Avery County

Request for Qualifications (RFQ)
Architectural Services
for the
Avery County Cooperative Extension
Building Project

Due Date: September 9, 2016

To: Tim Greene
County Manager
PO Box 640
175 Linville Street
Newland, NC 28657
828-733-8201
828-733-2386 Fax
Tim.greene@averycountync.gov

PURPOSE

The County of Avery is again accepting statements of qualifications from architectural firms interested in contracting with the County for architectural services related to the design of a new Cooperative Extension building. This request supersedes the original request for qualifications that was due on August 10, 2016. Please state on the first page of your response if your firm can commit to a schedule allowing the bidding process to be complete by April 4, 2017.

SCOPE

Avery County plans to construct a Cooperative Extension building on the Heritage Park property located at 661 Vale Road, Newland, NC. Estimated programming needs are expected to be at least 7,500 square feet. The selected firm will be responsible for the following:

- Site Design
- Schematic Design
- Design Development
- All Permitting
- Project Schedule
- Construction Documents
- Bidding
- Construction Administration
- Budget Development
- Landscape Design
- Engineering Services-structural, civil, mechanical, electrical and plumbing
- Interior Design
- Overall Project Management
- Procurement and installation on non-fixed furniture, fixtures and equipment (FF&E), e.g., furniture, telephone system, computer systems, etc.
- Compliance with all Federal, State and Local Code Requirements

Architects must be properly licensed and registered as required by Chapter 83A of the North Carolina General Statutes. Engineering and Land Surveying consultants must be properly licensed and registered as required by Chapter 89C of the North Carolina General Statures.

PROPOSAL REQUIREMENTS

All questions related to this RFQ shall be directed to:

Tim Greene
County Manager
PO Box 640
175 Linville Street
Newland, NC 28657
828-733-8201
Tim.greene@averycountync.gov

In addition, the County strongly urges interested firms to schedule a site visit to evaluate the appropriate size and design of the facility.

Proposal Content

The written proposal should provide background information about the company, its employees, and its experience with related projects and related clients. It should cover the experience of the firm as well as any consultants on the proposed team. For the purposes of the RFQ, the term "company" shall refer to the prime respondent of the RFQ or, in other words, the company with who Avery County will contract. The term "consultant" shall refer to all consultants which the prime respondent will include on the project team. The proposal shall clearly delineate any experience, background, etc. between the prime "company" and "consultants."

Specifically, the RFQ should address the following information. Firms may submit their standard qualification package supplemented by a cover letter or attachments as necessary to comply with this request.

1. **Prime Firm Experience**

   Identify at least three multi-purpose governmental buildings that your firm has designed. Provide the following information:

   - Building name, address and telephone number
   - Client name, title, address and telephone number

- Description of scope of project including use of pre-engineered construction, if any.
- Size of project...number of gross square feet.
- Project design
- Cost of project...estimated cost, actual cost, and dollars per square foot. Also explain any factors that contributed to the actual cost exceeding the estimated cost by more than 2%. Indicate how you control costs and how this has been effective in the past.
- Estimated schedule and actual schedule. Explain any factors that caused the actual schedule to exceed the estimated schedule by more than 30 days.
- Identify all consultants and /or firms that participated in the project and their respective roles.

2. Associated Firm Profile

Identify the firm that will be prime along with associated firms and consultants. Provide the following for each firm:

- Firm name, address, telephone number, facsimile number, principal/CEO and contact person (including title).
- Intended role for this project.
- Identify, by name, the members of the design team, their roles and responsibilities.
- Brief description of firm history.
- Three references.

3. Key Personnel

Provide an organizational chart and identify the following:

- Chief Executive Officer (CEO)
- Principals
- The project architect who will manage the Project
- Sub-consultants
- Educational backgrounds

4. **Understanding of the Project**

Briefly state your firm's understanding of the Avery County Cooperative Extension building project. You may choose to submit sketches or renderings to illustrate your understanding or vision of the project.

5. **Project Approach**

Describe your firm's project approach and schedule of implementation and operation.

6. **Other projects**

Identify all other commercial projects that have multi-purpose facilities in which your firm is currently engaged or has completed within the last ten years. Provide the name and address of the project, along with the client's name and telephone number.

7. **Firm's Submission**

The Architectural/Design/Engineering firm shall submit five copies of the RFQ response. Facsimile submissions will not be accepted. Submissions must be signed by an individual authorized to bind the firm to a contract. Proposals received after 4:30 p.m. on September 9, 2016, will be disqualified from consideration. All proposals must be contained within a package that is marked "Avery County Cooperative Extension Building Project" and addressed to the following: Avery County, ATTN Tim Greene, PO Box 640, 175 Linville Street, Newland, NC 28657.

The County reserves the right to reject any and all proposals, and to terminate the Request for Qualifications process at any time.

SELECTION CRITERIA

Selection Process:

The County Manager, Finance Officer, Cooperative Extension Director and two members of the Avery County Board of Commissioners will serve as the selection committee for all applicants deemed eligible and qualified, seeking the advice and input of such other local officials as they may deem appropriate. A recommendation will be made to the Avery County Board of Commissioners for its approval.

The selection committee will review and identify the firm or top firms that are most qualified for the services requested. Interviews may be conducted with the short-listed firms to permit further evaluation of qualifications. If deemed necessary by the selection committee, it is anticipated that interviews will be conducted September 12-16, 2016.

Evaluation Criteria:

By way of example, but not limitation, the following considerations will be utilized during the selection process from the submitted and eligible proposals:

- The thoroughness of the proposal regarding the tasks addressed in the Scope section of the RFQ.
- The firm's experience in designing multi-purpose governmental buildings.
- The successful experience of the staff proposed to be assigned to this project to perform the type of work required.
- The firm's financial ability to undertake the work and assume liability for the project.
- The firm's proven ability to complete tasks on time.
- Project approach and methodology.
- Overall performance on past projects, as evidenced by previous contracts.
- Overall consideration of design elements.

Avery County reserves the right, as its sole discretion; to accept a response that does not satisfy all requirements but which, in the County's sole judgement, sufficiently demonstrates the ability to produce, deliver, design, permit and construct a cooperative extension building and to satisfy the major requirements set forth in this RFQ. The County reserves the right to interview any or all respondents to this RFQ, or to ask for additional information or clarifications. By completing and responding to Avery County's RFQ, the firm allows the County to call any

person, business, group or organization that may have information to determine the firm's ability to complete the project as presented.

The County expects to complete its evaluation process to select a qualified partner, but reserves the right to change key dates and actions as the need arises.

PROPOSAL AND SUBMISSION DEADLINES

Project schedule milestones and dates are as follows:

Milestone	*Date*
Request for Qualifications Published	August 17, 2016
RFQ Proposals Due Date	September 9, 2016
RFQ Review	September 12-16, 2016
Board of Commissioners Hire Architect	October 3, 2016
Design, Programming, Permitting and Bid Documents	February 17, 2017
Bid Due Dates	March 31, 2017
Award of Bid	April 4, 2017
Notice to Proceed	April 4, 2017