well as the following items

- Experience with Public Safety buildings in North Carolina
- Experience with design-build delivery
- Timely and accurate completion of past projects
- Legal history from the last 10 years of all associated firms
- Project approach and distinguishing factors
- References from past project managers and past performance*
- Safety Records of all involved firms
- Minority Business Participation
- Location of primary office and regional offices
- Location, qualifications, and abilities of members involved in the project

Past Performance*

Past performance will be evaluated as a measure of Town of Mooresville's confidence in the Design-Builder's ability to successfully perform this project based on demonstrated relevant and recent performance. In evaluations, evaluators will assess the following:

- Relevance of past performances
- Demonstrated quality of past performances
- Satisfaction level of clients
- Degree projects were kept within budget and met deadlines
- Degree litigation was avoided among parties

The Design-Builder's past performance will be evaluated based on the information received as part of the past performance summaries, phone interviews with identified customers on the project summary list, project descriptions, and summaries. The projects identified by the Design-Builder in the Relevant Project Summaries *may* not serve as the sole basis of evaluation of past performance. The Town of Mooresville reserves the right to obtain and utilize information obtained by the Town from sources other than those identified by the Design-Builder.

The Town of Mooresville will evaluate the projects identified by the Design-Builder in the Relevant Project Summaries (and other information obtained by The Town to assess the relevance of each project.) In addition to the level of complexity, evaluators will consider the extent to which the offering team worked together on a project.

Projects with Highly Relevant scores will be given more consideration in the evaluation of the quality of the Design-Builder's past performance than projects with lower relevance scores.

In assessing the quality of the Design-Builder's past performance, evaluators will consider the Design-Builder's demonstrated ability to meet project quality and schedule requirements, effectively manage resources, meet performance requirements, cost objectives, and ensure customer satisfaction.

Adverse past performance information obtained will be presented to the affected Design-Builder and that Design-Builder will have an opportunity to respond with any mitigating facts. A Design-Builder with limited or no recent or relevant past performance will not be rated favorably on past performance.

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Short List

Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the individuals identified as the candidate's proposed team for the Project and/or the selection criteria for the proposed team for the Project, as applicable. After evaluating the responses to this RFQ, Mooresville will select the three most-highly qualified candidates, except if the Town determines that fewer than three firms are qualified, it will re-advertise the RFQ pursuant to Section 143-128.1A(d) of the North Carolina General Statutes.

Interview

Prior to determining a final ranking of the short-listed firms, Mooresville *may* elect to interview the three firms. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel and/or with the selection strategy proposed by the candidate, and understand the Project approach and ability to meet the stated objectives for the Project.

Candidates must be prepared to present projects that are under-construction, have been recently completed, or are occupied by owners for site-tours, interviews, and review. Candidates must be prepared to discuss the capacity to conduct this work in compliance with a proposed timetable, budget, and the good-faith obligations. The Town will notify each short-listed firm to schedule individual times for the interviews.

Negotiations

After the interviews, Town of Mooresville will rank the three firms, and will open negotiations with the most highly-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 Town of Mooresville cannot negotiate a contract consistent with those sections and with this RFQ, then the Town shall terminate negotiations and initiate negotiations with the next most highly-qualified Design-Builder.

Notice of Owner's Discretion. The Town of Mooresville reserves the right to reject any and all submissions and to re-advertise the Project. 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. The Town further reserves the right to waive any irregularity or defect in any of the submissions received, so long as said irregularity or defect does not render the submission nonresponsive or in violation of Chapter 143 of the North Carolina General Statutes.

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Design Builder Evaluation / Selection Criteria and Scoring

Each submitter will be evaluated and short-listed based on their Statement of Qualifications score (100 points maximum) as determined through a qualification review process and scoring criteria noted below:

- Design-Build Team Experience and Qualifications - 40 Points
- Proposed Design & Engineering Professionals Experience, Location, Qualifications - 20 Points
- Project Understanding and Approach - 15 Points
- Legal history and Project results of the Design-Build Team - 10 points
- Minority Business Participation- 5 points
- Deliverable Quality, Project Schedule and Safety - 5 Points
- Statement of Qualifications Quality and Responsiveness - 5 Points

MINORITY AND FEMALE-OWNED BUSINESS GUIDELINES

OUTREACH PLAN AND GUIDELINES FOR RECRUITMENT AND SELECTION OF MINORITY BUSINESSES FOR PARTICIPATION IN THE TOWN OF MOOREVILLE BUILDING CONSTRUCTION CONTRACTS

The Town of Mooresville does not discriminate based on race, color, sex, national origin, religion, age, or disability. Any contractors or vendors who provide services, programs or goods for The Town of Mooresville are expected to fully comply with this policy.

In accordance with G.S. 143-128.2 these guidelines establish goals for minority participation in single-prime bidding, separate-prime bidding, Construction Manager-at-Risk, and alternative contracting methods on Town of Mooresville building construction projects in the amount of \$300,000 or more. The Outreach Plan shall also be applicable to the selection process of architectural, engineering and Construction Manager-at-Risk services.

Town of Mooresville current goal for minority participation for public building construction is five percent (5%). The overall goal will be reviewed annually, or as soon as relevant data is available.

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INTENT

The intent of these guidelines is that the Town Of Mooresville, as awarding authority for construction projects, and the contractors and subcontractors performing the construction contracts awarded, shall cooperate and in good faith do all things, legal, proper and reasonable to achieve the statutory goal of five percent (5%) for participation by minority businesses in each construction project as mandated by GS 143-128.2. Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minority-business subcontractors who do not submit the lowest responsible responsive bid or bids.