



**Raleigh**

**Request for Qualifications # 274-2024-CM-06**

**Title:       New Fire Station 15**  
**Design and Construction Administration Services**

**Issue Date:** January 5, 2024

**Due Date:** February 9, 2024 not later than 3:00 p.m. EST

**Issuing Department: *ENGINEERING SERVICES DEPARTMENT***  
***CONSTRUCTION MANAGEMENT DIVISION***

**Direct all inquiries concerning this RFQ to:**

Roger A Warner

Project Manager

Email: [Roger.Warner@RaleighNC.gov](mailto:Roger.Warner@RaleighNC.gov)

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## 1. INTRODUCTION

### 1.1 Purpose

The City of Raleigh is soliciting Requests for Qualifications (RFQ) from architectural and engineering firms with expertise in the design and construction of fire stations for a new Raleigh Fire Station 15 to replace the existing Fire Station 15, which is located at 1815 Spring Forest Road in Raleigh. The consultant services include, but are not limited to programming, design, permitting, bid phase, cost estimating, and construction administration services for the new Fire Station 15, which is proposed to be located on Spring Forrest Road at Millbrook Park property near the current station. The facility is planned to be approximately 17,000 SF meeting operational needs. The construction budget is approximately \$13.5M plus city contingency of \$1.7M and projected escalation of \$3.5M through end of construction in January 2027.

A detailed scope of services is provided in Section 4 of this document.

Information related to this solicitation, including any addenda, will be posted to the North Carolina electronic Vendor Portal (eVP) at: <https://evp.nc.gov/solicitations/>

All questions related to this solicitation must be submitted in writing (via email) to the following individual:

Contact Name	Email Address
<i>Roger Warner</i>	<i>Roger.Warner@RaleighNC.gov</i>

Questions submitted via telephone will not be answered. Questions concerning this RFQ will be received until **January 26, 2024 at 4:00 PM** at which time no future questions will be accepted. A summary of all questions and answers may be issued in the form of an addendum. Any comments or questions that arise concerning any requirement that is unclear or objectionable **must be submitted electronically**.

### 1.2 Background

The City of Raleigh, the Capital City of North Carolina, remains one of the fastest growing areas in the country. A great economy, top educational institutions, and exceptional health care facilities are some of the characteristics that attract people to the triangle area. The mild climate, diverse work force and proximity to Research Triangle Park combine to make Raleigh a great place to live.

Raleigh is a 21<sup>st</sup> Century City of Innovation focusing on environmental, cultural, and economic sustainability. The City conserves and protects our environmental resources through best practice and cutting-edge conservation and stewardship, land use, infrastructure and building technologies. The City welcomes growth and diversity through policies and programs that will protect and enhance Raleigh's existing neighborhoods, natural amenities, history, and cultural and human resources for future generations. The City leads to improve quality of life for neighborhoods and standard of living for all citizens. The City works with universities, colleges, citizens, and local partners to promote new technology, create new job opportunities, and encourage local businesses and entrepreneurs. The City enlists and prepares 21<sup>st</sup> Century staff with the skill sets to carry out the duties of the City through transparent civic engagement and by providing the very best customer service to our citizens.

The Engineering Services Department is recognized as a leader in providing full-service, comprehensive engineering and facility operational service for the City. The department's vision focuses on innovative, efficient and effective management and delivery of modern public infrastructure assets for the Raleigh community. This is accomplished through strategic planning, key partnerships, teamwork and collaborative implementation leading to focused, measurable and beneficial results and outcomes.

The project listed for design services solicitation will address facility replacement and growth needs for Raleigh Fire Department.

### **1.3 RFQ Timeline**

Provided below is a list of the anticipated schedule of events related to this solicitation. The City of Raleigh reserves the right to modify and/or adjust the following schedule to meet the needs of the project. All times shown are Eastern Time (ET):

RFQ Process	Date and time
RFQ Advertisement Date	<i>January 5, 2024</i>
Pre-Submittal Conference	<i>January 19, 2024 @ 1:00 pm</i>
Deadline for written questions	<i>January 26, 2024</i>
City Response to Questions (anticipated)	<i>February 2, 2024</i>
<b>Submittal Due Date and Time</b>	<i>February 9, 2024 @ 3:00 pm</i>
Evaluation Meeting (anticipated)	<i>Late February 2024</i>
Interviews (if required)	<i>March 2024</i>
Selection Announcement (tentative)	<i>April 2024</i>

### **1.4 Pre-Submittal Conference**

Complete project information may be accessed and obtained in the North Carolina electronic Vendor Portal (eVP).

A pre-submittal conference for all prospective proposers is scheduled for January 19, 2024 at 1:00 pm at Halifax Community Center, 1023 Halifax Street Raleigh, NC 27604.

Prospective proposers should carefully review the requirements of this solicitation. Any comments or questions that arise concerning any of these requirements that is unclear or

objectionable must be submitted electronically to Roger Warner (Roger.Warner@raleighnc.gov).

No questions will be discussed via telephone. Prospective proposers are encouraged to submit written questions in advance. Offerors must provide valid contact information including name, physical mailing address, phone number and valid e-mail address. A summary of all questions and answers will be issued in the form of an addendum.

Addenda will be posted on the North Carolina electronic Vendor Portal (eVP) at: <https://evp.nc.gov/solicitations/>. All addenda shall be acknowledged in the Offeror's submittal. It is the Offeror's responsibility to ensure that all addenda have been reviewed, signed and included in the response to the RFQ.

### **1.5 Questions**

Requests for clarification and questions to this RFQ must be received by the City not later than the date shown above in Section 1.3 RFQ Timeline, for the submittal of written inquiries. The firm's failure to request clarification and submit questions by the date in the RFQ Timeline above shall be considered to constitute the firm's acceptance of all City's terms and conditions and requirements. The City shall issue addenda reflecting questions and answers to this RFQ, if any, and shall be posted to North Carolina electronic Vendor Portal (eVP). No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFQ.

***It is important that all Respondents submitting to this RFQ periodically check the North Carolina electronic Vendor Portal (eVP) for any Addenda. It is the Respondents responsibility to ensure that all addenda have been reviewed and, acknowledged on the cover letter included in the RFQ response.***

All questions related to this solicitation must be submitted in writing (via email) to the following individual:

Contact Name	Email Address
Roger Warner	Roger.Warner@RaleighNC.gov

Questions submitted via telephone will not be answered. Questions concerning this RFQ will be received until 4:00 pm EST on January 26, 2024 at which time no future questions will be accepted. A summary of all questions and answers may be issued in the form of an addendum. Any comments or questions that arise concerning any requirement that is unclear or objectionable **must be submitted electronically**.

### **1.6 Submittal Requirements and Contact Information**

Proposals must follow the format as defined in Section 2 Qualifications Package and be addressed and submitted as follows:

<b><u>DELIVERED BY US POSTAL SERVICE MAIL:</u></b>	<b><u>DELIVERED BY OTHER DELIVERY SERVICES:</u></b>
City of Raleigh Engineering Services Department, Construction Management Division ATTN: Roger Warner  One Exchange Plaza, Suite 801  219 Fayetteville Street  Raleigh NC 27601 RFQ No. 274-2024-CM-06	City of Raleigh Engineering Services Department Construction Management Division ATTN: Roger Warner  One Exchange Plaza, Suite 801  219 Fayetteville Street  Raleigh NC 27601 RFQ No. 274-2024-CM-06

Proposals must be enclosed in a sealed envelope or package and clearly marked with the name of the submitting company, the *RFQ number* and the *RFQ Title*. Proposers must submit:

- A. one (1) signed original;
- B. one (1) electronic version of the signed original;
- C. and two (2) copies of the signed proposal.

The electronic version of the Proposal must be submitted as a viewable and printable Adobe Portable Document File (PDF) on a flash drive. Both hard copy and electronic versions must be received by the City on or before the RFQ date and time provided in Section 1.3 RFQ Timeline. Proposals received after the RFQ deadline above will not be considered and will be returned unopened to the return address provided on the submission envelope.

**Proposers must respond to the entire Request for Qualifications (RFQ). Any incomplete proposal may be eliminated from competition at the discretion of the City of Raleigh.** The City reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest.

Submittals that arrive after the due date and time will not be accepted or considered for any reason whatsoever. If the firm elects to mail in its response, the firm must allow sufficient time to ensure the City's proper receipt of the package by the time specified in Section 1.3 RFQ Timeline. Regardless of the delivery method, it is the responsibility of the Firm to ensure that its response arrives at the designated location specified in this Section 1.6 by the due date and time specified in Section 1.3 RFQ Timeline.

### **1.7 MWBE Participation Form**

The City of Raleigh prohibits discrimination in any manner against any person based on actual or perceived age, race, color, creed, national origin, sex, mental or physical disability, sexual orientation, gender identity or expression, familial or marital status, religion, economic status, or veteran status. The City maintains an affirmative policy of fostering, promoting, and conducting business with women and minority owned business enterprises.

Complete and submit the MWBE Participation Form (Appendix IV) with your qualification package.

### **1.8 Rights to Submitted Material**

All qualification packages and supporting materials, as well as correspondences relating to this RFQ, shall become the property of the City. The content of all submittals will be held confidential until the selection of the firm is made. Qualifications will be reviewed by the Evaluation Team, as well as other City staff and members of the general public who submit public record requests. Any proprietary data must be clearly marked. In submitting qualifications, each submitting firm/company agrees that the City may reveal any trade secret materials contained in such submittal to all City staff and City officials involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the City to assist in the selection process. Qualification submittals marked entirely as “confidential”, “proprietary”, or “trade secret” will be considered non-responsive and will be removed from the evaluation process.

### **1.9 Communications**

All communications of any nature regarding this RFQ with any City staff, elected City officials, evaluation committee members are strictly forbidden from the time the solicitation is publicly posted until award. Questions must be submitted in writing to the individual designated in Section 1.1 Purpose, prior to the deadline provided in Section 1.3 RFQ Timeline. Violation of this provision may result in the firm’s proposal being removed from consideration.

### **1.10 Lobbying**

By responding to this solicitation, the firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of the City or the State of North Carolina, or any elected official in connection with obtaining a contract as a result of this RFQ.

### **1.11 Conflicts of Interest**

City of Raleigh contracts are controlled by three conflict of interest provisions.

First, federal procurement standards provide in 2 CFR 200.318 (c)(1),

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Similarly, the North Carolina General Statutes provides a *criminal* statute for conflicts of interest in public contracting, N.C.G.S. § 14-234(a) states:

(1) No public officer or employee who is involved in making or administering a contract on behalf of a public agency may derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law. (2) A public officer or employee who will derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract. (3) No public officer

or employee may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves.

City of Raleigh Charter Section 3.9 regulates private transactions between the City and its officials and employees. The Charter states:

No member of the City Council, official, or employee of the City of Raleigh shall be financially interested, or have any personal beneficial interest, either directly or indirectly, as agent, representative, or otherwise, in the purchase of, or contract for, or in furnishing any materials, equipment or supplies to the City of Raleigh, nor shall any official or employee of the City of Raleigh accept or receive, or agree to accept or receive, directly or indirectly, from any person, firm or corporation to whom any contract may be awarded or from whom any materials, equipment or supplies may be purchased by the City of Raleigh, by rebate, gift, or otherwise, any money or anything of value whatsoever, or any promise, obligation or contract for future reward or compensation, for recommending or procuring the uses of any such materials, equipment or supplies by the City of Raleigh; no member of the City Council, official or employee of the City of Raleigh shall for his own personal benefit operate, directly or indirectly, any concession in any building or on any lands of the City of Raleigh, nor shall any official or employee of the City of Raleigh bid for or be awarded any contract granting concessionary rights of any nature or kind from the City of Raleigh; it shall be unlawful for any member of the City Council, official or employee of the City of Raleigh to bid for or to purchase or to contract to purchase from the City of Raleigh any real estate, equipment, materials, or supplies of any nature or kind whatsoever, either directly or indirectly, at either public or private sale, either singly, or through or jointly with any other person.

#### **1.12 Proper Expenses**

The City of Raleigh will not be responsible for any expenses incurred by any firm in the development of a response to this Request for Qualifications or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to City of Raleigh and/or its representatives. Further, the City of Raleigh shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended firm even if the awarding authority for each entity has formally accepted a recommendation.

#### **1.13 Proposer Acceptance**

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFQ. The City of Raleigh has the sole discretion and reserves the right to cancel this RFQ, and to reject any and all proposals, to waive any and all informalities and/or irregularities, if it is deemed to be in the City of Raleigh's best interests to do so. The City of Raleigh reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual firms if it is deemed in the City of Raleigh's best interest. Moreover, the City of Raleigh reserves the right to make no selection if proposals are deemed not in the best interest of the City of Raleigh.



## **2. QUALIFICATIONS PACKAGE**

Submittal responses must follow the format outlined below. The City may reject as non-responsive at its sole discretion any submittal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

### **2.1 Request for Qualifications Required Document Format**

Responses should be divided using tabs to separate each section. The package shall not exceed 60 pages excluding tab separators and mandatory forms, listed sequentially as follows:

#### **Tab 1: Cover Letter**

Provide an introduction letter summarizing the unique qualifications of your firm to meet the needs of this project. This letter should be presented on the firm's official letterhead and signed by an authorized representative who has the authority to enter into a contract with the City on behalf of the firm. Include the name, address, telephone and email address of the individual who serves as the point of contact for this solicitation. The cover letter must include the full firm name as registered with the NC authorizing agency, mailing address(es), website address, telephone number(s) and licensure number(s). Include a paragraph listing all issued addenda and initial receipt of each addendum.

#### **Tab 2: Corporate Background and Experience**

Include background information on the firm and provide detailed information regarding the firm's experience with similar projects. Provide a list of all similar contracts performed in the past five (5) years, accompanied by at least three (3) references (contact persons, firm, telephone number and email address). Include the total amount invoiced for each listed project, the length of the project, and list of personnel involved in the project who are also proposed for the subject project named in this solicitation. Failure to provide a list of all similar contracts in the specified period may result in the rejection of the firm's proposal.

The evaluation team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.

#### **Tab 3: Financial Information**

Provide this information in a separate electronic file on a flash drive in a separate envelope. Review and provide one of the following three (3) financial statement options:

1. Recent audited or reviewed financial statements prepared by an independent certified public accountant (CPA) that shall include, at a minimum, a balance sheet, income statement (i.e., profit/loss statement) and cash flow statement **and**, if the audited or reviewed financial statements were prepared more than six (6) months prior to the issuance of this RFQ, the Proposer shall submit its most recent internal financial statements (balance sheet, income statement and cash flow statement or budget with entries reflecting revenues and expenditures from the date of the audited or reviewed financial statements to the end of the most recent financial

reporting period (i.e., the quarter or month preceding the issuance date of this RFQ)).

OR

2. Recent compiled financial statements prepared by an independent CPA that shall include, at a minimum, a balance sheet, income statement (i.e., profit/loss statement) and cash flow statement **and**, if the compiled financial statements were prepared more than three (3) months prior to the issuance of this RFQ, the Proposer shall submit its most recent internal financial statements (balance sheet, income statement and cash flow statement or budget with entries reflecting revenues and expenditures to date), and other evidence of financial stability such as most recently filed income tax return, evidence of a line of credit/loans/other type of financing with statement of amount in use/outstanding balance (e.g., a complete copy commitment letter, loan agreement, billing statement reflecting the line of credit or statement from lender acknowledging the commitment to fund the Proposer's stated financing), personal guaranty with copies of personal income tax filing and statement of net worth or such other evidence that is accurate, reliable and trustworthy regarding the Proposer's financial stability.

OR

3. Include a certified, signed statement from a licensed CPA regularly engaged in the review of the firm's financial information verifying the financial viability of the firm.

All financial information, statements and/or documents provided in response to this solicitation shall be kept confidential provided that EACH PAGE is marked as follows: "CONFIDENTIAL – DO NOT DISCLOSE EXCEPT FOR THE EXPRESS PURPOSE OF PROPOSAL EVALUATION."

**"Recent"** shall be defined as financial statements that were prepared within the 12 months preceding the issuance date of this RFQ.

**Consolidated financial statements** of the Proposer's parent or related corporation/business entity will not be considered, unless: (1) the Proposer's actual financial performance for the designated period is separately identified in and/or attached to the consolidated statements; (2) the parent or related corporation/business entity provides the State with a document wherein the parent or related corporation/business entity will be financially responsible for the Proposer's performance of the contract and the consolidated statement demonstrates the parent or related corporation's/business entity's financial ability to perform the contract, financial stability and/or such other financial considerations identified in the evaluation criteria; and/or (3) Proposer provides its own internally prepared financial statements and such other evidence of its own financial stability identified above.

The firm's failure to provide any of the above-referenced financial statements may result in the proposal being removed from consideration. Proposers are also encouraged to explain any negative financial information, and to provide

documentation supporting those explanations and demonstrating the financial strength of the firm.

**Tab 4: Project Understanding, Approach and Schedule**

Provide a comprehensive narrative, outline, and/or graph demonstrating the firm's understanding and approach to accomplishing the tasks outlined in the Scope of Work section of this RFQ. A description of each task and deliverable and the schedule for accomplishing each shall be included.

**Tab 5: Team Firm, Experience and Certifications/Qualifications**

This section must include the proposed staffing, deployment and firm of personnel to be assigned to this project. The Proposer shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. A project-specific firm chart which clearly illustrates the roles, responsibilities, and the reporting relationships of each team member should be included.

This section must include the proposed staffing, deployment and organization of personnel to be assigned to this project. For sub-consultants, the primary staff members participating on the project should be identified.

**Tab 6: Any project where there were legal or technical problems encountered and the final resolution(s).**

Please include a brief narrative of projects in which your firm has been involved in the last five (5) years which have experienced legal or technical problems. The narrative should briefly describe the problem, describe the final solutions or outcomes, and describe how your firm was involved in the outcomes.

Litigation/Claims: Please include responses to the below items. If yes to any of the questions below, list the project(s), dollar value, contact information for owner and provide a full explanation with relevant documentation for projects for which work has been performed during the last five years.

- a. Has your company ever failed to complete work contracted to it?  
\_\_\_ Yes \_\_\_ No
- b. Has your company filed any claims, or had any claims filed against it, within the last five years?  
\_\_\_ Yes \_\_\_ No
- c. Has your company been involved in any suits, mediation, or arbitration with Local Governments within the last five years?  
\_\_\_ Yes \_\_\_ No
- d. Has your company been involved in any suits or arbitration with other agencies, individuals, or organizations within the last five years?  
\_\_\_ Yes \_\_\_ No

**2.2 Hourly Rates**

This solicitation is being issued in accordance with NCGS 143-64.31, otherwise known as the Mini-Brooks Act, and therefore price cannot and will not be a determining factor in the

selection of the successful contractor. One copy of the Hourly Rate Schedule (see Appendix I) for all proposed project personnel should be enclosed in a separate, sealed envelope and submitted as a separate file when electronic submittals are acceptable.

### **2.3 Qualifications Package Documents**

This RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference.

## **3. PROPOSAL EVALUATION**

### **3.1 Evaluation Criteria**

This is not a bid. There will not be a public opening. Proposals will be evaluated based solely on the following criteria:

Criteria	(a) Weight	(b) Score (0-3)	(a) x (b) Weighted Score
Corporate Background and Experience	20		
Firm Financial Stability	5		
Project Understanding	20		
Project Approach	20		
Team Firm, Experience, and Qualifications	30		
Legal or technical problems	5		
Final Score			

#### **Score Points**

0 - Missing or Does Not Meet Expectation

1 - Partially Meets Expectation

2 - Meets Expectation

3 - Exceeds Expectation

### **3.2 Final Selection**

Qualifications will be reviewed after opening and will be ranked in order of choice, at which point contract negotiations will begin with the most qualified firm. If negotiations are unsuccessful, the City will then pursue negotiations with the next most qualified firm. The City shall not be bound or in any way obligated until both parties have executed a contract. The City also reserves the right to delay the award of a contract or to not award a contract.

The general conditions and specifications of the RFQ, including the firm's fee proposal, and/or written correspondence applicable to the RFQ, may become part of the contract documents. Failure of the awarded firm to perform as represented may result in contract cancellation.

### **3.3 Notice to Submitting Firms Regarding RFQ Terms and Conditions**

It shall be the Submitting Firm's responsibility to read the Instructions, the City's terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFQ, and to comply with all requirements and specifications provided herein. Submitters are responsible for obtaining and complying with all addenda and other changes that may be issued in connection with this RFQ.

### **3.4 Contract Term**

The Contract shall be for the duration of the project including post construction warranty. At the end of the Contract's initial term, the City shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions. The City will give the contracted firm written notice of its intent to exercise each option no later than sixty (60) days before the end of the Contract's then-current term. In addition, the City reserves the right to extend a contract term for a period of up to 180 days in 90-day-or-less increments.

## **4. SCOPE OF SERVICE**

The awarded firm shall provide services, all as set forth in this RFQ and more particularly described in this Section 4. The scope of services described below is not comprehensive and additional services may be required. The selected firm will receive additional information about the project from which to further define the scope of work to be included in their proposal.

The project phases will include programming, pre-design and budget development, design development phases, permitting, traditional bid-build construction delivery method, construction administration, and one-year warranty administration. Proposers must prove the capability to provide the necessary experience, technical and administrative skills, and workforce capacity for directing and managing a multi-disciplinary team approach to project delivery.

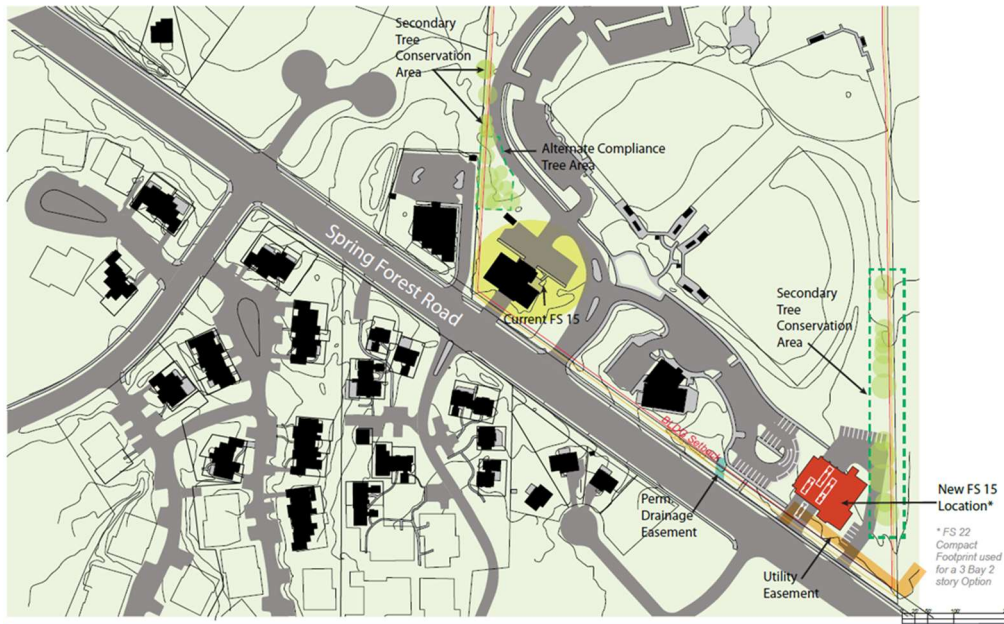
Design services for the new Raleigh Fire Department Facility shall meet the operational and programming needs and shall be designed to maximize utilization of the site. The anticipated building programming minimally includes:

- Three (3) apparatus bays
- Sleeping quarters for twenty-seven (27) beds
- Two (2) battalion company

Building and site programming assumptions:

- Building area of approximately 17,000 SF.
- Demolition and site restoration of the existing facility.
- LEED silver standards
- Station signalization

The selected consultant team may be provided with a preliminary space needs program and other pertinent information the City has in its possession. The provided information will be confirmed in the programming phase.



Expected services throughout the designer's contract will include but not be limited to the following:

Programming, Evaluation, and Conceptual Design:

- a. Meet with City staff, along with Raleigh Fire Department (RFD), associated with the oversight and operation of RFD.
- b. Programming and Concept Design, but not limited to, detailed space needs study and project construction cost involving determination and validation of building and user requirements, floor plate layouts, total building area, and adjacencies for effective and efficient delivery of programs and services.
- c. Building construction shall be in accordance with City policies regarding LEED certification. For new construction, the design shall incorporate features that qualify for minimum LEED Silver requirements. The concept phase includes developing and conducting a sustainability/LEED goals workshop.
- d. Project updates including support/providing content for any City-sponsored internal and external websites or other update platforms.
- e. Building and site security conceptual plans.
- f. Value management/engineering efforts as necessary to meet the project budget.
- g. Project development life-cycle cost estimating and project scope/budget reconciliation.

Architectural Design Services:

- a. Prepare signed and sealed contract documents suitable for permitting, bidding and construction, based on the approved Conceptual Design, to include supporting engineering calculations and reports suitable for obtaining construction permits for site and building construction.
- b. Site design, grading, drainage, erosion, and sediment control plan
- c. Site utility plans
- d. Landscape and planting plan
- e. Code summary
- f. Structural details

- g. Technical specifications for civil, architectural, and structural work
- h. Review and application of local, state, and federal codes
- i. Mechanical, electrical, and plumbing design
- j. Integrated systems design
- k. Security design
- l. Filing and storage system design
- m. Furniture, fixtures and equipment
- n. All governance submittals, approvals, and permits
- o. Technical specifications
- p. LEED documentation
- q. Constructability reviews
- r. Identification of delegated design systems
- s. 100% plans and specifications suitable for bidding and construction
- t. Coordinate with end-users and Owner consultants.

Bidding Services coordinated with bid-build delivery:

- a. Assemble and issue complete drawings and specifications, including but not limited to, equipment and materials, civil, mechanical, electrical, and architectural disciplines.
- b. Coordinate to Identify and include bid alternates.
- c. Issue plans for bid.
- d. Coordinate with City for advertisement of bid on eVP.
- e. Conduct pre-bid meeting.
- f. Receive RFI's, prepare and assist in issuance of any addenda.
- g. Review the bids, provide certified bid tabulation and recommendation of award letter.
- h. Participate in value engineering if required.
- i. Assist in the preparation of the NTP to contractors on behalf of the Owner.

Construction Administration:

- a. Lead in obtaining building permits and coordination of utility service connections/upgrades.
- b. Coordinate and conduct pre-construction meetings with successful contractor at the project site. This meeting will set the parameters for the construction phase process and the expectations for all aspects of the work.
- c. Review project scope, schedule, and phasing milestones.
- d. Review project administration procedures, requirements, and responsibilities.
- e. Coordinate with the Owner's 3rd party consultants.
- f. Processing and expediting of RFIs, shop drawings and submittals, contract modifications, pay applications, change orders, etc.
- g. Management, coordination, and communication of all construction activities with the Owner.
- h. Oversee construction close-out procedures and warranty issues.

See Appendix VI, Scope of Standard Professional Services Work, for additional information on services anticipated to be included. It is anticipated that this Scope of Professional Services Work will be attached to the contract with the selected firm. Note: this is not an exhaustive list and edits or additional services may be needed and will be negotiated in the final contract with the selected firm.

**APPENDIX I**  
**HOURLY RATE SCHEDULE**

Awarded firm shall perform the services to be performed as set forth in this RFQ and more particularly described in Section 4 Scope of Services utilizing the following hourly rate schedule below.

As stated above in section 2.2 Hourly Rates, provide the Hourly Rate Schedule in a separate, sealed envelope.

Position Title	Hourly Rate

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Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signed by: \_\_\_\_\_  
[Type or Print Name]

Title of Signer: \_\_\_\_\_



## APPENDIX II **PROPOSER QUESTIONNAIRE**

The following questions must be answered, and data given must be clear and comprehensive. If necessary, questions may be answered on separate sheets. The Proposer may submit any additional information desired.

Company Name:		d/b/a (if applicable)	
Street / PO Box:			
City:		State:	Zip:
Phone:		Fax:	E-Mail:
Website (if applicable):			
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other			
Number of years in business under company's present name:			
Fed Tax ID #:		DUNS #	
Are you registered with the North Carolina Secretary of State to conduct business (if required)? (Check One) YES: <input type="checkbox"/> NO: <input type="checkbox"/> Not Applicable: <input type="checkbox"/>			
Are you properly licensed/certified by the Federal and/or State of North Carolina to perform the specified work? YES: <input type="checkbox"/> NO: <input type="checkbox"/> Not Applicable: <input type="checkbox"/> ATTACH COPY OF ALL APPLICABLE LICENSING/CERTIFICATION DOCUMENTS			
Are/will you be properly insured to perform the work? YES: <input type="checkbox"/> NO: <input type="checkbox"/>			
Contact for this Contract:		Title:	
Phone:		Fax:	E-Mail:
Have you ever defaulted or failed on a contract? (If yes, attach details) YES: <input type="checkbox"/> NO: <input type="checkbox"/>			
List at least three (3) references for which you have provided these services (same scope/size) in the past three years - preferably government agencies. <u>Do not include City of Raleigh as a reference to meet the requirement of listing at least (3) references.</u> <b>PROPOSERS ARE RESPONSIBLE FOR SENDING REFERENCE QUESTIONNAIRE (APPENDIX III) TO THEIR REFERENCES.</b>			
1. Company:			
Contact Person:		Title:	
Phone:		Fax:	E-Mail:
Describe Scope of Work:			
2. Company:			
Contact Person:		Title:	
Phone:		Fax:	E-Mail:
Describe Scope of Work:			
3. Company:			
Contact Person:		Title:	
Phone:		Fax:	E-Mail:
Describe Scope of Work:			
4. Company:			
Contact Person:		Title:	
Phone:		Fax:	E-Mail:
Describe Scope of Work:			
5. Company:			
Contact Person:		Title:	
Phone:		Fax:	E-Mail:
Describe Scope of Work:			
The undersigned swears to the truth and accuracy of all statements and answers contained herein:			
Authorized Signature:		Date:	

**APPENDIX III**  
**REFERENCE QUESTIONNAIRE**  
**(Instructions)**

**Request for Qualifications # 274-2024-CM-06 and New Fire Station 15**  
**Design and Construction Administration Services**

The City of Raleigh, as a part of the RFQ, requires proposing companies to submit a minimum of three (3) business references as required within this document. The purpose of the references is to document the experience of the proposer relevant to the scope of services and assist in the evaluation process.

- The Proposer is required to send the reference form (the following two pages) to each business reference listed on Proposer Questionnaire.
- The business reference, in turn, is requested to submit the Reference Form directly to the City of Raleigh Point of Contact identified on the Reference Questionnaire form for inclusion in the evaluation process.
- The form and information provided will become a part of the submitted proposal. The business reference may be contacted for validation of the response.
- It is the Proposer's responsibility to verify its references have been received by the City of Raleigh Point of Contact by the date indicated on the reference form.

**APPENDIX III**  
**REFERENCE QUESTIONNAIRE FORM**

**Request for Qualifications # 274-2024-CM-06 and New Fire Station 15**  
**Design and Construction Administration Services**

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**(Name of Business Requesting Reference)**

This form is being submitted to your company for completion as a business reference for the company listed above.

This form is to be returned to the City of Raleigh, **Roger Warner**, via email to ***Roger.Warner@RaleighNC.gov*** no later than **3:00 p.m. ET, February 9, 2024** and **MUST NOT** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the City of Raleigh, Point of Contact above.

**Company Providing Reference**

**Contact Name and Title/Position**

**Contact Telephone Number**

**Contact Email Address**

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Questions:

1. In what capacity have you worked with this company in the past? If the company was under a contract, please acknowledge and explain briefly whether or not the contract was successful.

Comments:

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2. How would you rate this company's knowledge and expertise?

☐ 3= Excellent

☐ 2= Satisfactory

☐ 1= Unsatisfactory

☐ 0= Unacceptable

Comments:

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3. How would you rate the company's flexibility relative to changes in the scope and timelines?

☐ 3= Excellent

☐ 2= Satisfactory

☐ 1= Unsatisfactory

☐ 0= Unacceptable

Comments:

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4. What is your level of satisfaction with hard-copy materials, e.g., reports, logs, etc. produced by the company?  
☐ 3= Excellent      ☐ 2= Satisfactory      ☐ 1= Unsatisfactory      ☐ 0= Unacceptable

Comments:

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5. How would you rate the dynamics/interaction between the company and your staff?  
☐ 3= Excellent      ☐ 2= Satisfactory      ☐ 1= Unsatisfactory      ☐ 0= Unacceptable

Comments:

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6. Who were the company's principle representatives involved in providing your service and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?  
(3= Excellent; 2= Satisfactory; 1= Unsatisfactory; 0= Unacceptable)

Name: _____	Rating: _____
Name: _____	Rating: _____
Name: _____	Rating: _____
Name: _____	Rating: _____

Comments:

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7. With which aspect(s) of this company's services are you most satisfied?

Comments:

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8. With which aspect(s) of this company's services are you least satisfied?

Comments:

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9. Would you recommend this company's services to your organization again?

Comments:

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## APPENDIX IV MWBE PARTICIPATION FORM

### IDENTIFICATION OF MWBE PARTICIPATION FOR PROFESSIONAL SERVICES

This Identification of MWBE Participation Form captures information regarding MWBE participation in the providing of professional services as defined by NCGS §143-64.31, *et seq.* MWBE participation is encouraged for all City of Raleigh contracting opportunities. Please refer to the City's MWBE Policy for any contract specific requirements. *Copy this Form as needed.*

<b>COMPANY NAME</b>			
<b>PROJECT NAME</b>	New Fire Station 15	<b>CITY DEPARTMENT</b>	Engineering Services
<b>PROJECT NUMBER</b>		<b>RFQ SUBMITTAL DATE</b>	

#### Section 1: PROFESSIONAL SERVICE PROVIDER—PRIMARY CONTRACTOR

☐ **CONTRACT IS FOR PROFESSIONAL SERVICES.** Please complete the following:

<b>COMPANY NAME</b>			
<b>PROFESSIONAL SERVICES PROVIDED</b>	<input type="checkbox"/> Architectural <input type="checkbox"/> Engineering <input type="checkbox"/> Public-Private Construction	Partnership	<input type="checkbox"/> Design-Build <input type="checkbox"/> Surveying <input type="checkbox"/> Construction Management at Risk
<input type="checkbox"/> <b>PRIMARY CONTRACTOR IS MWBE</b>	Classification: _____ <input type="checkbox"/> Certified with NCHUB <input type="checkbox"/> Certified with NCDOT-DBE	<b>RESIDENT FIRM</b>	<input type="checkbox"/> YES <b>NO</b>

\*MWBE Classifications: American Indian (AI), Asian American (AA), Black/African-American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantaged (D)

#### Section 2: PROFESSIONAL SERVICE PROVIDER—MWBE SUBCONTRACTORS

Complete the chart below for all MWBE subcontractors that you intend to use for this Contract regardless of dollar amount.

<b>COMPANY NAME</b>			
<b>PROFESSIONAL SERVICES PROVIDED</b>	<input type="checkbox"/> Architectural <input type="checkbox"/> Engineering <input type="checkbox"/> Public-Private Construction	Partnership	<input type="checkbox"/> Design-Build <input type="checkbox"/> Surveying <input type="checkbox"/> Construction Management at Risk
<b>MWBE CLASSIFICATION</b>		<b>RESIDENT FIRM</b>	<input type="checkbox"/> YES <b>NO</b>

\*MWBE Classifications: American Indian (AI), Asian American (AA), Black/African-American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantaged (D)

<b>COMPANY NAME</b>			
<b>PROFESSIONAL SERVICES PROVIDED</b>	<input type="checkbox"/> Architectural <input type="checkbox"/> Engineering <input type="checkbox"/> Public-Private Construction	Partnership	<input type="checkbox"/> Design-Build <input type="checkbox"/> Surveying <input type="checkbox"/> Construction Management at Risk
<b>MWBE CLASSIFICATION</b>		<b>RESIDENT FIRM</b>	<input type="checkbox"/> YES <b>NO</b>

\*MWBE Classifications: American Indian (AI), Asian American (AA), Black/African-American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantaged (D)

<b>COMPANY NAME</b>			
<b>PROFESSIONAL SERVICES PROVIDED</b>	<input type="checkbox"/> Architectural <input type="checkbox"/> Engineering <input type="checkbox"/> Public-Private Construction	Partnership	<input type="checkbox"/> Design-Build <input type="checkbox"/> Surveying <input type="checkbox"/> Construction Management at Risk
<b>MWBE CLASSIFICATION</b>		<b>RESIDENT FIRM</b>	<input type="checkbox"/> YES <b>NO</b>

\*MWBE Classifications: American Indian (AI), Asian American (AA), Black/African-American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantaged (D)

## **APPENDIX V**

### **CONTRACT STANDARD TERMS AND CONDITIONS**

*(The contract terms provided herein are non-negotiable and shall become a part of any contract issued as a result of this solicitation.)*

1. **Compensation; Time of Payment**

The standard City of Raleigh payment term is NET 30 days from the date of invoice. For prompt payment all invoices should be emailed to ([Roger.Warner@raleighnc.gov](mailto:Roger.Warner@raleighnc.gov) and cc: [cynthia.salgado@raleighnc.gov](mailto:cynthia.salgado@raleighnc.gov)) or mail to the City of Raleigh, Construction Management Division, ATTN: Mr. Roger Warner, PO Box 590, Raleigh, North Carolina 27602-0590. All invoices must include the Purchase Order Number. Invoices submitted without the correct purchase order number will result in delayed payment.

2. **Standard of Care**

Engineer shall perform for or furnish to City professional engineering and related services in all phases of the project to which this Contract applies as hereinafter provided. Engineer shall serve as City's prime design professional and engineering representative for the project providing professional engineering consultation and advice with respect thereto. Engineer may employ such Engineer's Consultants as Engineer deems necessary to assist in the performance or furnishing of professional engineering and related services hereunder. Engineer shall not be required to employ any Engineer's Consultant unacceptable to Engineer.

The standard of care for all professional engineering and related services performed or furnished by Engineer under this Contract will be the care and skill ordinarily used by members of Engineer's profession practicing under similar conditions at the same time and in the same locality.

3. **Opinions of Probable Construction Cost**

Engineer's Opinions of probable Construction Cost provided for herein are to be made on the basis of Engineer's experience and qualifications and represent Engineer's best judgment as an experienced and qualified professional engineer generally familiar with the construction industry. However, since Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by the Engineer. If the City wishes greater assurance as to probable Construction Cost, City may employ an independent cost estimator.

4. **Notices**

All notices, requests for payment, or other communications arising hereunder shall be sent to the following:

City of Raleigh  
Attn:  
Telephone:

Engineer

P.O. Box 590  
Raleigh, NC 27602

5. Non-Discrimination

To the extent permitted by North Carolina law, the Parties for themselves, their agents, officials, directors, officers, members, representatives, employees, and contractors agree not to discriminate in any manner or in any form based on actual or perceived age, mental or physical disability, sex, religion, creed, race, color, sexual orientation, gender identity or expression, familial or marital status, economic status, veteran status or national origin in connection with this Contract or its performance.

The Parties agree to conform with the provisions and intent of Raleigh City Code §4-1004 in all matters related to this Contract. This provision is incorporated into the Contract for the benefit of the City of Raleigh and its residents and may be enforced by an action for specific performance, injunctive relief, or any other remedy available at law or equity. This section shall be binding on the successors and assigns of all parties with reference to the subject matter of the Contract.

6. Minority and Women Owned Business Enterprise

The City of Raleigh prohibits discrimination in any manner against any person based on actual or perceived age, race, color, creed, national origin, sex, mental or physical disability, sexual orientation, gender identity or expression, familial or marital status, religion, economic status, or veteran status. The City maintains an affirmative policy of fostering, promoting, and conducting business with women and minority owned business enterprises.

7. Assignment

Neither the City nor the Engineer will assign, sublet, or transfer their interest, duties, or obligations hereunder without the prior written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto, nor shall it create any rights or benefits to parties other than the City and the Engineer, except such other rights as may be specifically called for herein.

8. Applicable Law

All matters relating to this Contract shall be governed by the laws of the State of North Carolina, without regard to its choice of law provisions, and venue for any action relating to this Contract shall be Wake County Civil Superior Court or the United States District Court for the Eastern District of North Carolina, Western Division.

9. Insurance

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this Contract the following coverages and limits. The requirements contained herein, as well as City's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this Contract.

Commercial General Liability – Combined single limit of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. Coverage shall not contain any

endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

Automobile Liability – Limits of no less than \$1,000,000 Combined Single Limit.

Coverage shall include liability for Owned, Non-Owned and Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Auto Liability policy. Automobile coverage is only necessary if vehicles are used in the provision of services under this Contract and/or are brought on a City site.

Worker's Compensation & Employers Liability – Contractor agrees to maintain Worker's Compensation Insurance in accordance with North Carolina General Statute Chapter 97 with statutory limits and employees liability of no less than \$1,000,000 each accident.

Additional Insured – Contractor agrees to endorse the City as an Additional insured on the Commercial General Liability, Auto Liability and Umbrella Liability if being used to meet the standard of the General Liability and Automobile Liability. The Additional Insured shall read: 'City of Raleigh is named additional insured as their interest may appear'.

Certificate of Insurance – Contractor agrees to provide the City a Certificate of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Contractor's insurer.

If Contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Contractor agrees to notify the City within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance.

The Certificate Holder address should read:

City of Raleigh  
Post Office Box 590  
Raleigh, NC 27602-0590

Umbrella or Excess Liability – Contractor may satisfy the minimum liability limits required above under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability, however, the Annual Aggregate limits shall not be less than the highest 'Each Occurrence' limit for required policies. Contractor agrees to endorse City of Raleigh as an 'Additional Insured' on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a 'Follow-Form' basis.



Professional Liability – Limits of no less than \$1,000,000 each claim. This coverage is only necessary for professional services such as engineering, architecture or when otherwise required by the City.

All insurance companies must be authorized to do business in North Carolina and be acceptable to the City of Raleigh's Risk Manager.

10. Indemnity

- A. To the fullest extent allowed by law, the Engineer shall indemnify and hold harmless the City, its officers, officials, employees, agents, or indemnities (collectively called "Indemnified Parties") from and against those Losses, liabilities, damages, and costs proximately caused by, arising out of, or resulting from the sole negligence of the Engineer, the Engineer's agents, or the Engineer's employees.
- B. In matters other than those covered by subsection A. above, and to the fullest extent allowed by law, the Engineer shall indemnify and hold harmless the Indemnified Parties from and against those Losses, liabilities, damages, and costs caused by, arising out of, resulting from, or in connection with the execution of the work provided for in this contract when the Fault of the Engineer or its Derivative Parties is a proximate cause of the Loss, liability, damage, or expense indemnified.
- C. Costs and expenses shall include attorneys' fees, litigation or arbitration expenses, or court costs actually incurred by the Indemnified Parties to defend against third-party claims alleged in any court, tribunal, or alternative dispute resolution procedure required of any of the Indemnified Parties by law or by contract, only if the Fault of the Engineer or its Derivative Parties is a proximate cause of the attorney's fees, litigation or arbitration expenses, or court costs to be indemnified.
- D. Only to the extent provided pursuant to a policy of insurance, the Engineer shall defend the Indemnified Parties against claims alleged in any court, tribunal, or alternative dispute resolution procedure if the Fault of the Engineer or its Derivative Parties is a proximate cause of such claims.
- E. The Engineer's duty to indemnify, defend, and hold harmless described hereinabove shall survive the termination or expiration of this Contract.
- F. Definitions:
  - i. For the purposes of this section, the term "Fault" shall mean any breach of contract; negligent, reckless, or intentional act or omission constituting a tort under applicable statutes or common law; or violation of applicable statutes or regulations.
  - ii. For the purposes of this section, the term "Loss" or "Losses" shall include, but not be limited to, fines, penalties, and/or judgments issued or levied by any local, state, or federal governmental entity.
  - iii. For the purposes of this section, the term "Derivative Parties" shall mean any of the Engineer's subcontractors, agents, employees, or other persons or entities

for which the Engineer may be liable or responsible as a result of any statutory, tort, or contractual duty.

11. Intellectual Property

Any information, data, instruments, documents, studies, reports or deliverables given to, exposed to, or prepared or assembled by the Engineer under this Contract shall be kept as confidential proprietary information of the City and not divulged or made available to any individual or organization without the prior written approval of the City. Such information, data, instruments, documents, studies, reports or deliverables will be the sole property of the City and not the Engineer.

The Engineer shall maintain the right of reuse to any drawings or specifications provided or furnished by the Engineer. The City acknowledges that such drawings or specifications are not intended or represented to be suitable for reuse by the City or others on extensions of the project or on any other project.

All intellectual property, including, but not limited to, patentable inventions, patentable plans, copyrightable works, mask works, trademarks, service marks and trade secrets invented, developed, created or discovered in performance of this Contract shall be the property of the City.

Copyright in and to any copyrightable work, including, but not limited to, copy, art, negatives, photographs, designs, text, software, or documentation created as part of the Engineer's performance of this project shall vest in the City. Works of authorship and contributions to works of authorship created by the Engineer's performance of this project are hereby agreed to be 'works made for hire' within the meaning of 17 U.S.C. 201.

12. Force Majeure

Except as otherwise provided in any environmental laws, rules, regulations or ordinances applicable to the parties and the services performed under this Contract, neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God. Either party to the Contract must take reasonable measures and implement reasonable protections when a weather event otherwise defined as a force majeure event is forecast to be eligible to be excused from the performance otherwise required under this Contract by this provision.

13. Advertising

The Engineer shall not use the existence of this Contract, or the name of the City of Raleigh, as part of any advertising without the prior written approval of the City.

14. Acknowledgement of City Brand and Tree Logo Ownership and Restrictions

The City of Raleigh has developed proprietary branding (the "City Brand") centered around the Raleigh tree mark logo (the "Tree Logo"). The City's exclusive rights and ownership in and to the Tree Logo are protected under trademark and copyright, including U.S. Copyright

Reg. No. VAU1-322-896, N.C. State Trademark Registration Reg. No. T-23070 and Federal Trademark Registration Reg. No. 5,629,347, as well as under other federal and state laws.

Contractor acknowledges and understands that the City is not conferring any license to Contractor under this Agreement to use or depict the Tree Logo or other aspects of the City Brand.

Contractor shall not make any use or depiction of the Tree Logo or other aspects of the City Brand without the prior express written approval of the City. In this regard, should any materials being produced by Contractor for the City under this Agreement contemplate use or depiction of the Tree Logo, including, but not limited to, printed materials, digital media, signage and/or display materials, Contractor shall proceed under the auspices and direction of the City's Communications Department and shall comply with all guidelines and restrictions governing use or depiction of the Tree Logo.

15. Cancellation

The City may terminate this Contract at any time by providing thirty (30) days written notice to the Engineer. In addition, if Engineer shall fail to fulfill in timely and proper manner the obligations under this Contract for any reason, including the voluntary or involuntary declaration of bankruptcy, the City shall have the right to terminate this Contract by giving written notice to the Engineer and termination will be effective upon receipt. Engineer shall cease performance immediately upon receipt of such notice.

In the event of early termination, Engineer shall be entitled to receive just and equitable compensation for costs incurred prior to receipt of notice of termination and for the satisfactory work completed as of the date of termination and delivered to the City. Notwithstanding the foregoing, in no event will the total amount due to Engineer under this section exceed the total amount due Engineer under this Contract. The Engineer shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract, and the City may withhold any payment due to the Engineer for the purpose of setoff until such time as the City can determine the exact amount of damages due the City because of the breach.

Payment of compensation specified in this Contract, its continuation or any renewal thereof, is dependent upon and subject to the allocation or appropriation of funds to the City for the purpose set forth in this Contract.

16. Laws/Safety Standards

The Engineer shall comply with all laws, ordinances, codes, rules, regulations, safety standards and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and/or authority.

Engineer must comply with *North Carolina Occupational Safety and Health Standards for General Industry 13 NCAC 07F (29CFR 1910)*. In addition, Engineer shall comply with all applicable occupational health and safety and environmental rules and regulations.

Engineer shall effectively manage their safety and health responsibilities including:

a. Accident Prevention

Prevent injuries and illnesses to their employees and others on or near their job site. Contractor managers and supervisors shall ensure personnel safety by strict adherence to established safety rules and procedures.

b. Environmental Protection

Protect the environment on, near, and around their work site by compliance with all applicable environmental regulations.

c. Employee Education and Training

Provide education and training to all contractors employees before they are exposed to potential workplace or other hazards as required by specific OSHA Standards.

17. Applicability of North Carolina Public Records Law

Notwithstanding any other provisions of this Contract, this Contract and all materials submitted to the City by the Engineer are subject to the public records laws of the State of North Carolina and it is the responsibility of the Engineer to properly designate materials that may be protected from disclosure as trade secrets under North Carolina law as such and in the form required by law prior to the submission of such materials to the City. Engineer understands and agrees that the City may take any and all actions necessary to comply with federal, state, and local laws and/or judicial orders and such actions will not constitute a breach of the terms of this Contract. To the extent that any other provisions of this Contract conflict with this paragraph, the provisions of this section shall control.

18. Miscellaneous

The Engineer shall be responsible for the proper custody and care of any property furnished or purchased by the City for use in connection with the performance of this Contract and will reimburse the City for the replacement value of its loss or damage.

The Engineer shall be considered to be an independent contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. Nothing herein is intended or will be construed to establish any agency, partnership, or joint venture. Engineer represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such employees shall not be employees of or have any individual contractual relationship with the City.

This Contract may be amended only by written agreement of the parties executed by their authorized representatives.

19. Right of Audit and Examination of Records

a. The City may conduct an audit of any services performed and fees paid subject to this Contract. The City, or its designee, may perform such an audit throughout the contract period and for three (3) years after termination thereof or longer if otherwise required by law.

b. The Contractor and its agents shall maintain all books, documents, papers, accounting records, contract records and such other evidence as may be appropriate to substantiate

costs incurred under this Contract. The City, or its designee, shall have the right to, including but not limited to: review and copy records; interview current and former employees; conduct such other investigation to verify compliance with contract terms; and conduct such other investigation to substantiate costs incurred by this Contract.

- c. "Records" shall be defined as data of every kind and character, including but not limited to books, documents, papers, accounting records, contract documents, information, and materials that, in the City's sole discretion, relate to matters, rights, duties or obligations of this Contract.
- d. Records and employees shall be available during normal business hours upon advanced written notice. Electronic mail shall constitute written notice for purposes of this section.
- e. Contractor shall provide the City or its designee reasonable access to facilities and adequate and appropriate workspace for the conduct of audits.
- f. The rights established under this section shall survive the termination of the Contract, and shall not be deleted, circumvented, limited, confined, or restricted by contract or any other section, clause, addendum, attachment, or the subsequent amendment of this Contract.
- g. The Contractor shall reimburse the City for any overcharges identified by the audit within ninety (90) days of written notice of the City's findings.
- h. Contractor shall, upon request, provide any records associated with this engagement to the North Carolina State Auditor that are necessary to comply with the provisions of G.S. § 147-64.7.

20. E – Verify

Contractor shall comply with E-Verify, 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 and as in accordance with N.C.G.S. §64-25 et seq. In addition, to the best of Contractor's knowledge, any subcontractor employed by Contractor as a part of this contract shall be in compliance with the requirements of E-Verify and N.C.G.S. §64-25 et seq.

21. Iran Divestment Act Certification

Contractor certifies that, as of the date listed below, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 147-86.55, *et seq.* In compliance with the requirements of the Iran Divestment Act and N.C.G.S. § 147-86.59, Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.

22. Companies Boycotting Israel Divestment Act Certification

Contractor certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.8

**APPENDIX VI**  
**SCOPE OF STANDARD PROFESSIONAL SERVICES WORK**

- 1.1 Supplemental Consultant's Responsibility consists of those described and in addition to the contract terms.

The Consultant represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required to the City or shall provide appropriately licensed professionals for services to be performed.

No property is being furnished or purchased by the City for use in connection with the performance of this Contract.

- 1.2 Supplemental Scope of Consultant's Basic Services:

The Consultant's services include usual and customary architectural, engineering, structural, mechanical, plumbing, electrical, vertical transportation, code consulting, estimating, geotechnical, site/civil, traffic, audio/visual, information technology, security, traffic, and other Consulting services, including community engagement as described herein (hereinafter referred to as "Consultant's Services").

Upon completion of City contract execution, the Consultant shall submit for the City's approval, a schedule for the performance of the Consultant's services. The schedule shall include all pertinent milestones and allow for periods of time required for the City's review, performance by the City's consultants, and approval of submissions by authorities having jurisdiction over the project. The approved schedule shall not, except for reasonable cause, be exceeded by the Consultant. If necessary, the schedule shall be adjusted by written approval from the City.

The Consultant shall develop and submit a Project Schedule using e-Builder to identify activities and durations, design phases and projected design phases, milestones, anticipated construction delivery dates, and other information. A non-password-protected electronic version of the schedule shall be provided to the City. Updates to this Project Schedule will be required monthly to coincide with the Consultant's payment applications or as the design progresses.

The Consultant is to schedule meetings related to the design of the Project. The Consultant shall provide meeting agendas, notes and meeting minutes, design reports, recommendations, design criteria, right-of-way data, permit information, plans and electronic files, computations, subsurface recommendations, and other information for the duration of the Project. The Consultant is to present findings, designs, estimates, permits, schedules, and other items to various regulatory agencies, local authorities, and committees.

The Consultant shall identify required permits early in the design analysis and submit all pertinent permit information that affects the design. The Consultant shall contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project to review the submission process and fee schedule. In designing the Project, the Consultant shall respond to applicable design requirements imposed by such governmental authorities and by

such entities providing utility services. For purposes of generating schematic design documents, interim and final design documents, and ultimately Construction Documents for the Project and with the City's assistance, the Consultant shall (i) manage the permit process for the approval of governmental authorities having jurisdiction over the Project, which shall include the Consultant applying for any and all such required permits, approvals or encroachments for the construction of the Project; (ii) design utility connections for the Project; and (iii) incorporate into the Project design and Construction Documents other off-site improvements as may be identified during the various design phases which are required for Project construction. Any changes in the permit information or requirements are to be addressed with each design submission to ensure all work facets have been coordinated.

The Consultant shall obtain design approval from the City at each design phase submittal.

### 1.3 Supplemental Project Charter, Concept Design, Facility Programming Phase Services:

The initial work effort will involve collecting data, conducting space assessments and planning, preparation of various preliminary conceptual design alternatives, preparation of preliminary Project Estimates for use in the development of the funding plan for the Project, and considerations for phased design development of the total Project. The Consultant shall provide a Programming Phase work plan that outlines the activities to be performed during that phase. The Consultant shall prepare a preliminary evaluation of the City's facility building program, schedule, Project Budget, Project site, and the proposed procurement or construction delivery method and other initial information, each in terms of the other, to ascertain the requirements of the Project.

The Consultant shall conduct a workshop with the City to engage in sustainability and LEED goals. The workshop shall include the discovery of sustainable features suitable to meet the project scope and budget. Discussions shall inform the Project's sustainability goals in terms of energy and energy use, water and water use reduction, material reuse, indoor air quality, and greenhouse gas emission, reduction targets, proposed alternatives, discussion of alternative mechanical and utility systems, and conservation measures. Following the sustainability/LEED workshop, submit a preliminary report that documents the goals for LEED and other sustainability features. The sustainability Report will be further developed and refined as the design progresses.

## RESERVED – ENGAGEMENT REQUIREMENTS

### 1.4 Supplemental Schematic Design Phase Services:

The Consultant shall consult with the City to ascertain the requirements of the project and evaluate the City's program and construction budget.

The Consultant shall review the project program and other information furnished by the City, including a review of laws, codes, and regulations applicable to the project. The City shall be notified of any inconsistencies discovered in the information. The Consultant shall reach an understanding with the City regarding the requirements of the project.

The Consultant shall prepare schematic design documents for the City's approval. During the schematic design process, consideration shall be given to the value of alternative materials,

building systems,  
and equipment, based on building program requirements, aesthetics, and construction budget.

#### 1.5 Supplemental Design Development Phase Services:

The Consultant shall prepare from the approved schematic design studies, the design development documents which shall include site and floor plans, elevations and other drawings and outline specifications as are necessary to fix and illustrate the size and character of the entire project in its essentials as to kind of materials, type of structure, mechanical and electrical systems and site and utility requirements.

#### 1.6 Supplemental Construction Document Phase Services:

The Consultant shall prepare from the approved design development documents, working drawings and specifications setting forth in detail and prescribing the work to be done and the materials, workmanship, finishes and equipment required for the engineering, architectural, structural, mechanical, electrical, site work and for service to connected equipment.

The Consultant shall contact governing authorities required to approve the Construction Documents and entities providing utility services to the project and shall respond to applicable design requirements imposed by those authorities.

During Construction Document phase, the Consultant shall assist the City in the development and preparation of information that describes the specifics and conditions of bidding. The Consultant shall compile a project manual that includes the notice and instructions to bidders, all bidding documentation as required by the City, and conditions of the contract for construction and specifications.

#### 1.7 Supplemental Bidding Phase Services:

The Consultant shall assist the City in bidding the project by:

- a. facilitating and organizing the distribution of bidding documents
- b. organizing and conducting an on-site pre-bid conference
- c. responding to questions from prospective bidders, including providing clarification and interpretations of the bidding documents in the form of addenda
- d. conducting the opening of bids and documentation in accordance with N.C., G.S 143-129 and City requirements
- e. Certifying bid tabulation form
- f. Providing written recommendations of award of lowest responsible bidder to the City within two (2) working days of the bid opening unless negotiations or redesign if required.
- g. Notifying the lowest responsible bidder of intent to award the contract.

#### 1.8 Supplemental Construction Phase Services

The construction phase service will begin with notification of the award of contracts. The Consultant shall have authority to act on behalf of the City and to facilitate the following:

- a. arrange and conduct a pre-construction conference in coordination with the City.



- b. establish and conduct a regular schedule of construction progress meetings for the building contractors' representatives and the City's representative. Meetings shall be maintained throughout the entire construction period and shall be for the primary purpose of assessing the progress of the work and recommending such remedial actions as are necessary to maintain progress and to complete the project within the contract time. The Consultant shall promptly provide written reports.
- c. review, approve and maintain records of the Contractors schedule of values and contractor's submittals promptly, process and approve, or take other appropriate action upon, the contractor's shop drawings, product data and samples, checking for conformance with information given and the design concept as provided in the construction documents.
- d. Prepare cost events and change orders as required and have such cost events and change orders properly executed and approved prior to authorizing work.
- e. Process and certify contractors' applications for payment promptly for payment of authorized work including review of WMBE documentation and sales tax forms.
- f. Provide general administration of the performance of construction contracts, including inspection and continuous liaison of the work to ensure compliance with plans and specifications. Representative of the Consultant's firm shall be agreed upon and shall make site progress meetings as provided and as necessary to ensure compliance with plans and specifications. Consultant shall establish liaison representative of sub-consultants and inspection services with respect to their portion of the design as required and necessary to ensure compliance with plans and specifications.
- g. Schedule and conduct final inspections of the project, coordinating the date with the City's representatives.
- h. Assemble written guarantees, warranties, affidavits, manuals of instruction for operation, and other required and closing papers of the contractors; issue certificates of final completion, final certificates for payment, and set date for beginning the warranty period.

The Consultants has the authority to reject work that does not conform to the contract documents. Whenever the Consultant and City consider it necessary, the Consultant shall have the authority to require inspection or testing of the work in accordance with the provisions of the contract documents at any stage of construction.

The Consultant's interpretations and decisions shall be consistent with the intent of the contract documents and shall be in writing and/or drawing. Minor changes in the work that do not involve an adjustment to the construction contract sum or an extension of the general construction contract time may be made by the Consultant. The Consultant shall maintain records relative to changes in the work.

#### 1.9 Estimate of the Cost of Work:

The cost of work shall be the total cost to the City to construct all elements of the project designed by the Consultant and shall include the General Contractor's overhead and profit, reasonable value of labor, materials, equipment, contingency, and other requirements as directed by the City. An estimate of the cost of work shall be submitted according to the contract. If the cost of work estimate exceeds the City construction budget, the Consultant shall

make appropriate recommendations to the City to adjust the project size, quality, or budget for the cost of the work at each phase of the design. The Consultant shall reconcile each cost of work estimate to the project budget and obtain approval from the City.

If the City's construction budget for the cost of work at the conclusion of the construction document phase services is exceeded by the lowest responsible bid, the Consultant and City shall coordinate to:

- a. Increase the budget for general construction by written approval.
- b. Authorize re-bidding of the project within a reasonable time.
- c. Terminate the contract in accordance with **Article 15.**
- d. Consult with the Consultant to revise the project program, scope or quality as required to reduce the construction documents within the scope of the project budget.
- e. Engage in any other alternatives acceptable by the City.

If the City requires the Consultant to modify the construction documents because the lowest responsible bid exceeds the construction budget for the cost of work by more than ten percent (10%) due to unforeseen and extreme conditions that could not be reasonable anticipated, the Consultant may initiate compensation negotiations for the modifications as additional services; otherwise, the Consultant's services for modifying the construction documents shall be without additional compensation.

#### 1.10 Table of Services

Services listed in the table below are included and required for the project. If neither the City nor the Consultant is designated, the listed services are not being provided for the project except as modified by written authorization by the City utilizing the City's contingency. (**Subject to change for specific project requirements**)

Service	Responsibility
Programming	Architect
Multiple preliminary designs	Architect
Measured drawings	Architect
Existing facilities surveys	Not provided
Site evaluation and planning	Architect
Site Surveying and SUEs	Architect
Building information model management responsibilities	Architect
Development of building information models for post construction use	Not provided

Civil Engineering	Architect
Landscape Design	Architect
Architectural Interior Design	Architect
Value Analysis	Architect
Detailed cost of the work estimates	Architect
On-site project representation	Architect
Conformed documents for construction	Architect
As-designed record drawings	Not provided
As-constructed record drawings	Architect
Post occupancy evaluation	Not provided
Facility support services	Not provided
Tenant-related services	Not provided
Consultant's coordination of the City's consultants	Architect
Telecommunications/data design	Architect
Security evaluation and planning	Architect
Commissioning	Architect
Sustainable project services	Architect
Fast-track design services	Not provided
Multiple bid packages	Not provided
Historic preservation	Not provided
Furniture, furnishings and equipment design	Architect
Other services provided by specialty sub-consultants	Architect
Asbestos abatement design	Not provided
Lead paint removal design	Not provided
Coordinate with PRCR Public Art Design Consultant	Not provided

In the event that the City requests in writing that the Consultant perform services over and above the services described in the contract, then the Consultant may be paid for such additional services by use of the City contingency. Additional services shall be based on a stipulated fee or hourly fee according to the Consultant's rate schedule attached to the contract. All remainder City contingency at the close of the contract shall remain credited to the City.

Reimbursable expenses shall be determined in the cost of the work as an allowance.