



Purchasing

FINANCE & RISK MANAGEMENT

CITY OF BURLINGTON

REQUEST FOR QUALIFICATIONS

Maynard Aquatic Center Pool Enclosure

Date Issued:

Date Due: March 11, 2024, 5:00PM EST

Submit To: Fred Patrick, Capital Projects Manager:

425 South Lexington Avenue, Burlington, NC 27215,

P.O. Box 1358, Burlington, NC, 27216

fpatrick@burlingtonnc.gov

Purchasing Manager: Sonjia Cross

Contact Information: scross@burlingtonnc.gov

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INTRODUCTION

The City of Burlington, NC is seeking qualification packets from Architectural Firms to perform professional services for the design and construction administration of a permanent enclosure surrounding the existing pool at the Maynard Aquatic Center located at 1402 Overbrook Road, Burlington NC.

The City seeks to construct a permanent enclosure surrounding the existing 202 ft by 116 ft Maynard Aquatic Center pool and deck. The enclosure would tie into the existing bath house and administrative offices of the facility. The new enclosure needs to be temperature and humidity-controlled and be constructed with materials capable of withstanding a corrosive aquatics environment.

The new structure will provide for the year-round operation of an indoor aquatic facility which will host lap swimming, exercise classes, swim lessons, swim team practices and meets, aquatic events, and free swim opportunities. This will be the Burlington Recreation & Parks system's only indoor facility and is also the location of the offices of the Aquatics Division's full-time staff.

The existing bath house and administrative office building should be evaluated for necessary functional improvements such as ADA accessibility, the addition of a family restroom, HVAC replacement, and reconfiguration of office space.

The Architect must provide or hire sub-contractors for the entire project including but not limited to: civil site work (survey and engineering), electrical, mechanical, plumbing, HVAC, fire protection, etc. The Architect shall include cost estimating services in their submittal. Cost estimates will be required at schematic, design development and construction document phases of the project. A proven track record in cost containment (cost estimating and minimizing contractor-initiated change orders) is essential.

PROPOSED SCHEDULE

The following timeline represents the City's schedule as of the release of the RFQ. All times indicated are Eastern Standard Time. The City reserves the right to adjust the schedule as it deems necessary.

Anticipated Timeline

RFQ Issued Date	February 14, 2024
RFQ Due Date	March 11, 2024, 5:00PM EST
Interviews with Designers	April 10, 2024
Designer Selection	April 15, 2024

Anticipated Award Date	May 7, 2024
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PROJECT BACKGROUND AND SCOPE OF WORK DESIRED:

Scope of Work

The City is seeking an architect to design and administer the construction of a permanent pool enclosure addition to the Maynard Aquatic Center (1402 Overbrook Road, Burlington NC). The existing pool and deck are structurally intact and will remain. The new structure should be temperature and humidity-controlled and constructed from materials that can withstand the corrosive environment created by an indoor pool. The addition should tie in appropriately to the existing bath house and administrative office building which may also undergo minor functional renovation and modernization.

The architect shall provide the City with following services. This list is not comprehensive but describes the general scope of services:

1. Preliminary
 - a. Collect input from City-identified stakeholders and project team members.
 - b. Prepare conceptual renderings and associated rough order-of-magnitude estimates to present to City Council.
2. Design
 - a. Complete all design and construction drawings for formal bidding.
 - b. Provide design options as necessary to evaluate different approaches or finish selections.
 - c. Refine cost estimates at each design phase.
 - d. Provide final cost estimate to be submitted to the City at the 100% review meeting
 - e. Prepare bid documents and conduct pre-bid meeting with potential bidders.
3. Contract Administration and Construction Inspection
 - a. Open and verify bids
 - b. Conduct pre-construction conferences
 - c. Shop drawing review
 - d. Conduct regular construction inspections and site visits
 - e. Conduct monthly on-site progress meetings
 - f. Respond in a timely fashion to Requests for Information
 - g. Process change orders
 - h. Review and approve pay applications from contractors
 - i. Close out project and prepare a final as-built set of documents from red-lined drawings from the contractor for the City's archive.

INSURANCE REQUIREMENTS

Insurance Requirements

Certificates for Workers Compensation, General Liability and Vehicle/Equipment Insurance will be required and submitted as part of the contract. The Contractor, at its own expense, shall keep in force and at all times maintain during the Agreement:

<u>Insurance Type</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
<u>General Liability</u>		
Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	\$3,000,000
<u>Automobile Liability</u>		
Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	
<u>Owners Protective Liability or Project Specific Aggregate</u>		
Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	\$3,000,000
<u>Excess Liability</u>	\$5,000,000	\$10,000,000

The City of Burlington must be named as an additional named insured on the Contractor’s insurance policy.

The following statement must be on the certificate of insurance: a blanket waiver of subrogation shall apply in favor of the City of Burlington and all additional insured’s as required by contract.

Workers’ Compensation Coverage

Full and complete Worker’s Compensation Coverage, as required by the State of North Carolina, shall be required.

SELECTION CRITERIA:

The considerations below will be utilized for selection of the firm. Selection will be made after thorough review conducted by a City panel. Interviews with short-listed firms will be scheduled on April 10, 2024. The selected firms should be prepared to bring all key members of their team to the interview.

1. The firm’s recent experience, knowledge, and success in the design of similar projects and the firm’s demonstrated ability in incorporating the client’s design preferences.
2. The successful experience of the staff 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. The firm’s ability to design and administer a public project within the procurement and bidding requirements of the city.
3. The firm’s ability to meet the time schedule established for the work.

4. 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 supervision of the construction of the project.

5. The firm's financial ability to undertake the work and assure the liability as well as adequacy of an accounting system to identify costs chargeable to the project.

Please do **not** submit fee information with your submittal. The City selects firms to provide professional services based on demonstrated competence and qualification. Once a firm is selected, the City will enter into contract negotiations with that firm; and, as part of that negotiation, will determine a fair and reasonable fee for the services to be provided. The City reserves the right to terminate negotiations with the selected firm(s) and proceed to negotiate with other firm(s) should contract/fee negotiations fail. Once a firm is selected, a detailed scope of services (broken down by specific milestone events/deliverables), and associated fee proposal, and implementation schedule will be refined, agreed to and once signed, will be identified and attached to the City's standard professional services agreement form.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State. The Architects and Engineers performing the work and in responsible charge of the work must be registered in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the amounts listed herein. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

All qualified firms who submit responsive Letters of Interest will be considered. The evaluation of these firms will be based on the firm's overall experience, past performance, knowledge, and familiarity with the type of work required, the experience of proposed staff to perform specific work required, including any sub consultants, and the firms distance from the project site.

All proposals received by the deadline will be opened and evaluated by the selection committee. The selection committee will identify qualified firms based on the above criteria and will reserve the right to hold in-person presentations by the firm(s) at the City of Burlington in the event it is necessary.

The City reserves the right to request clarification of information submitted and request additional information from one or more applicants. Failure to provide additional information, if requested within a reasonable amount of time, shall be reason for the firm's offer to be considered non-responsive.

The City may cancel or reject proposals at any time prior to an award, and is not required to furnish a statement of reason as to why a particular firm was not deemed to be qualified.

The right is reserved, as the interest of the City, may require to revise or amend the specifications prior to the date set for acceptance of statements of qualification and the acceptance date may be postponed if deemed necessary by the City. Such revisions and amendments, if any, will be announced by an addendum to the specifications.

The City reserves the right to reject any or all proposals, to waive any technicalities in statements received, to negotiate, and to accept the proposal that shall be in the City's best interest.

FORMAT FOR SUBMISSION OF A LETTER OF INTEREST

Firms must tailor their submittals to highlight similar indoor aquatic facility construction projects. The City is seeking to engage a firm who has relevant public sector experience, with the most recent projects being the most desirable. Example projects should not be more than 10 years in the past.

Interested firms should provide three (3) hard copies and one (1) electronic copy of a package containing the following:

Section I - Cover/Introductory Letter

The introductory letter should contain the following information:

- Expression of firm's interest in executing the work;
- Justification as to what makes the firm/team uniquely qualified to provide these services
- Statement of any possible conflicts of interest; and
- Summation of information contained within the letter of interest, including an email address and telephone number for the firm's contact person along with the business street address.

Section II - Evaluation Factors

This section should contain information regarding evaluation and other factors listed in the selection criteria such as:

- A detailed project approach, specifically outlining the procedures each firm or team envisions taking to provide these services. This should be no more than two pages.
- Anticipated Project Schedule: This schedule should begin with designer kick-off meeting 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, Recreation & Parks, and Public Works) 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:
 - Schematic Building Design
 - Design Development
 - Cost Estimating
 - Final Design
 - Bidding/award
 - Construction Administration
 - Project Acceptance & Closeout
- Hourly Rate Fee Schedule: In conformance with the Mini-Brooks Act (NC GS 143-64-31), NO FEE PROPOSALS SHALL BE SUBMITTED NOR CONSIDERED AT THE SELECTION STAGE. A standard hourly fee rate schedule for each employee classification proposed on the project team shall be submitted. These hourly rates shall include, but not be limited to:
 - Principal in Charge (AIA)*
 - Project Manager (AIA)*
 - Project Architect (AIA)*

- Project Engineer (PE)
- CAD Technician
- Clerical & Administrative
- *These roles may be filled by one or more individuals.
- These rates should also include overhead percentage, mileage, printing, etc.

Section III - Supporting Information

This section should contain the following information:

- A project team and organizational chart including project manager, project architect, engineers, designers, technicians, as well as subcontracting firms, including their key personnel. This should be a single page organization chart.
- 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.
- Resumes for project team members. These should be concise resumes with bullet points for specific project descriptions. Please specifically highlight the following:
 - Project experience specifically related to design and renovation of indoor aquatic facilities 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.
 - Listing of previous projects performed for public or non-profit entities including references and contact information for same. Limit projects to no more than 10 years previous
- 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.
- Other relevant information

Submittal Process

Submittals are due on or before 5:00 P.M. on Monday, March 11, 2024. The submittal package should be clearly marked “Statement of Qualifications - City of Burlington 2024, Maynard Aquatic Center” and clearly identify the designer submitting the proposal. Proposals submitted after this deadline will not be considered. The proposal shall be addressed to the attention of Fred Patrick, Capital Projects Manager at one of the following addresses:

Mail Address:

City of Burlington
 Attention: Fred Patrick
 PO Box 1358
 Burlington, NC 27216

Physical Address:

425 S. Lexington Ave.
 Burlington, NC 27215

All questions regarding this Request for Qualifications (RFQ) must be emailed to Fred Patrick at fpatrick@burlingtonnc.gov no later than **5:00 P.M. on Monday, March 4, 2024**. Questions along with appropriate responses will be distributed via email to all responding firms.

If the City elects to hold in-person presentations we have set aside April 10, 2024 to complete these.