



**CITY OF ROCKY MOUNT
DEPARTMENT OF PARKS AND RECREATION DEPARTMENT
REQUEST FOR QUALIFICATIONS
RFQ#: 696**

Request for Qualifications: Building Assessment, Architectural and Engineering Design Services, and Renovation Administration

Project:	South Rocky Mount Community Center
Issue Date:	Monday, February 25, 2013
Pre-Proposal Meeting	
	Time: 10:30am
	Wednesday, February 20, 2013
	South Rocky Mount Community Center
	517 Ravenwood Drive
	Rocky Mount, NC 27801
Qualification Due Date:	4:00pm; April 1, 2013
Identification Information:	Respondents are asked to put on the outside of their packages; Parks and Recreation Department RFQ# 696.
Project Manager:	Brad Kerr
Phone Number:	252-972-1120
Fax:	252-972-1176
Email Address:	brad.kerr@rockymountnc.gov

The City of Rocky Mount Department of Parks and Recreation invites firms to submit qualifications for consulting services to perform a site and building assessment as well as architectural and engineering design services, for the renovation administration of the South Rocky Mount Community Center.

A copy of this Request for Qualifications is available for download on the city's web site <http://www.rockymountnc.gov/purchasing.html>. Firms intending to submit a qualification package should notify the City of Rocky Mount Purchasing Division of their intent so they can be included on project related correspondence. Interested consultants are encouraged to attend the pre-proposal meeting to be held at the project site at the date and time noted above. The City of Rocky Mount Purchasing Division may be contacted as follows:

Purchasing Division
4th Floor, Frederick E. Turnage Municipal Complex City Hall
331 S. Franklin Street
Rocky Mount, NC 27801
Phone: 252-972-1226
Fax: 252-972-1662
Email: farmer.delton@rockymountnc.gov

The City of Rocky Mount will not discriminate against a company submitting a proposal because of race, creed, color, national origin or handicap and reserves the right to reject any and all bids and to waive any informality.

I. BACKGROUND

South Rocky Mount Community Center

South Rocky Mount Community center is a facility located on 27.5 acres that offers a wide range of activities. The center is equipped with a gym, kitchen, game room, exercise rooms, arts & craft rooms, media room and meeting space. Site facilities include tennis courts, spray park, baseball fields, basketball courts and an asphalt track.

General project objectives to be performed by the selected firm shall include but not be limited to:

1. Evaluate current condition; upgrade existing building and site facilities to maximize efficiency, functionality and overall use.
2. To the extent practical, maximize energy efficiency by use of green technology to qualify for any LEED awards or grants.

Specific project objectives to be performed by the selected firm shall include but not be limited to:

1. Existing Roofing Assessment
2. Existing HVAC assessment of existing system and added cooling for gymnasium
3. ADA accessibility compliance
4. Use study to identify and prioritize facility improvement based on programmatic needs.
5. Gymnasium renovation including installation of cooling system, lighting upgrades, new flooring, new scoreboard and seating
6. Site enhancements to improve security, vehicular access from surrounding neighborhoods, vehicular/pedestrian circulation and park aesthetics.
7. Improve building entrance with specific consideration given to street visibility, security, visitor drop off and pick up.
8. Kitchen renovation
9. Bathroom renovations
10. Space reconfiguration as necessary to efficiently provide program services identified in use study.
11. General aesthetic and functional improvements including lighting, ceilings, flooring, painting, signage, furniture and equipment.
12. Outdoor facility improvements pursuant to finding of use study.

II. SCOPE OF SERVICES, PHASE I AND II

Phase I: Building and Site Assessment

The purpose of this phase is to assess the condition of the building and site facilities provide recommendations for renovation. The selected consultant shall, at a minimum, complete the following tasks:

- A. Review project scopes with project manager fully understanding their request and expectations.
- B. Gather maps, as-built, and other documents and become familiar with the existing facilities and its adjacencies.

- C. Perform an evaluation of existing conditions regarding the architectural, structural and mechanical components of the buildings and review the site utilities and infrastructure. Conduct building code and zoning research regarding safety, function, and accessibility.
- D. Evaluate use and condition of existing outdoor facilities including vehicular and pedestrian circulation.
- E. Conduct preliminary investigations for asbestos and radon or any other materials deemed incompatible with public interaction.
- F. Assess programming and spatial needs with facility users, other city staff and Parks and Recreation staff.
- G. Review with project steering committee the evaluation results and programming assessments, and discuss renovation/expansion strategies.
- H. Develop renovation options which could include repairs/replacements, structural renovation site improvements and prioritize recommendation.
- I. Provide preliminary cost estimates and phasing plans for each of the options.
- J. Review renovation/expansion options with regulatory agencies as necessary.
- K. Submit draft reports for staff review. The reports shall include documentation of existing conditions, a code compliance summary, renovation/expansion options, preliminary cost estimates, and phasing plans.
- L. Present draft reports to project steering committee and prepare meeting minutes.
- M. Present draft reports to a project review committee consisting of representatives from selected departments and prepare meeting minutes.
- N. Present draft report to City Council in written format or in person.
- O. Produce and disseminate public meeting notification announcements.
- P. Incorporate review comments from department staff, and project review committee and City Council and finalize report.
- Q. Final deliverables for each project:
 - 1) Three (3) bound copies of the final report.
 - 2) Three (3) CD sets containing electronic files of the final report in the original format (AutoCAD, Word, etc.) as well as PDF format.

Phase 2: Architectural and Engineering Design Service and Construction Administration

The consultant must prepare all permits and approvals for each of the projects as related to soil erosion, grading, site development and building plans. Universal accessibility must be included in all aspects of the projects. LEED Silver standards should be allowed with an emphasis on energy conservation techniques and measures. The Consultant shall present an analysis of creative energy system options at the 30% design level.

- A. Review project scopes with Project Manager and key City Staff.
- B. Based on Phase I recommendations perform investigation and/ or testing necessary to produce accurate and complete contract documents (Consultant to pay testing fees as a reimbursable expense). Prepare existing floor plans as necessary. Identify regulatory agencies from which permits are required for the projects.
- C. Prepare 60% schematic drawings for review. At a minimum, this submittal shall contain a specification outline, floor plans, preliminary site plan, grading concepts, storm drainage concepts, building elevations, a finish schedule and an estimate of probable cost. Attend staff design review meetings and provide written response to staff review comments. Submittals at this time shall also include project narratives suitable for posting on the Parks and Recreation Current Projects webpage.

- D. Prepare presentation documents for public meetings, conduct one public meeting or more as required, respond to comments from the public and prepare meeting minutes. Produce, disseminate and mail public meeting notification announcements as directed by the Project Manager (mailing lists will be provided.)
- E. Attend meetings, as required, with City of Rocky Mount staff and others and prepare meeting minutes.
- F. Prepare 60% Design Development documents. At a minimum plans shall include a cover sheet including a preliminary drawing index with preliminary building data form; fire suppression plans, floor plans; wall sections; elevations; plumbing, mechanical and electrical plans; structural plans; details; and phasing plan if necessary. Plans should be adequate to identify dimensions, materials, storm drainage and nutrient management calculations as necessary and an updated estimate of probable cost. Design Development plans shall also include technical specifications and a preliminary bid form. Attend staff design review meeting(s) and provide written response to staff review comments.
- G. Present 60% plans to the City of Rocky Mount's Staff and prepare meeting minutes.
- H. Attend one review meeting with Developmental Plan Review Committee and prepare meeting minutes.
- I. Permitting and Compliance for each project:
 - a. Identify, prepare and submit all city, county and state permit documents for site related changes or additions including traffic and parking.
 - b. Submit erosion control and grading plans to the NCDENR (DWL) for review and permitting prior to bidding.
 - c. Submit building plans to the Department of Insurance Building Review Division (if >20,000sf) and the City of Rocky Mount Inspections Department prior to bidding.
 - d. Prepare complete building and site development plans in compliance with City requirements for commercial construction and submit for building permits.
 - e. Prepare and resolve all other permit and code requirements to complete the projects.
- J. Prepare 100% Construction Documents. The 100% sets shall include complete drawings and technical specifications for permitting and construction. Provide updated construction cost estimates. Attend staff design review meeting(s) and provide written response to staff review comments.
- K. Provide annual utility projection costs for building and parking (electric, water, sewer, natural gas, etc.)
- L. Prepare 100% Construction Documents working with the Purchasing Office to include minority business in a good faith effort. Provide updated construction cost estimates. Provide written responses to 95% staff review comments.
- M. Provide all printing, binding and distribution of Contract Documents issued for construction.
- N. Working with the City of Rocky Mount Project Manager and Purchasing Manager, coordinate bid advertisement and pre-bid meeting(s), review bid proposals, certify the bid tabulation(s) and recommend construction award(s) when bids are received.
- O. Provide site inspections during construction- a minimum of one per week, unless otherwise directed by the Project Manager- followed by a written report.
- P. Attend and record weekly construction meetings
- Q. Review and approve shop drawings and samples, review/respond to contractor's request for information, and review contractor's change order and payment requests, all with a maximum processing time of one week after receipt. Consultant is to approve and sign off on all payment requests.
- R. Conduct final inspections with Parks and Recreation & City of Rocky Mount's staff and prepare punch lists.
- S. Assist City staff in final sign-offs upon completion of punch lists.

- T. Prepare As-built record drawings on mylar and provide electronic files in .pdfs and original drafting format.
- U. Provide problem resolution for six (6) months after final inspections.
- V. Conduct Post Occupancy Evaluations at eleven (11) months.

III. Project Schedule

Completing this project quickly and accurately is important for capitalizing on current construction costs and meeting anticipated user needs. Building assessment services must be undertaken immediately after notice-to-proceed. Dependant upon the plan's recommendations and the City's approval, surveying and conceptual design will quickly follow- along with construction documentation and project construction. As part of the Project Scope, a Project Schedule is outlined below to alert interested parties of the need for aggressive planning and project management. Consultant's responding to this RFQ are asked to confirm the Schedule as part of their submission and are encouraged to suggest alternative methods to expedite the completion of these Projects. The City of Rocky Mount reserve the right to make changes to the schedule below should the need arise.

Advertise Request for Qualifications	Monday, February 25, 2013
Qualifications Due	Monday, April 1, 2013 by 4:00pm
Council Approval on Consultant Selection	Monday, April 22, 2013
Contract Signed	Monday, May 6, 2013
Building Assessments	May 13-June 14, 2013
Concept Development	3 rd Quarter 2013
Construction Documents and Permitting	4 th Quarter 2013
Bidding, Construction & Renovations	July 2014-June 29, 2015

IV. QUALIFICATION SUBMISSION REQUIREMENTS

The qualification package shall be submitted on 8 ½" x 11" paper, side bound with Table of Contents and reference tabs or the key sections. The package submitted shall not exceed forty (40) pages total or twenty (20) pages double-sided (front/back covers, Table of Contents, and tab pages are excluded from these totals). Complete responses to qualification requirements shall be organized as follows:

A. Organization of Consultant Team

1. Team Organization Chart showing a firm's contractual relationship between firms, and names of specific staff proposed for this project, including their titles. Identify certified Minority Business Enterprises (MBE) or Women Business Enterprises (WBE) firms, if any.
2. Responsibilities to be fulfilled by each team member assigned to the Project. The description of responsibilities shall include and estimated percentage of the total project that is to be completed by each individual team member.

B. Project Personnel Qualifications

Detailed resumes for proposed staff.

C. Firm Experience

Summary of at least (3) projects of similar scope for which the Consultant was primarily responsible within the last five (5) years. There shall be a minimum of six (6) projects total including three (3) for building assessment projects and three (3) for design and construction projects. Each of the project summaries shall include the following:

1. Description of the project including size and scope.
2. Project schedule (initial schedule and actual/ final schedule), including and explanation of delays, if any.
3. Initial project budget and final project cost. List design fees and construction costs separately.
4. Description of services rendered by the Consultant and degree of involvement (prime consultant or sub consultant).
5. Associate firms involved and their assigned responsibilities.
6. Key principal and associate staff involved, along with their assigned responsibilities.
7. Description of green building / energy conservation technologies implemented.
8. Brief summary of client's program along with key design elements and how the Consultant addressed them.
9. Demonstrate an understanding and ability to procure all required permits
10. Project references including business name, past business references names, email, addresses and telephone numbers.

D. Project Approach Schedule

1. Description of assessment services to be provided and the approach to be used.
2. Process for developing renovation / expansion options.
3. Process for evaluation of alternatives, identifying permits and permit agencies, site and environmental analysis, etc.
4. Management tools, techniques, and procedures used to maintain project schedules.
5. Project schedule.

E. Experience conducting public meetings and other public process involvement.

F. LEED Certification

Summary of at least two (2) projects of similar scope for which the Consultant has completed LEED certification and/ or is currently in the process of obtaining certification of any level.

G. Firm Capacity and Current Work Load

Description of firm capacity, including list of current projects and schedules for completion.

H. Billing Rate Structure

Billing rate schedule for all personnel who will work on both phases of the project and estimated percentage of time those individuals will commit to the Project (total should equal 100%). Compensation will be negotiated with the selected consultant.

I. Legal Issues

Listing of any pending or settled lawsuits in which the Consultant was involved during the past five (5) years.

J. IT Capabilities

Description of Geographic Information System (GIS), Computer – Aided Design (CAD) capabilities, including system and software used, and other relevant systems such as interface with Microstation.

V. SUBMISSION OF QUALIFICATIONS AND PROPOSALS

Six (6) complete qualification packages and one (1) electronic copy in PDF format must be received at the following address by **Monday, April 1, 2013 by 4:00pm**

Attn: Delton Farmer
City of Rocky Mount's Purchasing Department
PO Box 1180
331 South Franklin Street
Rocky Mount, NC 27802

VI. EVALUTION CRITERIA

The following criteria will be the basis on which consultants will be selected for further consideration (in no particular order):

- A. Demonstrated experience with renovations respectful of the original architectural style.
- B. Team organization and structure
- C. Project personnel qualifications
- D. Specialized experience of firm and related experience on projects of similar scope (last 5 years).
- E. Proposed project approach and schedule for completion
- F. Experience conducting public meetings
- G. LEED certification experience
- H. Rate structure for proposed staff including all sub consultants
- I. Proximity to and demonstrated knowledge of the area where the project is located

VII. METHOD OF AWARD

Proposals 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 proposals with additional written material. Depending on the results of the proposal evaluations, the City of Rocky Mount may make a selection solely on the proposal evaluations; the City of Rocky Mount may make a selection solely on the proposals 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 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 proposal, possible interviews and other available information. All firms submitting a proposal 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 proposal in compliance with the negotiated Agreement.

VIII. Equal Employment Opportunity

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.

IX. City of Rocky Mount Rights

The City of Rocky Mount reserves the right to reject all or portions of any or all Proposals, 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 Proposal submittal deadline if needed. All changes and/or clarifications will be distributed to all firms' indication interest in the form of addenda. A list of firms and others who have been issued Request for Proposal documents will be made available upon request.

X. 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.

XI. GENERAL COMMENTS

- A. Any costs incurred by respondents in preparing or submitting a Request for Qualifications shall be the respondent's sole responsibility.
- B. **COMMUNICATION:** Respondents are advised to refrain from contact with Selection Committee members. Any specific questions regarding the Request **for Qualifications should be directed to the City of Rocky Mount Project Manager.** If a question of general concern is asked by any firm with regards to this Request for Qualifications, a copy of the written response will be sent to all firms. The City of Rocky Mount Project Manager contact person is Brad Kerr and he may be contacted by email at brad.kerr@rockymountnc.gov.
- C. **OWNERSHIP OF DOCUMENTS:** All responses, inquiries or correspondence relating to this Request for Qualifications will become property of the City of Rocky Mount when received. Drawings, tracings, specifications, reports, models, computer discs, renderings, copyrights, and all other documents to be prepared and furnished by the Consultant pursuant to specific projects undertaken by the successful Proposer, are the sole property of the City of Rocky Mount, whether the project for which they are made is executed or not, and may be used by the City of Rocky Mount as it sees fit. If such documents are used on another project or for another purpose by the City of Rocky Mount, the Consultant shall not be responsible for such use, and shall not receive additional compensation.

- D. **ACCESSIBILITY:** All work shall comply with the Americans with Disability Act and the 2002 North Carolina Accessibility Code with 2004 Amendments.
- E. **ELECTRONIC FORMAT:** The consultant shall produce all Construction Drawings for this project in the latest version of AutoCAD. These drawings shall include accurate base drawings for the entire building/ project area. Specification shall be produced in MS Word. Final illustrative drawings and reports (if required) should be produced by Adobe Acrobat Professional or equivalent with bookmarks of sections and hyperlinks from the Table of Contents to corresponding sections. Upon completion of the project, three (3) sets of disks containing electronic files of the Reports and Construction Documents (drawings and specifications) shall be sent to the City of Rocky Mount Department of Parks and Recreations.
- F. **PERMITS:** The City of Rocky Mount expects that the Consultant shall work with all of the various permitting agencies throughout the design process in order that code and permit related issues can be identified, resolved, and incorporated into the final contract drawings and specifications prior to being advertised for construction bids. The City wishes to eliminate construction change orders that may be necessitated as the result of the permitting process. The Consultant shall obtain all permits and/or resolve all permit requirements prior to the completion of 100% Construction Documents and award of the construction contract. It is the City's goal to accelerate the issuance of permits so that construction can start at the earliest possible date after award of contract.
- G. **COMPLIANCE:** All work shall be in compliance with all local, state, and federal codes.
- H. **ALTERNATIVES:** If required, the Consultant shall develop documents with add or deduct alternatives, and shall clearly identify these alternatives in all estimates of probable cost.
- I. **DOCUMENT PRINTING:** At least one day prior to the date of advertisement for bidding, the Consultant shall deliver to the City of Rocky Mount Purchasing office and to Department of Parks and Recreation prints of the contract drawings (24"x 36") and specifications (8 ½ x 11") (quantity to be determined). The cost of printing shall be a reimbursable expense. At the request of the Project Manager, the Consultant shall deliver the bond drawings, sealed and signed by the Architect/ Engineer of record, and the original specification package.