



FINANCE DEPARTMENT

Property and Risk Division

Request for Qualification #: 320-150721CK

Business Services Center Renovation Design

Date of Issue: 07/27/2021

Response Deadline: 08/10/2021

4:00 p.m.

Direct all inquiries concerning this RFQ to:

Candice S. Kirtz

Purchasing Manager

Email: Candice.Kirtz@rockymountnc.gov

Phone: 252-972-1228

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“All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. All prospective contractors shall be responsible for complying with state law and local ordinances.”

I. PROJECT DESCRIPTION

The city is seeking qualified Architectural/Engineering firms to design a construction project at our Business Services Center facility located at 224. S. Franklin St. in Rocky Mount North Carolina. The city is seeking to renovate various structures within the facility to extend the life of the building.

Construction on this project will need to occur in Winter of 2022. The facility is occupied by staff and will remain occupied during any projects.

II. OBJECTIVE OF THE REQUEST

The purpose of this RFQu is to select the firm determined to be best able to provide the required Professional Architectural Engineering Services based on the criteria specified herein and to generally set forth the terms and conditions whereby the City of Rocky Mount will contract with the selected firm. The Request for Qualifications packet submitted, and possible subsequent interviews shall serve as the basis for selection. The information provided in the RFQu package from the City is intended to give information to the prospective firms concerning the required services and the basis for awarding of the agreement for engineering services. It is not necessarily intended to completely define the selection criteria or contractual relationship to be entered into by the City of Rocky Mount and the successful firm(s).

The contracted services may include, but are not limited to the following:

- Evaluation of existing facility and infrastructure
- The project will focus on the following building systems:
 - Roof Replacement
 - Repair/Replacement of storefronts
 - Sprinkler System retrofit
 - Select window and exterior door repairs/replacements
 - Various Electrical upgrades
 - Remodel restrooms
 - Select flooring upgrades
 - Rendering of proposed space improvements
 - Construction and bid administration services

III. PROJECT SCHEDULE

Action	Responsibility	Date/Time
Issue RFQ	City	Tuesday July 27, 2021
Submit Written Questions/Question Deadline	Vendors	Tuesday August 3, 2021
Provide Response to Questions/Addendum	City	Thursday August 5, 2021
Submit Bids	Vendors	Tuesday August 10, 2021
Award Contract	City	TBD

IV. QUESTIONS

Written questions shall be e-mailed to Candice.Kirtz@rockymountnc.gov by the date and time specified above. Contractors will enter "RFQu #320-150721CK – Questions" as the subject for the email.

Questions received prior to the submission deadline date, the Purchasing Manager's response, and any additional terms deemed necessary by the City of Rocky Mount will be posted in the form of an addendum to the Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and the City of Rocky Mount website

and shall become an Addendum to this RFQu. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise concerning this RFQu, shall be considered authoritative or binding. Vendors shall rely only on written material contained in an Addendum to this RFQu.

Inquiries should be submitted no later than the date and time noted in the schedule on page 3. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

V. SELECTION CRITERIA

Respondents should address each of the evaluation criteria listed below and provide specific examples of projects they have undertaken that demonstrate their qualifications. Response document shall be no more than 25 pages (single sided). The page limit does include the coversheet but does not include any issued addenda.

Section I: Project Details

- A. Work Plan Approach: Provide a narrative or other form to explain your general approach to development of similar projects, development of design specifications, and bid/construction administration services.
- B. Experience: Provide examples of project related experience. Evaluation of experience will be based on the following:
 - a) Resumes of the proposed members of the program and design team who will be committed to the project(s). Resumes must include a description of the person's qualifications, professional licensing, and experience with similar projects. The project manager and other key team members should be clearly identified. If subcontractors are to be used for any portion of the work, they should be identified, and their qualifications included.
 - b) Project related experience of the managing firm and subcontractors. Provide specific examples of similar or larger projects and all applicable contact information, including owner, contractor, and other parties.
- C. Economic, Workforce, & Social Impacts: Demonstrate commitment to economic, workforce and social impartiality.
 - a) Provide information on past contracting opportunities awarded to minority owned and women owned firms. Include dates and ownership status of each firm.
 - b) If awarded this contract what are the subcontracting opportunities that would be subcontracted with minority or woman owned firms?
- D. Project Scope: Provide a recommended scope of work to include:
 - a) Provide as built drawings when completed.
 - b) Provide time table and cost estimates to facilitate bid
 - c) Drawings and Bid Specifications
 - d) Bid Administration Services
 - e) Construction Administration Services and Site inspections
- E. Schedule: Provide the following:
 - a) Discussion of current workload including current project commitments for the project team and resources available for the projects.
 - b) Provide a sample project schedule based on your recommended project approach. Project schedule should include key milestones, reasonable review times for the City, and estimated man-hours per task.

Section II: General Management

- A. Project Management and Implementation: Describe your process for project management and implementation and ensuring that the project stays within budget and is completed within the contract time.
- B. Quality Assurance and Quality Control: Discuss the firm's quality control/quality assurance procedures related to management of data collection and condition ratings.
- C. Legal Issues: Note if any lawsuits; Federal, State or Local tax liens; or any potential claims or liabilities pending against you, your firm, or the officers of the firm at this time. If yes, please explain.

VI. SUBMISSION CRITERIA:

Firms interested in performing the professional services requested must submit the following information:

- 1. Firms may mail or hand deliver one (1) copy of their RFQu response. RFQu responses shall not exceed 25 pages in length (excluding issued addenda).

RFQu responses shall be addressed to:

Attn: RFQu #320-150721CK
City of Rocky Mount
Purchasing- Candice Kirtz
331 S. Franklin Street
Rocky Mount, NC 27804

Note the firm (s) name, address, and phone number of contact person on the cover of the envelope. All RFQu responses shall be received by the date and time noted in the schedule on page 3. RFQu responses may be sent via US Mail, FedEx, UPS, hand delivered, or **emailed** to Candice.kirtz@rockymountnc.gov. **Faxed responses will not be accepted.**

VII. METHOD OF AWARD

The City reserves the right to award this contract to the firm that it believes best demonstrates the ability to fulfill the requirements of the project. The successful firm(s) will be chosen based on the qualifications, selection criteria evaluation as demonstrated in the response, possible interviews and other available information. All firms submitting a response will receive notification once the contract has been awarded.

The firm(s) selected will be given the first right to negotiate an Agreement acceptable to the City. A detailed scope of work will be collaboratively developed by the selected firm and the City to base the fee schedule upon for the City's consideration. In the event that an Agreement satisfactory to the City cannot be reached, the City may enter into negotiations with one or more of the remaining firms. The successful firm shall commence work only after execution of an acceptable Agreement and approval of insurance certificates. The successful firm(s) will perform all services indicated in the response in compliance with the negotiated Agreement.

VIII. EVALUATION CRITERIA

Responses will be reviewed by the City of Rocky Mount and evaluated based on the stated criteria. Submitting firms may be asked to supplement their initial response with additional written material. Depending on the results of the response evaluations, the City of Rocky Mount may make a selection solely on the responses or may develop a short-list of firms for interviews. The number of firms selected for interview, if any, will be based on the recommendation of the selection panel taking into consideration all available information.

The Evaluation Criteria and their respective weights are as follows:

	EVALUATION CRITERIA	WEIGHT
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A.	Completeness of Response: Responses to this RFQu must be complete. Responses that do not include the proposal content requirements identified within this RFQu and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration.	Pass/Fail
	Debarment and Suspension: Bidders, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at www.sam.gov.	Pass/Fail
	References	Pass/Fail
1	PROJECT DETAILS	70 POINTS
B.	Work Plan Approach	10 Points
C	Experience	25 Points
D	Project Scope	15 Points
E	Schedule	20 Points
2	GENERAL MANAGEMENT	30 POINTS
Economic, Workforce and Social Impacts		
	MWBE: Points equaling five percent (5%) of bidders total score, for the above Evaluation Criteria, will be added. This will be the bidder's <u>final score</u> for purposes of award evaluation.	Five Percent (5%)

IX. EQUAL OPPORTUNITY RIGHTS

The City of Rocky Mount does not discriminate in any of its projects and activities. The Consultant awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, on the basis of race, sex, religion, age, national origin, or disability.

X. CITY OF ROCKY MOUNT RIGHTS

The City of Rocky Mount reserves the right to reject all or portions of any or all responses, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the City. The City may, at its sole discretion, modify or amend any and all provisions herein. The City will not pay for any information herein requested, nor is it liable for any costs incurred by the participating firm.

The City of Rocky Mount reserves the right to extend the Request for Qualification submittal deadline if needed. All changes and/or clarifications will be distributed to all firms indicating interest in the form of

addendums. A list of firms and others who have been issued Request for Qualification documents will be made available upon request.

XI. INSURANCE REQUIREMENTS

Prior to the commencement of performance, the successful firm / joint venture shall furnish to the City of Rocky Mount a certificate of insurance for workers' compensation and professional liability, (errors and omissions) with limits of not less than \$1,000,000.00.

XII. HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this IFB. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

- a) Is Vendor a Historically Underutilized Business? Yes No
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? Yes No

If so, state HUB classification:

XIII. MINORITY BUSINESS PARTICIPATION

For professional service contracts, firms submitting responses to this solicitation have the responsibility to make a good faith effort to solicit minority sub-contracting proposals and to attain the aspirational ten percent (10%) goal. We encourage all firms even MWBE/DBE/HUB firms to obtain the ten percent (10%) goal where sub-contracting opportunities exist.

XIV. IDENTIFICATION OF MINORITY BUSINESS PARTICIPATION AND GOOD FAITH

I, _____
(Name of Bidder)

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

Firm Name, Address and Phone #	Work Type	*Minority Category

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

Non-certified HUB and MWBE vendors/contractors will be counted towards the City participation goals but not the State participation.

XV. CITY OF ROCKY MOUNT - Listing of Good Faith Efforts

County of

, have made a good faith effort to comply under the following areas checked:
(Name of Bidder)

Bidders must earn at least 15 points from the good faith efforts listed for their bid to be considered responsive. If extenuating circumstances prevent 15 points from being met an explanation must be provided for a bid to be considered.

- 1 – (5 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 7 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 --(5 pts)** Made all plans, specifications, and requirements available for review by prospective minority businesses or providing these documents to them at least 7 days before the bids are due.
- 3 – (5 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.
- 4 – (5 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.
- 5 - (5 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

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

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 redacted 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 redacted 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.