

REQUEST FOR QUALIFICATIONS (RFQ)



For the Construction of
Beeson Cross Roads Fire Station Renovation
Using the Design-Build Delivery Method

DATE RE-ISSUED

August 1, 2022

DUE DATE

August 19, 2022
3:00 p.m.

PHYSICAL DELIVERY/MAILING LOCATION

Town of Kernersville – Fire Station 42
Attn: Ronnie Boles,
Deputy Fire Rescue Chief
1180-NC 66
Kernersville, NC 27284

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Notice

The Town of Kernersville (referred to as “the Town”) is soliciting Statement of Qualifications from qualified Design-Build team(s) or firms(s) interested in providing professional design and construction services to the Town for the renovation of Beeson Cross Roads Fire Station Number 26.

All respondents to this Request for Qualifications (RFQ) are subject to the instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully.

Owner Description

General

The Town is a rapidly growing community at the heart of North Carolina’s Triad, centered between Winston-Salem, Greensboro, and High Point. In the past few decades, Kernersville has transformed from a small, rural town into a residential community with a 2020 population estimated just under 25,000 residents. Currently, the Kernersville Fire Rescue Department (KFRD) protects about 44 square miles within Town limits as well as unincorporated areas outside town limits by contract with Colfax Fire and Rescue, the Town of Walkertown, and Forsyth County. KFRD provides this coverage from four stations throughout Kernersville including one co-located station at the current Beeson Cross Roads Fire and Rescue Department Inc. (BCFD), better known as Fire Station Number 26.

The Town, KFRD, BCFD, and Forsyth County have extensively discussed the future of both departments and the jurisdictions each department serves. The departments have jointly determined it is to their mutual advantage and benefit to the community to renovate the existing BCFD Station Number 26, and permanently co-locate the KFRD Engine Company 44 at this location.

The current BCFD Station 26 is located at 1105 Old Salem Road in Kernersville, North Carolina, and houses two engines, one rescue truck, one brush truck, and two quick response vehicles, along with various volunteers and a part-time staff of firefighters. This location was not designed to house essentially two full-time crews needed to respond to the surrounding areas covered by BCFD and KFRD Station 44. The new fire station will be designed to accommodate personnel and take the needs of the emergency response staff and response times into consideration. The current facility also serves as the district’s voting precinct and polling location.

Funding

A significant amount of money has been recommended for approval in the Town's FY23 budget to address fire station needs but, the funding will come from a combination of loan and local funds.

Overview of Project

Background

The Town has recently been deeded ½ undivided interest in the BCFD property located at 1105 Old Salem Road. The KFRD Station 44 personnel are now co-locating with the existing BCFD Station 26 personnel. Due to a greater number of fire personnel operating and living in smaller living corridors, the Town has selected the Design-Build delivery method in order to keep this project on schedule and moving at a consistent speed.

Please note that construction may need to be completed in phases to further accommodate daily operational activities as well as emergency response needs.

Location

The location of the newly renovated fire station will remain at the existing site of BCFD Station 26, located at 1105 Old Salem Road.

The total site combined with former NCDOT travel is nearly 59,000 square feet. The proposed disturbed area will be approximately 18,000 square feet. Additional location details are provided in the Site Plan (Appendix C).

Design

This project is to be built as a design-build project. Civil, architectural, plumbing, mechanical, and electrical plans will be prepared by Registered Engineers/ Architect. The Architect will be selected by joint decision between BCFD and the Town.

The proposed initial design shall be a one-story, three full length-bay, with one smaller ½ bay fire station. The Departments are open to other initial design layouts in order to maximize the potential at the site location.

The Town anticipates the building expansion to consist of over 4,000 square feet, which will include (9) nine bunk rooms, (6) six baths, gym, laundry, kitchen, dayroom, mechanical rooms, ½ bay, offices, community/training room and storage areas. The entire roof (existing and new) should be replaced with new architectural shingle roofing.

Project will also include renovations to approximately 7,325 square feet of the existing building. This scope should include renovations to apparatus bays, new training room, office areas, radio rooms, turnout room, and decontamination storage. All of these areas are to receive a new face lift with new sheetrock ceiling, new lighting, sprinkler, new garage doors, painting or white washing of existing interior brick, and plymovent exhaust system and finishes. The existing area to receive new main entrance feature on front corner of building. Final design decisions will be made as a team and are subject to differ from the initial proposed design outline details in this RFQ.

KFRD, BCFD, and the Town's Community Development Inspections Division and Planning Division will all be involved in the initial design phase to reduce plan review processing time. The Town's Unified Development Ordinance (UDO) will be considered from the start of the design phase of the project.

Project Objectives

The project objectives include but are not limited to:

- Establishing a collaborative relationship between the Town, BCFD, and the Design Build team for the purpose of delivering a well-designed building to adequately meet the needs of the Departments.
- Consider engineering controls in the design of the building that work to create a safe workplace, reduce exposure to carcinogens typical in a fire station, and reduce turnout times.
- Consider industry best practices and Chapter 10 of NFPA 1500, as well as all applicable codes and ordinances.
- Deliver the building according to the agreed upon time frame.
- Work within the established budget.

Scope of Work

The scope of work will include but is not limited to the following:

- Project planning to include code analysis, value engineering constructability, preliminary cost estimates, and schedule development.
- Evaluation of site to include survey, geo technical evaluation, environmental, and existing utilities.
- Comprehensive project design, to include the building, site, and subterranean utilities.

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- Update the budget and schedule once the location and design are finalized.
- Permitting for all aspects of the project.
- Construction of the project.
- Project management to assure subcontractors are performing to design and product specifications.
- Schedule management to assure on-time completion.
- Weekly on-site meetings with Town staff for updates.
- Project closeout, delivering manuals, establishing warranties, equipment training, final inspection and acceptance, execution of punch list, and record drawings.

The firm/team assumes design and construction risk and has direct authority over the sub-consultants and subcontractors. The firm/team will act as the Town's fiduciary and have a relationship of trust and confidence between itself and the Town. The Town intends to enter into a Preliminary Design-Build Agreement with the selected Design-Build firm.

Upon completion of the preliminary design-build scope of work, the Town intends to develop a lump sum price with the selected Design-Build firm for the project. The Project will be an "open book" job whereby the Town may attend any and all meetings of the firm/team relating to the project and have access to any and all books and records of the firm/team relating to the project.

Estimated Budget

The Town estimates that the budget for this project will be 3.1 million dollars for all expenses associated with all aspects of this project. Upon Local Government Commission approval, an installment purchase financing loan will be finalized.

Anticipated Schedule

Date	Event
Jun-1-2022	Advertise Request for Qualifications – Cancelled
Jun-14-2022	Pre-submittal conference for interested teams at Town Hall – Cancelled
Aug-1-2022	Advertise Request for Qualifications
Aug-9-2022	Pre-submittal conference for interested teams at Fire Station 42
Aug-12-2022	RFQ clarification questions deadline
Aug-19-2022	Statement of Qualifications deadline
Aug-22-2022	Town notifies shortlisted firms/teams
Aug-23-2022	Town conducts interviews with shortlisted firms/teams
Aug-26-2022	Town initiates negotiations with selected firm/team
Sept-6-2022	Town requests Board of Aldermen approval contingent on LGC approval
Oct-4-2022	Town requests LGC approval
Fall/Winter-2022	Begin Design Phase
Spring-2023	Complete Design Phase / Begin Construction Phase
Spring-2024	Project Completion

Note: The anticipated schedule provided above is based on available information at the time of this document. The anticipated schedule is subject to change. Further clarification will be provided to the selected firm/team.

Procurement Process

Request for Qualifications (RFQ)

- This RFQ is an invitation to interested Design-Build Teams to submit Statements of Qualifications (SOQ) detailing their technical, management, and financial qualifications to design, manage, permit, construct, commission, and closeout the construction of a fire station.

- All deliverables required by the RFQ will be set forth at the time and in the manner set forth in the Content and Format of Proposal section and the Statement of Qualifications Submittal section.
- The Town will evaluate the submissions to determine if the submission is complete and meets minimum requirements.
- If minimum requirements are met, the SOQ will be evaluated according to the selection criteria listed in the Evaluation Criteria section.
- No more than three teams/firms will be selected as short list firm, who will be invited for interviews with Town staff.
- The results of the evaluation of the SOQ can be considered in the final selection process.
- Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondent's sole responsibility.

Interview Short Listed Firms/Teams

- The Town will contact the top three firms/teams and schedule an interview with Town staff.
- The purpose of the interview will be to clear up any issues with the SOQ and to get a feel for how the team will work with Town staff.
- The interview will also serve as a place for Town staff to ask further questions designed to establish which of the three firms is the best fit for the project.
- The interview process will determine the final ranking prior to selection of a firm/team.

Negotiations

- The Town will enter negotiations with the top scoring firm/team from the interview process.
- If an agreement cannot be made with the top scoring firm/team, the Town will move on to the next highest scoring firm/team until a contract is tentatively executed contingent upon Board and LGC approval, or the Town, in its sole discretion, may decide to terminate the selection process.
- If the Town is unsuccessful in receiving a price proposal within the identified budget, the Town may decide to terminate the selection process.

Content and Format of Proposal Package

Firms submitting SOQs shall have no association with elected or appointed officials that could be considered a conflict of interest. Any such relationship will subject the firm to immediate disqualification in consideration for this project. Town staff will evaluate the SOQs and will invite most qualified firms/teams to interview with Town staff prior to recommending a firm/team.

A written proposal must be submitted in the format outlined herein. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The submission shall be limited to a maximum of 20 pages (8 1/2" X 11, font size 10 or larger). This page limit includes tabs and other dividers. Stick-on tabs are allowed. You may include a 1-page cover letter in addition to the 20-page report. Double-sided pages count as 2 pages. Reference forms will not count towards page limit.

The qualifications statement shall consist of the following information, tabbed as identified and in the order indicated below:

Section 1 – General information

- Description of firm/team
- Legal company organization; organization chart with names. Organizational chart shall also include major subcontractors. Note that the firms/team may be required to complete a hazardous material survey of impacted facilities and must identify the appropriate staff resources or subcontractor on the organizational chart for this task. Note that no substitutions to the proposed project team of the selected firm(s) can be made without the prior written approval of the Town.
- Identify the Project Manager, all licensed contractors, all licensed subcontractors, and all licensed design professionals who the firm intends to assign to this project.
- List of applicable North Carolina licenses for construction, engineering, or other trades/professions pertinent to the project requirements,

Section 2 – Relevant Firm Experience

- Applicant's overall reputation, service capabilities and quality as it relates to this project.
- List and briefly describe 3-5 comparable projects completed by your firm/team or currently in progress; include your firm's role, and discuss contract amendment history, if applicable. For each project, include contract value and construction value (original value plus contract amendments, if applicable), project owner, project location, contact name

and title, address, current and accurate telephone number and email address. Include the initial contract price, final contract price, and an explanation for any difference between the two. Provide the initial dates for scheduled start and finish and the actual start and finish dates, along with an explanation of what caused any difference.

- Projects involving municipal public safety buildings will have an increased weight in the evaluation process.
- Projects involving municipal fire stations will receive maximum consideration in the evaluation process.
- A minimum of three referrals and references from other agencies and owners. If possible, references should be from the projects listed above.
- Type and amount of self-performed work.

Section 3 – Team Experience & Qualifications

- Describe each team member's position within the firm: experience, certifications, and qualifications. At a minimum the lead designer, project manager, and construction manager, should be identified and available for interview if the firm/team is short listed.
- Provide a statement that all professional subconsultants were chosen based upon qualifications and without consideration of price.
- Briefly describe each team member's role on this project.
- Provide "team" experience working together on similar projects.
- Explain your understanding of, and experience with, the Design-Build Delivery Method.
- Provide information regarding teaming history and working relationship between the Design- Build contractor and the Design-Build consulting engineering firm.

Section 4 – Project Understanding, Approach & Project Management

- Describe your understanding of the project.
- Identify and discuss any potential problems during design and construction.
- Identify and discuss methods to mitigate those problems.
- Describe the work you anticipate self-performing, and the work you anticipate being performed by sub-consultants/subcontractors. Discuss access and capacity of the sub-

contractors as well as the subcontractor's history with your firm/team and their qualifications.

- Provide schedule; identify and discuss ideas to accelerate the overall schedule.
- Describe approach to maintaining operations at the facility during construction activities if same location is used.
- Describe approach to coordination with vendors for startup, training, and warranty compliance.
- Describe your approach to change orders.
- Describe your planning, scheduling, estimating, and construction management tools.
- Describe your quality control plan and dispute resolution.

Section 5 – Other Factors

- Describe approach to safety management. Provide current safety ratings, practices, and firm approach to safety. Note, proposers are directed not to submit full safety plans, however, the Town may request a copy of safety plans if deemed necessary for the selection process or project implementation.
- A description of current and projected workload as it relates to the team's ability to complete the project in a timely manner including level and magnitude of involvement. For the purpose of gauging capacity to handle this project along with other projects without disruption on the Town's schedule.
- Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- A description of any program in place to encourage participation by minority businesses as such is defined in N.C.G.S. § 143-128.2(g) and the outreach efforts which will be used to notify minority businesses of opportunities for participation in the project. Compliance with the Town's Minority Participation Policy is required (see Appendix B).
- Relevant factors impacting the quality and value of work.
- Any other information pertinent to the team's ability to complete the project.

Section 6 – Legal

No points will be allocated for Evaluation Criteria No. 6; Proposers will be rated as acceptable (pass) or unacceptable (fail).

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- List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.
- Listing of any pending or settled lawsuits or professional liability claims in which the design builder was involved during the past ten (10) years. All claims shall be included regardless of location.

Anticipated Schedule

The SOQ shall discuss a proposed schedule of work. Major milestones should be identified. The submission should demonstrate that the team/firm understands the Town's timeline and shares the Town's sense of urgency. The proposed schedule should demonstrate consideration for typical weather conditions of Kernersville, NC over the timeframe of the project and include a variance for unforeseen circumstances.

Questions and Clarifications

For the purposes of providing clarifications, a pre-submittal conference will be held at **3:00 p.m. (EST) on Tuesday, August 9, 2022 at Kernersville Fire Station 42 (Headquarters), 1180-NC 66, Kernersville, NC 27284.** Attendance for those intending to submit qualifications is not mandatory, but highly encouraged. The project will be described, key Town participants will be introduced, and a tour of the existing Fire Station to be renovated will take place. Pre-submittal conference questions should be submitted in writing prior to the meeting. Questions that arise during the pre-submittal conference must also be submitted in writing. Only written questions will be answered in an addendum.

All questions shall be submitted to Ronnie Boles, Town of Kernersville's Deputy Fire Rescue Chief, via email (rboles@toknc.com), no later than **1:00 p.m. (EST) on Friday, August 12, 2022.** Questions submitted later than this deadline will not be considered. An addendum with questions and answers, if necessary, will be provided to teams/firms by end of day on Friday, August 12, 2022.

All responses, inquiries, or correspondence relating to this RFQ will become the property of the Town of Kernersville. Respondents shall not seek individual contact or information except by the method allowed in this request. Individual requests for discussions with Town staff or persons associated with this project are prohibited and can be considered grounds for disqualification. All questions properly submitted will be answered in writing and distributed to all interested parties in a timely manner in the form of an addendum.

Statement of Qualifications Submittal

The deadline for firms submitting qualifications is **3:00 p.m. (EST) on Friday, August 19, 2022**. The clock in the Kernersville Fire Station 42 Conference Room shall be used as the official time piece for this solicitation. No submissions or supporting documents will be accepted after this deadline.

Physical Acceptance/Mailing Location

Town of Kernersville – Fire Station 42 (Headquarters)

Attn: Ronnie Boles, Deputy Fire Rescue Chief

1180-NC 66

Kernersville, NC 27284

Submittal packages should be enclosed in a sealed envelope marked **REQUEST FOR QUALIFICATIONS – BEESON CROSS ROADS FIRE STATION RENOVATION** to the attention of Ronnie Boles, Deputy Fire Rescue Chief, in the Fire and Rescue Department.

All proposals should be valid for at least 60-days following the deadline for submitting qualifications.

All proposal packages and materials submitted hereunder become the exclusive property of the Town and shall be subject to the provisions of the North Carolina public records laws.

The Town of Kernersville reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications.

Selection Process

This RFQ provides information necessary to prepare and submit qualifications for consideration and ranking by the Town. It is the intent of the Town to appoint a selection committee to review the submitted Statements of Qualifications. This committee will review each qualification submittal and rank the submittal based on the criteria requirements specified within this RFQ. If necessary, the Town will invite three teams/firms for interviews. Companies are hereby notified that the interview process will quickly follow the submittal deadline and firms should prepare their submittal and proposed team accordingly. Elaborate presentations and submittals during the interview process are not expected or requested. Each interview will last no more than 1 hour with 30 minutes allowed for a presentation and a 30-minute question and answer session. At the conclusion of the interviews the selection committee will rank the firms based on the selection

criteria and the interviews. The Town will provide written notification to all firms regarding final selection by October 31, 2022.

Upon completion of the selection process, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price. By submitting its Statement of Qualifications in response to this RFQ, respondent accepts the evaluation process as outlined in the following section, acknowledges, and accepts that determination of the "most qualified" firm may require subjective judgments by the Town.

Timely completion is a priority on this project. Preferred consideration will be given to teams that are able to deliver the project within the expected timeline. Success record on this particular aspect must be clearly reflected on the submittal.

Evaluation Criteria

1. General Information about the Team/Firm (10%)
2. Relevance of experience of the Team/Firm with design build with weighted consideration for public safety and maximum consideration for fire stations (20%)
3. Project Approach, Understanding, and Management (25%)
4. References from similar previous projects (10%)
5. Team experience and qualifications (20%)
6. Other Factors (15%)
7. Financial & Legal (Pass/Fail)

APPENDIX A



TOWN OF KERNERSVILLE GENERAL CONTRACT TERMS AND CONDITIONS

General Contract Terms and Conditions

- The selected firm will report directly to the Town. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements. The selected firm will be responsible for providing engineers, technicians, and sub-consultants with the appropriate skills and qualifications to ensure contract compliance. The firm will be directly responsible for oversight of the project for the Town.
- The selected firm will be notified by the Town and will enter into contract negotiations for receiving this work. A contract will be negotiated with the selected contractor based on the proposed scope of work outlined in their proposal. Appendix A is the Town's standard professional services agreement that will serve as a basis for any contract with the selected firm/contractor.
- To the maximum extent allowed by law, the firm/team shall defend, indemnify, and save harmless the Town, its agents, officers, and employees, from and against all charges that arise in any manner from, in connection with, or out of the acts or omissions of the firm/team or subcontractors or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable except for damage or injury caused solely by the negligence of the Town, its agents, officers, or employees. In performing its duties under this section, the firm/team shall at its sole expense defend the Town, its agents, officers, and employees with legal counsel reasonably acceptable to the Town. As used in this subsection – "Charges" means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, expenses, interest, reasonable attorney's fees, and amounts for alleged violations of North Carolina law or federal law, including but not limited to, sedimentation pollution, erosion control, pollution, or other environmental laws, regulations, ordinances, rules, or orders. Nothing in this section shall affect any warranties in favor of the Town that are otherwise provided in or arise out of this contract. This section is in addition to and shall be construed separately from any other indemnification provisions that may be in this contract. This section shall remain in force despite termination of this contract (whether by expiration of the term or otherwise) and termination of the services of the Contract under this contract. To the extent this Contract includes the furnishing of "design professional services" as defined in N.C.G.S. § 22B-1(f)(6), nothing in this section shall require a "design professional" as defined in N.C.G.S. § 22B-1(f)(4) to defend the Town against liability or claims for damages or expenses, including attorney's fees, proximately caused or allegedly caused by the professional negligence of such design professional.

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- The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to provide a Performance Bond and Payment Bond in the full amount of the contract prior to contract execution. The selected firm will be required to furnish proof of insurance coverage and shall maintain at the times the limits as follows:

Coverage	Minimum Limits
General Liability	\$5,000,000 per occurrence (\$10,000,000 aggregate)
Umbrella Liability	\$5,000,000 per occurrence
Automobile Liability	\$1,000,000
Professional Liability (E & O)	\$2,000,000 per occurrence
Workers' Compensation	\$1,000,000 Each Accident, \$1,000,000 Disease (Each Employee, \$1M Disease-Policy Limit)
Employers' Liability	\$ 500,000

- The selected firm shall provide the Town with a Certificate of Insurance for review prior to the issuance of any contract or Purchase Order. All Certificates of Insurance will require thirty (30) days written notice by the insurer or firm's agent in the event of cancellation, reduction or other modifications of coverage. In addition to the notice requirement above, the firm shall provide the Town with immediate written notice of cancellation, reduction, or other modification of coverage of insurance. Upon failure of the firm to provide such notice, the firm assumes sole responsibility for all losses incurred by the Town for which insurance would have provided coverage. The insurance certificate shall be for the initial contract period of:

one (1) year and shall be renewed by the contractor for each subsequent renewal period of the contract.

- The Town shall be named as an additional insured and the statement should read "Town of Kernersville is to be added as an additional insured as evidenced by an endorsement attached to this certificate." Only "A" rated insurance companies will be acceptable to the Town.
- The firm must have an adequate accounting system to identify costs chargeable to the project.

- The proposed method of payment for this contract is lump sum.
- The products of this contract shall be the property of the Town. Upon completion or other termination of this contract, the Contractor shall deliver to the Town reproducible copies of any text, database information, survey information, graphic materials, reports, drawing, plans, files and/or any other documents or materials pertaining to this contract. The Contractor shall also make available any calculations pertaining to this contract and provide copies of specific calculations upon request of the Town. No reports, information, or materials prepared by the Contractor under this contract shall be made available to any person or organization without the prior written approval of the Town.
- In no event shall there be any of the following unless Town's express prior written agreement is obtained: (i) any limitation on, or disclaimer of, implied or express warranties or the liability of Contractor; (ii) any limitation on damages, including a limitation on consequential damages;
- (iii) any requirement for arbitration or for mandatory mediation; (iv) any requirement that Town officials or employees keep information confidential or any requirement that records be kept confidential by the Town, unless the requirement for confidentiality meets the requirements of the Public Records Law.

Conflict of Interest Statement

It is the policy of the Town that the conduct of officers, directors, project managers, and/or all other persons acting as its representatives should be at all times in the best interests of the Town, its members and the general public. In performing their duties, Town representatives should not be influenced by desire for personal gain. Conflict of interest is defined as a situation in which professional judgment or behavior concerning a primary interest (in this case the integrity of Town) has been improperly influenced by a different interest (such as for financial gain). The prompt disclosure of possible conflicts of interest or of those situations where such a perception could reasonably be anticipated to arise helps to avoid injury to an agreed upon primary interest.

Firm(s) selected for these advertised services shall become aware of and comply with state laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. 14-234, N.C.G.S. 133-1, and N.C.G.S. 133-2. Firm(s) selected for Planning and Design Services by the Town will be required to disclose any conflicts of interest for 18 months prior to the submission of the Proposal package to the Town.

If a conflict of interest is not disclosed by the contractor and a conflict of interest is determined by the Town to exist at a later time, the contractor will not be compensated for their prior work

and will be required to reimburse the Town for any payments received. The contractor would be immediately dismissed from the contract.

Changes in Personnel

Changes to personnel on project team(s), particularly a project manager, are to be avoided wherever possible. The Contractor must request in writing to the Town for all changes to project team members. The Town will consider requests and may accept the new personnel changes, or may deny the request and consequently, the Contractor may no longer be considered for Planning and Design Services with the Town.

Notifications

Public Records Notice

Records received by the Town in response to a bid solicitation or a request for proposal/qualifications are public records and subject to public inspection and copying. Some bid records are public as soon as received by the Town, others become public at bid opening and others at bid award.

The Public Records law (N.C.G.S. 132-1 et seq.) authorizes the Town to withhold from public inspection and copying legitimate and properly marked 'trade secrets'. If a record meets all of the following conditions, then the Town may withhold that particular trade secret from a public record inspection request:

- It is a "trade secret" as defined in G.S. 66-152(3); and
- It is the property of a private "person" as defined in G.S. 66-152(2); and
- It is disclosed or furnished to the Town in connection with a bid or proposal; and
- It is marked as "confidential" or as a "trade secret" at the time of its initial disclosure to the Town.

If as part of your bid or proposal, you submit to the Town any record, or portion of a record, that you consider to be a trade secret meeting the definition contained in G.S. 66-152 (2), you may clearly mark the particular record, or portion of the record, that meets the definition of trade secret as TRADE SECRET or CONFIDENTIAL TRADE SECRET, and the Town will be authorized to withhold that particular record or portion thereof, from public inspection. In the event the Town receives a public records request for records you designate as 'trade secret' the Town will notify you and give you the opportunity to, within one week of such notification, confirm in writing that the specific record, or portion of record, that you designated as TRADE SECRET meets the

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requirements of G.S 132-1.2 and G.S. 66-152, and the reasons therefore. The Town will require that you indemnify the Town in the event a challenge is brought for the withholding of a record based on your having designated it a trade secret.

Addenda Notice

If you have received this solicitation from a source other than the Town, it is the respondent's responsibility to ensure that all addenda have been received. Please visit [Town of Kernersville website > Finance > Open Bids](#) for the most current information.

APPENDIX B



TOWN OF KERNERSVILLE MINORITY PARTICIPATION POLICY AND FORMS

MINORITY PARTICIPATION POLICY

In accordance with General Statutes 143-128 as amended by Chapter 480 of the 1989 Session Laws,

It is the Policy of the Town of Kernersville that on all building construction projects with costs of \$100,000 or greater; that the Town follow the procedures set out below to ensure that minority contractors, subcontractors, and suppliers have the opportunity to participate in these building construction contracts.

The Town's minority participation goal has been set at 10 percent by action of the Board of Aldermen.

A. Procedures to be followed by the Town of Kernersville:

1. Bid specifications on all building construction work with costs of \$100,000 or greater must contain a copy of the Town's adopted Minority Participation Policy.
2. Annually obtain an up-dated minority contractors/suppliers list from the:
Minority Business Development Agency
Department of Economic and Community Development
Dobbs Building
430 North Salisbury street
Raleigh, NC 27611
3. Annually advertise for and maintain a current listing of minority contractors/suppliers who contact the Town and wish to be added to the list mentioned in item A.2 above and shall verify each submitted as a minority contractor/supplier.
4. Mail to all persons/companies on list developed from items A.2 and A.3 above a notice on specific projects subject to this policy.
5. Take steps to assure that prospective minority bidders have access to bid documents by having all bid documents available for review in the Town's offices.
6. Hold pre-bid conferences to orient contractors to the Town's policy and its bid procedure and to supply contractors with names and addresses of minority contractors who have contacted the Town.
7. The Town will designate a contact person on each project so that individuals with questions regarding this policy will know who to contact.
8. The Town will provide information to, and review the bids received from contractors in order to ensure that the contractors have met the good faith efforts provisions as set-out in this policy.

B. Requirements to be fulfilled by contractors to ensure that good faith efforts have been made in meeting the Town's Minority Contractors/Suppliers Policy. These requirements pertain to both a single prime contractor and separate specification contractors.

1. A contractor should request annually an updated list of minority contractors/suppliers from:

Minority Business Development Agency
Department of Economic and Community Development
Dobbs Building
430 North Salisbury Street
Raleigh, NC 27611

This list should also continuously be updated by adding the names of companies requesting to be added to the above name list.

2. Contractors must include with their bids, documentation that bids were solicited from minority contractors.

3. Contractors must include with their bids, documentation relating to responses from subcontractors. Such documentation should show:

a. Those subcontractors/suppliers who were contacted; with minority contractors/suppliers identified.

b. Those subcontractors/suppliers that responded and which ones submitted bids; with minority contractors/suppliers identified.

c. Those subcontractors/suppliers to whom contracts were awarded; with minority subcontractors/suppliers identified.

NOTE: A contractor's bid may be rejected because no good faith effort was undertaken to assure minority business participation in the bidding process. A bid may not be rejected for failing to meet the participation goal set forth in this policy, if a good faith effort is documented.

***** MUST BE SUBMITTED WITH BID *****

(unless the prime consultant intends to perform 100% of the work with Own Workforce)

State of North Carolina

Identification of Minority Business Participation

County of Forsyth

(Name of Project)

I, _____,
(Name of Bidder)

do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services.

In accordance with N.C.G.S. 143-128.2(c) Bidder shall identify on its Bid the M/WBE businesses to be used on this project **and** pursuant to subsection (f) of this statute provide the total dollar value of the bid that will be performed by the minority businesses. **Failure to list, at a minimum, the minority firm business name and the total dollar value of M/WBE firms contracting will render your Bid as non-responsive and will not be considered for award.** If Bidder has no minority participation, they shall indicate this on the table below by entering the word "None" or the number "0." **Blank forms will not be deemed to represent zero participation.**

Minority Firm Name Phone Number	City-State	Minority Category*	HUB Certified** (Y/N)	Type of Work	Dollar Value

* **Minority categories:** Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

The total value of minority business contracting will be (\$) _____ .

***** MUST BE SUBMITTED WITH BID *****

(unless the prime consultant intends to perform 100% of the work with Own Workforce)

State of North Carolina

AFFIDAVIT A – Listing of Good Faith Efforts

County of Forsyth

(Name of Project)

Affidavit of: _____

(Name of Bidder)

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- 1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government-maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 – (10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- 3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- 6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with N.C.G.S. 143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____

State of _____, County of _____

Subscribed and Sworn to before me this _____ day of _____ 20 _____



Notary Public: _____

My commission expires: _____

***** MUST BE SUBMITTED WITH BID *****

(submit with bid in lieu of Affidavit A, if applicable)

State of North Carolina

AFFIDAVIT B – Intent to Perform Contact with Own Workforce

County of Forsyth

Affidavit of: _____
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the
_____ contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

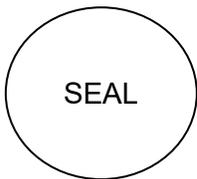
Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____

State of _____, County of _____

Subscribed and Sworn to before me this _____ day of _____ 20 _____



Notary Public: _____

My commission expires: _____

***** DO NOT SUBMIT WITH BID *****

State of North Carolina
County of Forsyth

**AFFIDAVIT C – Portion of the Work to be Performed by HUB
Certified/Minority Businesses**

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by HUB certified/minority businesses as defined in N.C.G.S. 143-128.2(g) and 128.4(a),(b),(e) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit.

This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of: _____
(Name of Bidder)

I do hereby certify that on the

(Name of Project)

Project ID#: _____ Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

(Attach additional sheets if required)

Minority Firm Name Phone Number	City-State	Minority Category*	HUB Certified** (Y/N)	Type of Work	Dollar Value

* **Minority categories:** Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

** **HUB Certification with the state HUB Office required to be counted toward state participation goals.**

Pursuant to N.C.G.S. 143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____

State of _____, County of _____

Subscribed and Sworn to before me this _____ day of _____ 20 _____



Notary Public: _____

My commission expires: _____

***** DO NOT SUBMIT WITH BID *****

State of North Carolina

AFFIDAVIT D – Good Faith Efforts

County of Forsyth

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the goal of 10% participation by HUB Certified/ minority business is not achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Affidavit of: _____
(Name of Bidder)

I do hereby certify that on the

(Name of Project)

Project ID#: _____ Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with HUB certified/ minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

(Attach additional sheets if required)

Minority Firm Name Phone Number	City-State	Minority Category*	HUB Certified** (Y/N)	Type of Work	Dollar Value

* **Minority categories:** Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

** **HUB Certification with the state HUB Office required to be counted toward state participation goals.**

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster.
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

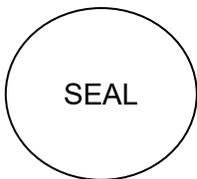
Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

Pursuant to N.C.G.S. 143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____
Signature: _____
Title: _____

State of _____, County of _____
Subscribed and Sworn to before me this _____ day of _____ 20 _____



Notary Public: _____
My commission expires: _____

APPENDIX C



TOWN OF KERNERSVILLE NON-COLLUSION AFFIDAVIT

_____ being first duly sworn, deposes and says that:

1. He/She is the _____ of _____, the bidder that has submitted the attached bid;
2. He/She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;
3. Such bid is genuine and is not a **collusive** or **sham** bid;
4. Neither the said bidder nor any of its officers, partners, owners agents, representatives, employees, parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price of any other bidder or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Kernersville or any person interested in the proposed contract; and
5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

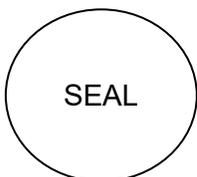
Signature of Affidavit: _____

Name of Affiant (Print or Type): _____

Title: _____

State of _____, County of _____

Subscribed and Sworn to before me this _____ day of _____ 20 _____



Notary Public: _____

My commission expires: _____

APPENDIX D



TOWN OF KERNERSVILLE E-VERIFY AFFIDAVIT

State of North Carolina

AFFIDAVIT– Compliance with N.C. E-Verify Statutes

County of Forsyth

I, _____ (hereinafter the “Affiant”), duly authorized by and on behalf of _____ (hereinafter the “Employer”) after being first duly sworn deposes and says as follows:

1. Employer understands that “E-Verify” means the federal E-Verify program operated by the United States Dept. of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with N.C.G.S. 64-25 (5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with N.C.G.S. 64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (Mark Yes or No)
 YES _____, or
 NO _____
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This _____ day of _____ 20 _____

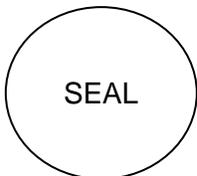
Signature of Affidavit: _____

Name of Affiant (Print or Type): _____

Title: _____

State of _____, County of _____

Subscribed and Sworn to before me this _____ day of _____ 20 _____



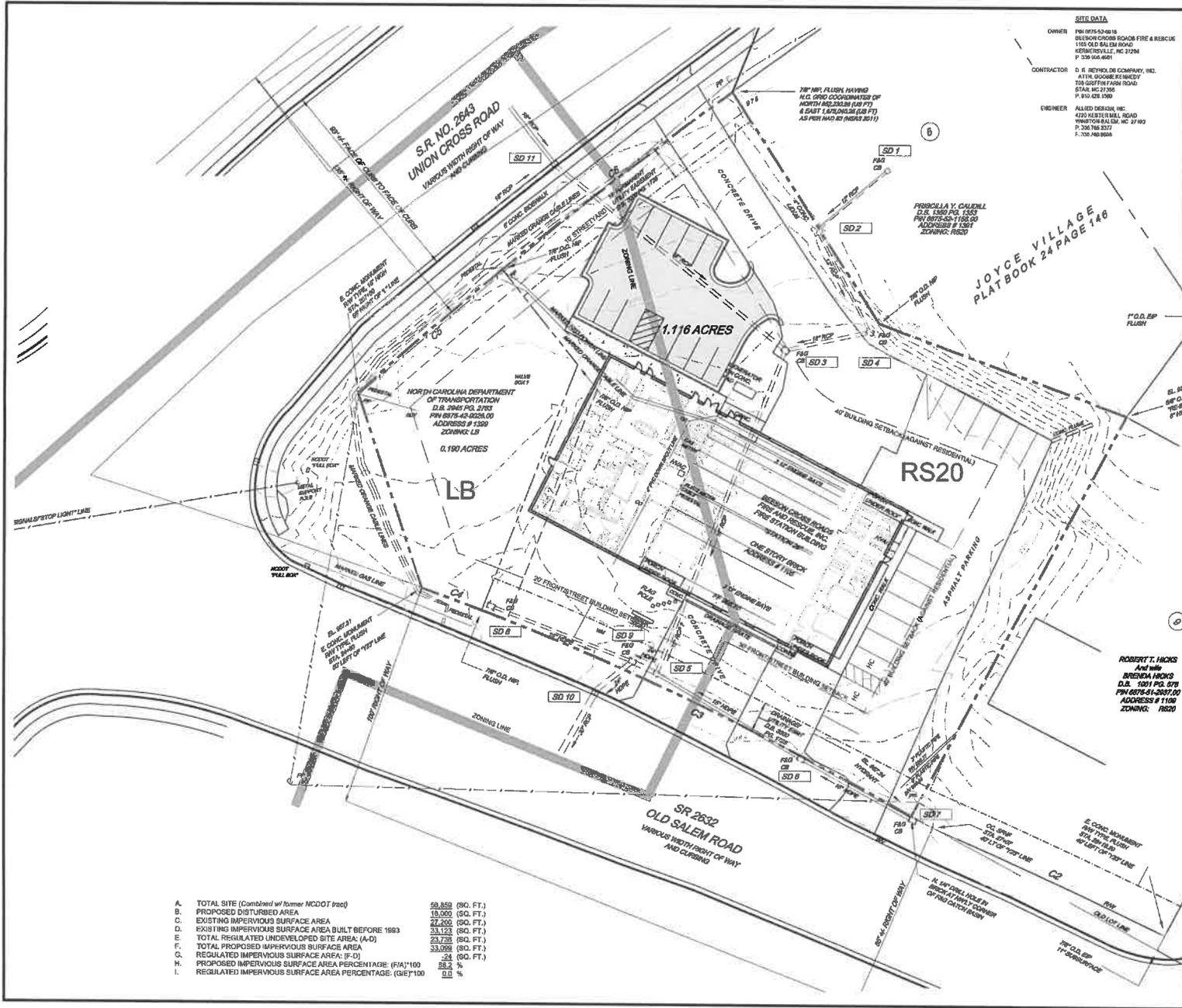
Notary Public: _____

My commission expires: _____

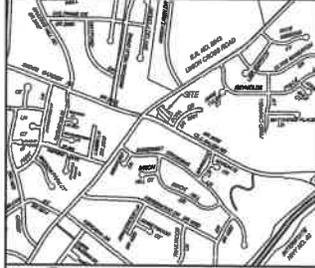
APPENDIX E



TOWN OF KERNERSVILLE PROPOSED SITE PLAN AND FLOOR PLAN



SITE DATA
 OWNER: P.M. 0875-52-00 16
 BEESON CROSSROADS FIRE & RESCUE
 1105 OLD SALEM ROAD
 KERNERSVILLE, NC 27284
 P. 336.66.6601
 CONTRACTOR: D. R. REYNOLDS COMPANY, INC.
 ATTN: BOBBY KIMMERTY
 735 GUSTIN FARM ROAD
 STATE COLLEGE, NC 27355
 P. 810.428.1500
 ENGINEER: ALLIED DESIGN, INC.
 422 WESTERN HILL ROAD
 WESTON SALEM, NC 27382
 P. 336.786.2317
 F. 336.480.8656



Allied Design, Inc.
 CIVIL ENGINEERING
 4720 WESTER HILL ROAD
 WESTON SALEM, NORTH CAROLINA 27382
 P. 336.786.2317
 F. 336.480.8656
 http://www.allieddesign.com

FIRM LICENSE C-1904

PRELIMINARY PLANS
 NOT RELEASED FOR CONSTRUCTION

BEESON CROSSROADS - ADDITION
 VOLUNTEER FIRE & RESCUE
 1105 OLD SALEM ROAD
 KERNERSVILLE, NC 27284

PROJECT NO.: 16-006, 26-047
 DRAWN BY: JWH
 CHECKED BY: WWD
 DATE: 10/22/20

NO.	DATE	DESCRIPTION
1	11-14-2020	ISSUED FOR CONTRACTOR COMMENT

PRELIMINARY SITE PLAN

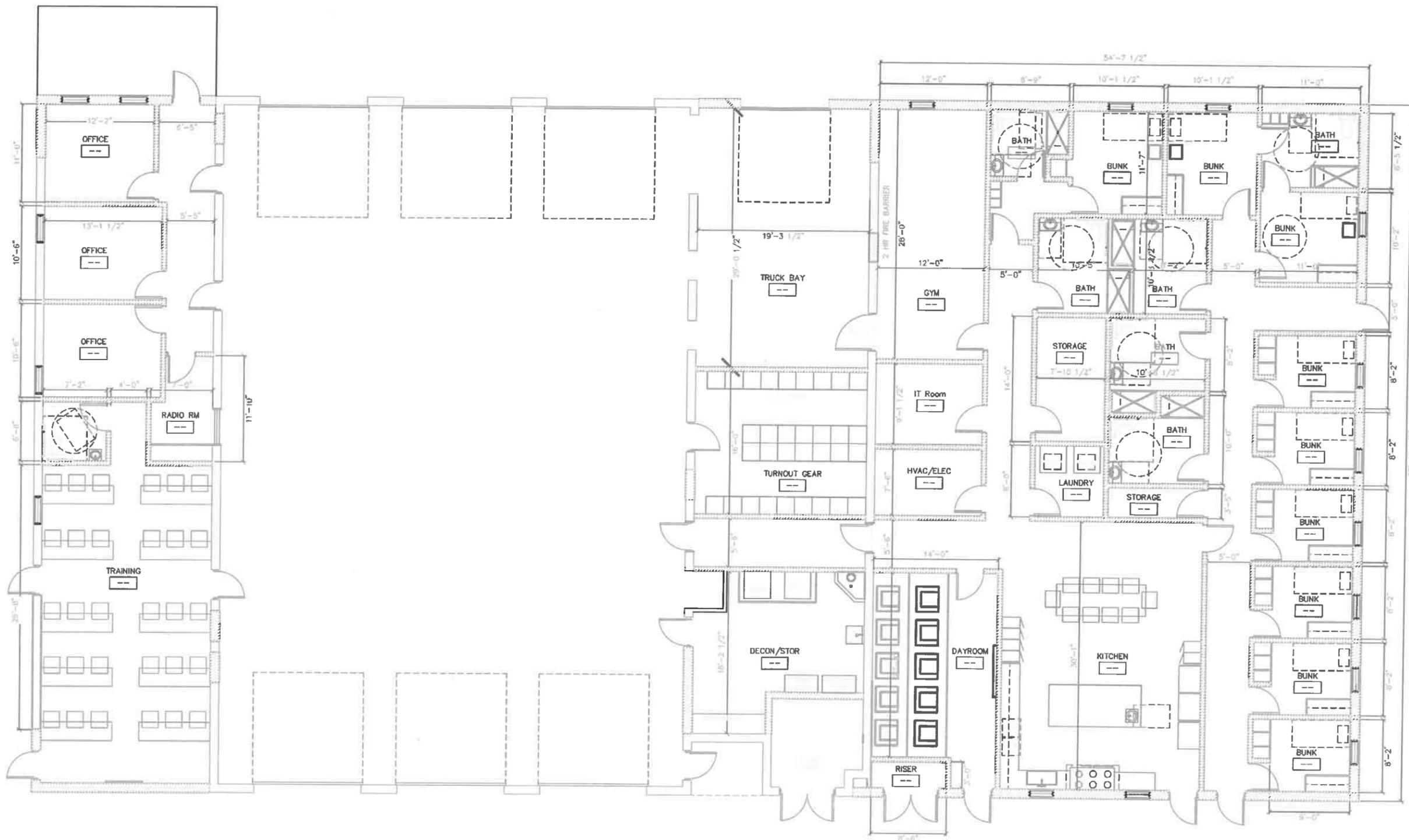
SHEET
C1

A.	TOTAL SITE (Combined w/ former NCOOT tract)	59,859 (SQ. FT.)
B.	PROPOSED DISTURBED AREA	18,000 (SQ. FT.)
C.	EXISTING IMPERVIOUS SURFACE AREA	27,200 (SQ. FT.)
D.	EXISTING IMPERVIOUS SURFACE AREA BUILT BEFORE 1993	33,123 (SQ. FT.)
E.	TOTAL REGULATED UNDEVELOPED SITE AREA: (A-D)	23,736 (SQ. FT.)
F.	TOTAL PROPOSED IMPERVIOUS SURFACE AREA	33,099 (SQ. FT.)
G.	REGULATED IMPERVIOUS SURFACE AREA: (F-D)	24 (SQ. FT.)
H.	PROPOSED IMPERVIOUS SURFACE AREA PERCENTAGE: (F/A)*100	55.2 %
I.	REGULATED IMPERVIOUS SURFACE AREA PERCENTAGE: (G/E)*100	0.0 %

ROBERT T. HICKS
 And wife
BRENNIA HICKS
 D.B. 1801 PGL 078
 P.M. 0875-41-2637-00
 ADDRESS # 1100
 ZONING: R620

GRAPHIC SCALE





PRELIMINARY — NOT FOR CONSTRUCTION

SHEET CONTENTS
Floor Plan

December 17, 2020
Scale: 3/16" = 1'-0"
Floor Plan

PROJECT
Beeson Crossroads Fire Station
Kernersville, NC
Forsyth County

CONTRACTOR
D.R. REYNOLDS CO., INC.
708 GRIFFIN FARM ROAD
STAR, NORTH CAROLINA
(T) 910.428.1360 (F) 910.428.1361

