



**Request for Qualifications**

**Electric Equipment Shed**

**February 22, 2019**

## **I. OVERVIEW AND PURPOSE**

The City of Concord is soliciting proposals from well-qualified consultants to provide architectural and engineering design for a new Electric Equipment Shed to be located on City owned property located at 635 Alfred Brown Jr. Ct..

The consultant selected may be asked to provide any or all of the following services for this project: concept plans, preliminary design, building plans, site plans, cost estimate, bidding documents, bidding administration, construction administration, and inspection.

A description of the project is as follows: Approximately 8,900 square feet of open equipment shed space and 1,800 square feet of enclosed space for the following functions: conference room, technician work shop, office space. The building design should be similar in nature to the existing equipment sheds on site.

## **II. SCOPE OF WORK**

The following is a general description of the work required. This is not intended to be all-inclusive.

1. Preliminary
  - a. Prepare preliminary site and building layout for staff review.
  - b. Check and verify preliminary layout to ensure completeness.
  - c. Perform study on existing conditions of site.
  
3. Design
  - a. Complete drawings including grading plans and specifications for a formal bid process.
  - b. Obtain all permits and approvals for construction.
  - c. Prepare bid documents and hold pre-bid conference.
  
4. Contract Administration and Construction Inspection, as required.
  - a. Provide quantity “take-offs” and cost estimates to be submitted to the City at the 100% review meeting.
  - b. Open and verify bids.
  - c. Conduct pre-construction conferences.
  - d. Shop drawing review.
  - e. Provide construction inspection.
  - f. Conduct monthly progress meetings.
  - g. Process change orders.
  - h. Review and approve pay requests from contractors.
  - i. Monitor construction sites for safety/OSHA compliance.

Questions concerning the scope of this project should be directed in writing to Ryan LeClear, Purchasing Manager at the address below. Any amendments to the RFQ shall be made in writing and distributed as an addendum.

Ryan LeClear, Purchasing Manager  
Alfred M. Brown Operations Center  
635 Alfred Brown, Jr. Ct.  
Concord, NC 28026  
704-920-5441  
704-785-8856 (fax)  
Email: [leclearr@concordnc.gov](mailto:leclearr@concordnc.gov)

**Firms should have no contact related to this project with elected officials or City of Concord Employees other than as directed herein, during the RFQ process.** Any such contact will subject the firm to immediate disqualification for consideration for this project. At the option of the selection committee interviews may or may not be held with three or more of the applicants if it is determined to enhance the selection process.

### **III. SUBMITTAL REQUIREMENTS**

The selection of the firm will be based on the totality of the qualifications of the firm as presented in the detailed qualifications statement. The presence or absence of one or more of the items listed below, except for those items required by law, shall not be totally disqualifying but shall be taken into consideration as a portion of the totality reflecting positively or negatively on the qualifications of the firm. Qualification statements should clearly and concisely address the following:

- Firm name and location of office where work will be performed.
- Brief overview and history of the firm.
- Experience in designing publicly funded and/or governmental projects in North Carolina.
- The project manager, key personnel, and any sub-consultants who will be involved with this project; their qualifications and experience as related to the scope of work detailed above as well as their anticipated assignments related to this project, including specific information on their experience with similar projects.
- Other work commitments of the specified key personnel during this project time frame and work capacity of the firm as a whole.
- Client references for related governmental, institutional (hospitals, universities, etc.) or similar private contracts, work done in the past five years, including name, address, telephone number and contact person most involved with the project.
- Historical data on projects completed over the past five years showing schedule performance and change order history, including original budget, pre-bid estimate, guaranteed maximum price, if applicable, and final cost.
- Documentation of any history of litigation associated with project performance and/or professional liability.
- Documentation of the firm's financial standing and insurance coverage.

## VI. QUALIFICATION STATEMENT DEADLINE

The statement of qualifications shall be limited to 15 pages inclusive of the cover sheet. ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED. Submissions exceeding the 15-page limitation will not be considered. Submissions should be in .pdf format. **Electronic submission of the statement of qualifications are due no later than 2:00 p.m. on Thursday March 14, 2019 at the email address below.** No statement of qualifications will be accepted after this time.

The City reserves the right to reject any and all statements of interest. It is anticipated that a firm will be selected and notified by end of September.

The statement of qualifications should be sent to the following e-mail address as a .pdf file: [chestnut@concordnc.gov](mailto:chestnut@concordnc.gov). An electronic receipt will be sent when your submission is downloaded to our server. Paper copies are not required. The subject line should contain the firm's name and "Electric Equipment Shed".

## V. 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. Actual interviews may be conducted after review of the responses by interested firms.

1. The firm's recent experience, knowledge, and familiarity in the construction of similar projects and the firm's demonstrated ability in construction incorporating the client's design preferences.
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 Concord elected officials and with minimal to no change orders.
3. Adequate staff and/or consultant team in order to meet a time schedule established for the work including current workload.
4. Proposed design approach for the project.
5. Construction administration capabilities.
6. The firm's ethical and professional standing and satisfactory performance on previous contracts including a positive client relationship, commitment to the project budget, no major legal or technical problems and sufficient supervision of the construction project.
7. 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.
8. Any other factors that may be applicable for this project.

It is an absolute requirement of the City that the project work site and work force be drug free and that associated individuals, including subcontractors, working on the project be free of prior or pending felony convictions, the qualifications statement should include a commitment to this requirement and an indication of the plan of the firm to ensure compliance with this requirement.

The City of Concord panel will negotiate a contract with the top rated firm following selection. If a contract cannot be successfully negotiated with the top rated firm, the panel will proceed to the second rated firm. Firms that are not selected will be notified.

In order to offer architectural, engineering, or landscape architectural services in response to this solicitation, the proposing firm must be properly licensed to practice Architecture, Engineering, or Landscape Architecture in the State of North Carolina.

## **VI. PROJECT SCHEDULE**

This project is an approved capital improvement project at this time and it is anticipated that the project would go to construction immediately after design completion.

## **VII. CONTRACTING**

Any contract developed for this work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Cabarrus County, North Carolina.

## **VIII. EQUAL EMPLOYMENT OPPORTUNITY**

The local government of the City of Concord does not discriminate administering any of its programs and activities. The Consultant(s) 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.