

Concord ABC Board  
230 International Drive  
Concord, NC 28027

# REQUEST FOR QUALIFICATIONS

April 10, 2020

## PROJECT OVERVIEW

Concord ABC is requesting the submission of a **Statement of Qualifications (SOQ)** from qualified professionals to provide architectural and engineering design for a proposed new ABC store to be located at 195 George Lyles Pkwy. NW Concord, NC 28027 (Willow Oaks Crossing).

The selected architect/engineer will be required to provide any or all of the following services for this project: preliminary design, site plan, building plans, cost estimates, bidding documents and administration, construction administration and inspections.

## PROJECT DESCRIPTION

This project is for the construction of a new ABC store that will be approximately 6,000 square feet on 1.84 acres. The building will have a display area for sales, warehouse area and a delivery dock.

## SCOPE OF SERVICES

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

- Prepare preliminary site and building layout for the board's approval.
- Check and verify preliminary layout to ensure completeness.
- Perform study on existing conditions of site.
- Complete drawings including grading plans and specifications for a formal bid process.
- Obtain all permits and approvals for construction.
- Prepare bid documents and hold pre-bid conference.
- Provide cost estimates.
- Open and verify bids.
- Conduct pre-construction conferences.
- Shop drawing review.
- Provide construction inspections.
- Conduct monthly or as needed progress meetings.

- Process change orders.
- Review and approve pay requests from contractors.
- Monitor construction site for safety/OSHA compliance.

Questions concerning the scope of this project should be directed to Lorraine Trexler, Concord ABC General Manager at the address below> Any amendments to the RFQ shall be made in writing and distributed as an addendum.

Lorraine Trexler, General Manager  
Operations Center  
230 International Drive  
Concord, NC 28027  
704-787-9453  
704-787-9538 (fax)  
[Lorraine@charlotte.twcbc.com](mailto:Lorraine@charlotte.twcbc.com)  
[ConcordABC@charlotte.twcbc.com](mailto:ConcordABC@charlotte.twcbc.com)

## **SUBMITTAL REQUIREMENTS**

The selection of the firm will be based on the qualifications of the firm as presented in the detailed qualifications statement. The presence or absence of one or more 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 office location.
- Brief overview and history of the firm.
- Experience in designing publicly funded and/or governmental projects in North Carolina.
- Key personnel who will be involved with this project; their qualifications and experience as related to the scope of work detailed above, including specific information on their experience with similar projects.
- Other work commitments of key personnel during this project time frame.
- Client references including name, address, telephone number and contact person.
- Documentation of any history of litigation associated with project performance and/or professional liability.
- Documentation of the firm's safety history.
- Document of the firm's financial standing and insurance coverage.

## **SELECTION CRITERIA**

The considerations below will be utilized for selection of the firm. Selection will be made after thorough review conducted by the Concord ABC Board. Actual interviews may be conducted after review of the responses by interested firms.

- 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.
- The successful experience of the firm to perform the work required with minimal or no change orders.
- The firm's ability to meet a time schedule established for the work.
- The firm's ethical and professional standing and satisfactory performance on previous contracts.
- A positive client relationship, commitment to the project, no major legal problems on previous projects.
- The firm's financial ability to undertake the work and assure liability as well as adequacy of an accounting system to identify costs chargeable to the project.

## **PROJECT SCHEDULE**

This project is an approved capital improvement project and will proceed as quickly as possible.

## **QUALIFICATION STATEMENT DEADLINE**

**The statement of qualifications can be submitted electronically (limit of 15 pages) or by mail no later than 5:00 PM April 23, 2020 at the following email addresses.**

[Lorraine@charlotte.twcbc.com](mailto:Lorraine@charlotte.twcbc.com) or  
[ConcordABC@charlotte.twcbc.com](mailto:ConcordABC@charlotte.twcbc.com)

*Please call to verify receipt of qualifications @ 704-787-9453*

**Concord ABC Board  
Attn: Lorraine Trexler  
230 International Drive  
Concord, NC 28027**

## **EQUAL EMPLOYMENT OPPORTUNITY**

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

