



Request for Qualifications (RFQ)

Project Manager for Project to Design and Construct a Fire Station

RFQ # 2022-35

Location: City of Wilson

Financial Services Department/Purchasing Division Attention: Ricky Wilson

1800 Herring Ave E. Wilson, NC 27893

Questions:

Ricky Wilson

Purchasing Manager 252.399.2405

rvwilson@wilsonnc.org

Introduction

The City of Wilson, NC is seeking a qualified Project Manager to represent the City during the design and construction of a fire station including representation, coordination, and guidance for the preparation of architectural plans, specifications and related documents and oversight during construction. The City will contract design and construction services in accordance with applicable statutory requirements in collaboration with the selected Project Manager. The Project Manager shall provide recommendations for the design of the fire station in collaboration with city staff and the selected architect; assist with the evaluation and selection of the construction contract award; and monitor the construction phase to ensure work is completed on time, on budget, and within agreed upon specifications.

RFQ should be hand delivered or mailed to Ricky Wilson, Purchasing Manager, City of Wilson, NC, 1800 Herring Ave. E, Wilson, NC, 27893 on or before **3:00 pm November 2nd**. The submittal package should be clearly marked "Statement of Qualifications- City of Wilson Project Manager - Fire Station" and clearly identify the firm submitting the proposal. The proposals should include a table of contents and/or tabs to facilitate review. An email can be sent to rvwilson@wilsonnc.org to confirm receipt of your package. All correspondence should reference "RFQ # 2022-35" in the subject line. Certified mail or hand delivery requiring a signature is strongly encouraged. The City of Wilson will not be held responsible for lost or missing submittals.

All proposals must be signed by an authorized official of the firm. The vendor shall insert the required responses and supply all the information, as requested, on the enclosed Forms.

RFQ Schedule Timeline

The following chart shows the schedule of events for the conduct of this RFQ. The key events and deadlines for this process are as follows:

Event	Date and Time
Issuance of RFQ	Friday, October 7 th 2022
Deadline to submit questions	Friday, October 21 st 2022 5:00 pm
Answers to questions provided (Estimated)	Wednesday, October 26 th 5:00 pm
Proposal Due	Wednesday, November 2 nd 3:00 pm

Upon review of the RFQ documents, firms may have questions to clarify or interpret the RFQ in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

Written questions shall be emailed to rvwilson@wilsonnc.org by the date and time specified above. Vendors should enter “RFQ # 2022-35 - Questions” as the subject for the email.

Responses will be posted in the form of an addendum to the RFQ on the City’s website via Vendor Registry at: <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=6cb6feea-36f1-43a9-ae1b-61fdecb8b52b> and on the State’s IPS website www.ips.state.nc.us . No information, instruction or advice provided orally or informally, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding.

No contact regarding this RFQ will be allowed between Proposers or potential Proposers and employees of the CITY staff after issuance of the RFQ with the exception of the Purchasing Manager. Any such contact may disqualify a firm from further consideration. Requests for clarification from Proposers will be allowed provided that such requests are made through the Purchasing Manager in writing.

Scope of Project

The Project Manager will be providing the City the following services. This list is not intended to be all-inclusive but to describe the scope of services.

The City is planning to build a new Fire Station. This station will house two companies (one being the haz-mat company and the other being the administrative division), The City has tentatively determined that the following features will be required:

1. Three bay station
2. Drive-through bays (bays 65 feet in depth and 14 foot clear openings)
3. Sleeping quarters for at least 12 individuals (enough to sleep 6 per night, 12 during max staffing events)
4. Exercise Room with exterior access
5. Conference/Training Room (Operations)
6. Kitchen and Day Room for 8 individuals
7. Captain’s office
8. Administrative offices (10)
9. Conference room (Backup EOC)
10. Logistics storage space

11. Server room

12. Parking spaces for at least 30 vehicles

Ideally, the new Fire Station will meet NFPA standards and be LEED certified. If cost prohibitive, the City wishes to incorporate energy efficiency elements of the LEED process into the design to minimize the life cycle cost of the Fire Station.

1. Preliminary Design
 - a. Programming session to establish design scope and project timeline.
 - b. Develop rough order of magnitude cost estimate based on experience with similar scope
 - c. Assist with selection of Architect for the design of the fire station.
 - d. Provide value engineering options as needed to evaluate different approaches or finish selections
 - e. Coordinate preparation of bid documents with the Architect and city staff in the Fire and Finance departments in compliance with city procurement policy.
 - f. Refine cost estimates during design to confirm adherence to budget.
2. Contract Administration and Construction Inspection, as required
 - a. Assist the City with selection of construction contractor in conjunction with the purchasing division.
 - b. Conduct pre-construction conferences.
 - c. Provide regular construction inspection.
 - d. Conduct monthly on-site progress meetings.
 - e. Respond in a timely fashion to requests for information and mitigate risks.
 - f. Review, evaluate, and recommend change orders.
 - g. Review and recommend pay requests from contractors.
 - h. Ability to conduct weekly site visits.
 - i. Communicate with the responsible parties to ensure quality construction and proper industry techniques and processes are utilized, while ensuring the City's needs are efficiently met.

Qualification Submittal

Firms must tailor their submittals to show recent relevant project management preferably for a fire station. The City is seeking to engage a firm who has experience in construction project management, with the most recent projects being the most desirable.

Interested firms should provide eight (8) hard copies and one (1) electronic copy of a package containing the following:

1. Cover letter expressing interest in providing these services. The letter should address what makes the firm/team uniquely qualified to provide these services. The cover letter must also acknowledge any addenda issued as a part of this project. All addenda will be issued via the City's Purchasing website at: <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=6cb6feea-36f1-43a9-ae1b-61fdecb8b52b>
2. A detailed project approach, specifically outlining the procedures each firm or team envisions taking to provide these services. This should be no more than ten pages.
3. Office Location of Project Manager who will be main point of contact. Location of office(s) where work would be performed. If work is shared between offices, please estimate and describe the split of this workload.
4. Resumes for project team members. These should be concise resumes with bullet points for specific project descriptions. Please specifically highlight the following:
 - a. Project experience specifically related to project management of fire stations similar to our scope above. These should be listed beginning with the most recent projects and should include reference contact information for the most recent projects and name of the project manager.
 - b. Listing of previous projects performed for municipal, career –based fire stations/public safety facilities including references and contact information for same. Limit projects to no more than 5 years previous.
5. Tabular List of all example projects included above, showing original project budget estimate, actual original contract amount, change order amounts and final adjusted contract amount. Scope changes may be noted to explain additions or deletions to the original bid scope.
6. Anticipated Project Schedule: This schedule should begin with notice to proceed and identify milestone dates and time spans, including start and completion dates through construction completion. Time shall also be

accounted for in the project schedule to allow for City staff (Engineering, Fire, OSFM, Inspections, Technology and Finance) to review preliminary and final plans, specification, and estimates. The assumption made as to this time should be included and as necessary delineated in the submitted project schedule. At a minimum, the tasks should be broken down as follows:

- a. Preliminary Building Design
- b. Design Development
- c. Cost Estimating
- d. Final Design
- e. Bidding/award
- f. Construction Administration
- g. Project Acceptance & Closeout

*****NOTE – Time should be built in at each benchmark for cost estimates.**

The project schedules may be prepared in any software package, but must be presented in paper form and submitted electronically as a PDF file. For ease of review, the schedules shall be on one sheet of paper. Due to the length of the projects, the schedule may be printed on 8.5”x 11”, 8.5”x14”, or 11”x17”, but should be clearly legible, attached, and folded to 8.5”x11”.

Submittals By Mail:

City of Wilson (Attn :) Purchasing

P.O. Box 10

Wilson, NC. 27894-0010

Hand Delivery:

City of Wilson (Attn :) Purchasing

1800 Herring Ave E.

Wilson, NC. 27893

Selection Criteria

The considerations below, with their weighted scores, will be utilized for selection of the firm. Selection will be made after thorough review conducted by a City panel. Actual interviews may be conducted after review of the initial responses by interested firms.

Criteria	Weight
1. The firm's recent experience, knowledge, and familiarity in the project management of similar projects.	30%
2. The successful experience of the staff to be assigned to this project to perform the type of work required within the budget established by the City elected Officials and with minimal to no change orders.	20%
3. The detailed project approach recommended by the firm.	20%
4. The firm's ability to meet a time schedule established for the work	15%
5. The firm's ethical and professional standing and satisfactory performance on previous contracts including a positive client relationship, commitment to the project budget and sufficient management of the construction project.	10%
6. The firm's capacity and financial ability to undertake the work.	5%

Price will NOT be considered in the selection process; however, the City reserves the right to terminate negotiations with the selected firm and proceed to another firm should fee negotiations fail. Selection of firms will be based on the entirety of the information submitted. Special emphasis shall be given to project team experience in successfully delivering Fire Station projects within budgeted estimates and in adherence to developed schedules. The City reserves the right to award projects in a manner that is in the best interest of the City. It may combine, divide, add to, or reduce the scope of the work to the benefit of the City. It also reserves the right to perform portions of the work "in-house" with existing staff.

Terms and Conditions

- 1. NON-DISCRIMINATION:** The City of Wilson does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs or goods to the City are expected to fully comply with the City's non-discrimination policy.
- 2. NON-COLLUSION:** Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.

- 3. GOVERNING LAW:** Any agreement, contract or purchase order resulting from this invitation to bid, request for proposals or request for qualifications or quotes, shall be governed by the laws of the State of North Carolina.
- 4. ACCEPTANCE/REJECTION OF PROPOSALS:** The City of Wilson reserves the right to award to the Firm who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications and in the bidding process, as well as to accept in whole or in part such proposal(s) where it deems it advisable in protection of the best interests of the City. The City further reserves the right to accept or reject any or all bids/proposals, and to award or not award a contract based on this proposal.
- 5. E-VERIFY COMPLIANCE:** The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting a proposal, the Proposer represents that their firm and its Subcontractors are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.
- 6. CONFLICT OF INTEREST:** Each proposer shall affirm that no official or employee of the City of Wilson is directly or indirectly interested in this proposal for any reason of personal gain.
- 7. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE:** The City of Wilson has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.
- 8. HUB/MWBE OUTREACH PLAN:** Historically Underutilized Business and Minority and/or Women Business Enterprise (MWBE) Outreach Plan

It is within the City of Wilson's Minority Business Participation Outreach Plan to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this outreach plan, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program.
- 9. FEDERAL LAW:** Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.
- 10. WITHDRAWAL OF PROPOSALS:** No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for ninety (90) days after the date of submittal.
- 11. SERVICES PERFORMED:** All services rendered under this agreement will be performed at the Seller's own risk and the Seller expressly agrees to indemnify and hold harmless The

City of Wilson, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.

12. **INDEPENDENT CONTRACTOR**: It is mutually understood and agreed the Seller is an independent contractor and not an agent of the City of Wilson, and as such, Seller, his or her agents and employees shall not be entitled to any City employment benefits, such as but not limited to vacation, sick leave, insurance, workers' compensation, pension or retirement benefits.
13. **VERBAL AGREEMENT**: The City will not be bound by any verbal agreements.
14. **INSURANCE**: *A copy of Contractors Insurance Certificate is required to be submitted upon award.*

COVERAGE - During the term of the Contract, the Vendor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. As a minimum, the Vendor shall provide and maintain the following coverage and limits:

- a) **Worker's Compensation** - The Vendor shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$500,000.00, covering all of Vendor's employees who are engaged in any work under the Contract in North Carolina. If any work is sub-contracted, the Vendor shall require the sub-Contractor to provide the same coverage for any of his employees engaged in any work under the Contract within the State.
- b) **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit. Defense cost shall be in excess of the limit of liability.
- c) **Automobile** - Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles, used within North Carolina in connection with the Contract. The minimum combined single limit shall be \$250,000.00 bodily injury and property damage; \$250,000.00 uninsured/under insured motorist; and \$2,500.00 medical payment.

REQUIREMENTS - Providing and maintaining adequate insurance coverage is a material obligation of the Vendor and is of the essence of The Contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Vendor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or The Contract. The limits of coverage under each insurance policy maintained by the Vendor shall not be interpreted as limiting the Vendor's liability and obligations under the Contract.

15. **IRAN DIVESTMENT ACT**: Vendor certifies that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A- 4; (ii) it will not take any actions causing it to appear on any such list during the terms of this contract, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on any list.
16. **TAXES**: Any applicable taxes shall be invoiced as a separate item. The City is not exempt from local or North Carolina sales tax.
17. **PAYMENT TERMS**: Payment terms are Net not later than 30 days after receipt of a correct invoice or acceptance of goods, whichever is later. Invoices are preferred by the City to be sent by e-mail to cowaccts@wilsonnc.org
18. **VENDOR REGISTRATION**: All vendors (new, current or potential) must register with our Vendor Registration system through Vendor Registry at the following link.
<https://vrapp.vendorregistry.com/Vendor/Register/Index/city-of-wilson-nc-vendor-registration>
19. **SUBMITTAL ACKNOWLEDGEMENT**: Submittal of a response to this Request for Qualifications (RFQ) the respondent acknowledges the content and agrees to the terms and conditions listed in this RFQ in its entirety.