



**Request for Qualifications  
(RFQ)**

Date of Issue: July 7, 2017

**Architectural Services for Therapeutic Recreation Center  
Expansion and Renovation**

**Proposal Due Date: August 11, 2017 by 5:00 p.m. EST**

Through this RFQ the City of Fayetteville Parks & Recreation Department is soliciting Statements of Qualifications from Architectural firms for design services for the Therapeutic Recreation Center Expansion and Renovation of existing space.

**Purchasing Manager Information:**

Kimberly Toon, CLGPO  
City of Fayetteville  
(910) 433-1942  
ktoon@ci.fay.nc.us

## NOTICE

Pursuant to N.C.G.S. 143-64.31 this is a qualifications based selection. Statements of Qualifications will be received by the City of Fayetteville, until **5:00 p.m., EST, Friday, August 11, 2017**, in the Purchasing Department, 2nd floor, City Hall, 433 Hay Street, Fayetteville, North Carolina, 28301, at which time they will be considered for the purchase of the following:

### **ARCHITECTURAL DESIGN SERVICES FOR THERAPEUTIC RECREATION CENTER DESIGN EXPANSION AND RENOVATION**

Specifications and bid documents may be obtained in the Purchasing Office of the City of Fayetteville, 2nd floor, City Hall, 433 Hay Street, Fayetteville, North Carolina, 28301, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday or by email request to [ktoon@ci.fay.nc.us](mailto:ktoon@ci.fay.nc.us).

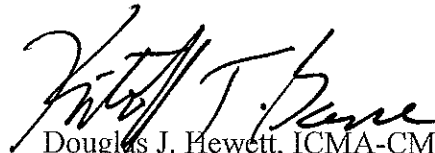
The right is reserved to reject any or all Statements of Qualification and to waive all informalities concerning the proposal.

**A message from the City of Fayetteville City Manager, Douglas J. Hewett, ICMA-CM**

It is the policy of the City of Fayetteville to provide locals and minorities equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts.

The City of Fayetteville encourages and invites local, small, and/or minority owned businesses to participate in the City's procurement process.

City of Fayetteville



Douglas J. Hewett, ICMA-CM  
City Manager

## 1.0 DEFINITIONS IN THIS RFQ

- 1.1 “City” means the City of Fayetteville
- 1.2 “Statement of Qualifications” or “SOQ” is the response of a person, firm, or corporation proposing to provide the services sought by this RFQ.
- 1.3 “Proposer” is the person, firm, or corporation that submits an SOQ.
- 1.4 “Designer” is the Proposer with which the City enters into a contract to provide the services sought by this RFQ.

## 2.0 PURPOSE OF RFQ AND SCOPE OF SERVICES

### 2.1 Project Overview

The City of Fayetteville is located in Cumberland County, North Carolina. Cumberland County is home to 323,838 residents, with roughly two thirds of those residents living within Fayetteville’s City limits. The City of Fayetteville provides parks, recreation and leisure services for the county through the Fayetteville-Cumberland Parks and Recreation Department. This department operates recreation facilities throughout both the City of Fayetteville and Cumberland County.

The purpose of this request is to select a firm to provide Architectural services related to the expansion and renovation of the Therapeutic Recreation Center.

**The Therapeutic Recreation Center may include the following:** Office Space, Gym, Exercise Room, and Game Room.

The selected Firm will be required to perform the architectural services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon selection of a respondent with whom negotiations will proceed, a Scope of Work will be developed. The City anticipates a contract which will include programming, schematic design, production of computer generated renderings, and cost estimation; however, the City reserves the right to include additional project elements in the initial or subsequent professional services agreements as the City may (in its sole discretion) deem appropriate. The Firm will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. The

Architect is also required to identify and select the appropriate sub-consultants; however, the City reserves the right to approve proposed subconsultants that will be associated with the Project.

### **Project Schedule**

The objective is to have the project under construction by January 2018. The Architect will propose a schedule to achieve this objective as part of their Statements of Qualifications in response to this RFQ.

## **3.0 PROPOSAL REQUIREMENTS AND SELECTION CRITERIA**

The Qualification should be divided into the individual sections listed below. Proposers are urged to include only information that is relevant to this specific project so as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of the RFQ and emphasize the Proposer's demonstrated capability to provide services of this type. All requirements and questions should be addressed and all requested data should be supplied. The City reserves the right to request additional information which, in its opinion, is necessary to ensure that the Proposer's competence, number of qualified employees, business organization and financial resources are adequate to perform according to contract.

### **3.0.1 Submittal Requirements**

Interested parties should submit the following items in packet form (1 PDF copy, 8 paper copies and 15 page limit) to the City of Fayetteville for consideration (we ask that electronic submissions are provided in a single PDF file):

1. Firm profile including staff size and rate structure.
2. Approximate number of staff hours for a project of this type broken down by position.
3. List of current projects which staff assigned to this project may be working on concurrently and current status or stage of completion.
4. Statement on your experience with recreation-based facilities including information on similar projects you have completed.
5. Narrative (no more than 2 pages) on your management and organization approach to the project to include the following:
  1. Description of your understanding of the project.
  2. Description of how the firm will organize to perform the services.
  3. Description of how the firm will solicit interested stakeholders in the programming and design phases (to include residents, City Council and staff).

4. Procedures for assisting in the development of project scheduling, coordination of consultants, quality and cost control.
  5. Description of your team's approach to communication with the City.
  6. Description of the firm's approach to code analysis and jurisdictional approvals.
6. Three (3) references that will assist the City in determining the capability of the firm to complete the project.

### 3.0.2 Evaluation Factors

This section is limited to five (5) pages and should contain information regarding the professional and technical experience, background, and qualifications of the firm. The Proposer should show that their firm possesses demonstrated experience in all areas of the project scope by providing the following:

- Identify project personnel to be used on the project, their qualifications, experience. Clearly explain their role and the percentage of involvement;
- Understanding of project (site and structure conditions, traffic and safety concerns, etc.);
- Unique qualifications of key team members;
- Proposed schedule for completion;
- Identify type and location of a minimum of three (3) similar projects completed by the firm or its sub-consultants within the last five (5) years.

### 3.0.3 Supportive Information

This section is limited to three (3) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location(s) of the firm's North Carolina personnel and resources to be assigned to the work;
- Professional licenses/certifications of the firm;
- Qualifications of firm, specifically as they relate to this project;
- Firm experience on similar projects and related project experience of the individuals who would be assigned to this project;
- Available resources to complete project, including the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories;

- Professional references; and
- Other relevant information.

### 3.1 Submission Deadline and Procedure

Private firms are invited to submit their Statements of Qualifications for the requested architectural services to the City by **5:00 P.M., EST on Friday, August 11, 2017**. Proposals submitted after this deadline will not be considered. The submittal, in PDF format, should be submitted to Kimberly Toon, Purchasing Manager, to the following email address: [ktoon@ci.fay.nc.us](mailto:ktoon@ci.fay.nc.us) and eight (8) paper copies may be sent by US Mail, Express Mail or delivered in person to the City Purchasing Office, Attn: Kimberly Toon, 433 Hay Street, Fayetteville, NC 28301.

Firms submitting Proposals are encouraged to carefully check them for conformance to the requirements stated above. If Proposals do not meet these requirements, they will be disqualified. No exception will be granted.

All questions concerning this Request for Qualifications or the scope of this work should be directed to Kimberly Toon, Purchasing Manager at [ktoon@ci.fay.nc.us](mailto:ktoon@ci.fay.nc.us), by 5:00 P.M., EST on Wednesday, August 2, 2017.

### 3.2 Selection Criteria

**Please do not submit fee information with your submittal.** The City selects firms to provide professional services based on demonstrated competence and qualification. Once a firm is selected, the City will enter into contract negotiations with that firm; and, as part of that negotiation, will determine a fair and reasonable fee for the services to be provided. The City reserves the right to terminate negotiations with the selected firm(s) and proceed to negotiate with other firm(s) should contract/fee negotiations fail. Once a firm is selected, a detailed scope of services (broken down by specific milestone events/deliverables), and associated fee proposal, and implementation schedule will be refined, agreed to and once signed, will be identified and attached to the City's standard professional services agreement form.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State. The Designer(s) performing the work and in responsible charge of the work must be registered in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Proposal. The firm

must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00 per claim, with a general aggregate of \$2,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

All qualified firms who submit responsive Requests for Qualifications will be considered. The evaluation of these firms will be based on the firm's overall experience, past performance, knowledge, and familiarity with type of work required, and the experience of proposed staff to perform specific work required, including any sub-consultants.

### 3.3 Evaluation Areas

#### **Proposer's Qualifications and Experience**

Verifiable technical capacity, experience on similar projects and an outstanding record of successfully completed projects. Past performance on City projects may be considered.

#### **Familiarity with Projects**

Designer(s), principal(s), and key personnel show familiarity with project.

#### **Project Approach and Methodology**

Designer(s) familiarity with, and understanding of the project, and the Designer(s) ability to innovate upon and complete the work as demonstrated in the RFQ responses. Proposer's detailed methodology for accomplishing the goal of the entire project.

#### **Workload/Ability to Meet Schedule**

Number, location and experience of personnel assigned to this project, their projected workload and availability.

#### **Quality of the SOQ**

Overall quality of the SOQ: the requirements of the RFQ were addressed, the content of the SOQ was clear, concise and easily read; there is an absence of typographical errors.



## 4.0 CONDITIONS

### 4.1 Limit on Claims

No Proposer will have any claims or rights against the City for participating in the SOQ process, including without limitation submitting an SOQ. The only rights and claims any Proposer will have against the City arising out of participating in the SOQ process will be in the Contract with the selected Proposer.

### 4.2 Questions

In an effort to ensure that all potential respondents to this proposal have access to the same information, all questions should be posed via email to Kimberly Toon at the following email address: [ktoon@ci.fay.nc.us](mailto:ktoon@ci.fay.nc.us).

Questions along with appropriate responses will be distributed via email to all responding firms.

Questions will be accepted until 5:00 P.M., EST on August 2, 2017 and will typically be responded to in the form of an addendum.

### 4.3 Discretion of the City

The City of Fayetteville reserves the right to reject any and all SOQs. NOTWITHSTANDING anything to the contrary in this document or in any addendums to this document, unless the condition refers specifically to this provision, the City reserves the right (i) to negotiate changes of any nature with any firm proposing to do the work with respect to any term, condition, or provision in this document and/or in any SOQ, whether or not something is stated to be mandatory and whether or not it is said that an SOQ will be rejected if certain information or documentation is not submitted with it, and (ii) to enter into an agreement for the work with one or more firms that do not submit an SOQ. For example, all deadlines are for the administrative convenience or needs of the City and may be waived by the City in its discretion.

### 4.4 Compensation

Compensation will be negotiated with the successful Proposer(s).

4.5 Americans with Disabilities Act

The successful bidder must comply with the provision of the Americans with Disabilities Act (ADA) and all rules and regulations promulgated thereunder. By submitting a proposal, the successful bidder agrees to indemnify the City from and against all claims, suits, damages, costs, loses, and expenses in any manner arising out of or connected with the failure of the Company, its subcontractors, agents, successors, assigns, officers, or employees to comply with the provisions of the ADA or the rules and regulations promulgated thereunder.

4.6 Non-Collusion

This RFQ constitutes an invitation to bid or propose. Include and sign the following with your response:

The City of Fayetteville prohibits collusion, which is defined as a secret agreement for a deceitful or fraudulent purpose.

I, \_\_\_\_\_, affirm that I have not engaged in collusion with any City employee(s), other person, corporations or firms relating to this bid, SOQs or quotations. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Signature: \_\_\_\_\_

**E-Verify**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ (the individual attesting below), being duly authorized by and on behalf of \_\_\_\_\_ ("Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (Mark Yes or No)
  - a. YES \_\_\_\_\_, or
  - b. NO \_\_\_\_\_
4. Employer and Employer's subcontractors comply with E-Verify, and if Employer subsequently retains any subcontractors on this project Employer will ensure their compliance with E-Verify.

This \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Signature of Affiant  
Print or Type Name: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_  
Signed and sworn to (or affirmed) before me, this the \_\_\_\_  
day of \_\_\_\_\_, 2017.  
My Commission Expires: \_\_\_\_\_

Notary Public

|||  
(Affix  
Official/Notaria  
I Seal)

**Iran Divestment Act Certification**

N.C.G.S. 143C-6A-5(a)

As of the date listed below, \_\_\_\_\_ (name of vendor/bidder) is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the vendor/bidder listed above to make the foregoing statement.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title

Notes to persons signing this form:

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contracts with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer’s Final Divestment List.

The State Treasurer’s Final Divestment List can be found on the State Treasurer’s website at [www.nctreasurer.com/Iran](http://www.nctreasurer.com/Iran) and will be updated every 180 days.