



**Request for Qualifications # 274-2024-CM-10**

**Title: Request for Qualifications for Designer Services for  
Fire Station No. 1, Fire Administration, and Back-up 911  
Facility**

**Proposal Due Date and Time: 03/15/2024 at 4:00 PM EST**

**ADDENDUM NO.2**

**Issue Date:02/29/2024**

**Issuing Department: Engineering Services, Construction  
Management – PSSP Division**

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

Elizabeth Nooe, Project Manager

E-mail: [elizabeth.nooe@raleighnc.gov](mailto:elizabeth.nooe@raleighnc.gov)

City of Raleigh

Addendum #2 to RFQ 274-CM2024-10, Request for Qualifications for Designer Services for Fire Station No.1, Fire Administration, and Back-up 911 Facility

**02/15/2024 Issued**

To: All Proposers

This addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of responses and does hereby become part of the original RFQ documents and supersedes the original RFQ documents in case of conflict.

Receipt of this addendum must be acknowledged within the submittal cover letter in accordance with Section 2.1. Please make the following additions, clarifications, and/or changes to the RFQ as listed below and sign and return this addendum with your RFQ response.

**Point of Clarification:**

The Pre-Submittal conference was held on February 21, 2024. The sign-in sheet and the pre-submittal conference presentation including the agenda are provided as **“Attachment A”**.

**Corrections to the RFQ:**

1. Page 10, Section 2.1, Tab 2: Corporate Background and Experience. Replace the second and third sentence with the following: “Provide a list of all similar contracts performed in the past five to seven (5 to 7) years, accompanied by project stakeholder contact information for one (1) owner contact and one (1) general contractor or CMAR contact for each project listed. The project stakeholder contact information provided in this section should include the contact's full name, firm or organization, telephone number, and email address.”

**Questions:**

1. “Will there be on-site refueling?”  
Response: No requirements.
2. “Are there any specific considerations for parking on or off-site?”  
Response: The station will require an apparatus drive-through design, and parking for staff as the site allows.
3. “Are the Right-of-Way dedications for utilities figured out?”  
Response: No. No survey has been developed and no utilities services have been mapped.
4. “Single story, multi-story, or TBD?”  
Response: Multi-story.
5. “Are any environmental assessments or geotechnical reports available for review by March 4?”  
Response: We ask design consultants to include geotechnical sub-consultants on the team. The City of Raleigh has not conducted any previous testing. (Reference Addendum 01)
6. “Are there any existing studies, or reports that are available for soils, environmental?”  
Response: No, see #5 response.
7. “Have parking requirements been determined?”

Response: Not fully determined.

8. "Is transit design needed for fire operation from the selected site?"

Response: No, there may be some traffic signalizations required, but no transit design.

9. "What is the anticipated finish time frame of this project?"

Response: Five years is the goal, for now.

10. "Are there LEED expectations for this project?"

Response: Yes, Silver Certification.

11. "Can the references submitted for Raleigh Fire Station 15 be used for this RFQ instead of requesting these again for this project?"

Response: No, please resubmit.

12. "Geotechnical survey and or traffic engineering needed under design contract?"

Response: Yes.

13. "Are there MWBE participation goals?"

Response: No, however, the city encourages reporting. There is a form required to be submitted per RFQ requirements that was detailed in the presentation and listed in the RFQ.

14. "Will the station house an all-electric response vehicle?"

Response: This will be determined during the concept design phase under the sustainability workshop requirements.

15. "Does the city allow designer-led commissioning for this critical facility?"

Response: No. There will be a separate qualifications-based selection process. The city will hire the commissioning agents.

16. "Is LEED Silver certification submission required or just designed capable of achieving LEED Silver certification?"

Response: The City of Raleigh requires a minimum LEED Silver certification; Beyond Silver Certification is not required. Certification is a requirement.

17. "LEED Certification required (duplicate)?"

Response: Yes, to restate this is a new project and will be required to be certified LEED Silver.

18. "Please clarify station signalization requirements."

Response: It may be required but not determined yet. This will be figured out during the conceptual design programming phase.

19. "Is Technical history and financial information only required for the proposer prime contract?"

Response: The technical history and financial information is needed in the proposal from all sub-consultants and prime consultants.

20. "Do Appendix documents/forms count towards the page limit?"

Response: No.

21. "How will references be used?"

Response: References will be used only for the selection process for this specific project only.

22. "Are we penalized if a reference isn't returned?"

Response" No. We encourage 3 references, that is what is requested. However, we recognize that you don't have control over somebody else submitting on time that you may have reached out to. As a general rule, you can contact Alondra Roata concerning the status of your references. We want you to have the opportunity to get those references in if the city

has received them yet. Alondra's contact information is [Alondra.roata@raleighnc.gov](mailto:Alondra.roata@raleighnc.gov) or 919.996. 5591. Again, we will not penalize a submission if all requested references are not received by submission time.

23. "LEED is becoming very stringent. Can you describe your overall sustainability goals and if there are any that the city will not want to pursue?"

Response: The direction from our City Council is Silver Certification and you will be talking about how to achieve that and what is going to contribute to that during the conceptual design phase. We do not have any other sustainability goals in place.

24. "Section 2.1, under Tab 2-Regarding references, do we need to provide an owner and a GC reference for each similar contract (project) that is listed, along with the three (3) references from Appendix III?"

Response: RFQ correction for this section is listed in this addendum. For clarification, Section 2.1 asks offerors to provide the contact information for the owner and GC/CMAR for each project listed in that section. The requested information for the contact is clarified, which only requires general contact information to be included with the contact's name (firm/organization, email, and phone number). This information should be included on the relevant 2.1 section project page in the RFQ submission. The only reference material required for submission is Appendix III, which requests three (3) reference questionnaires to be submitted directly to the City of Raleigh separately from the formal RFQ submission document that is due by March 15, 2024.

END OF ADDENDUM #2

City of Raleigh  
FS 1 Fire Admin and Backup 911 center Design

Meeting Date: February 21, 2024

Time: 2:00 pm

Location: City of Raleigh  
Halifax Community Center  
1023 Halifax St. Raleigh, NC 27604

	NAME	ORGANIZATION	PHONE	EMAIL
1	Sean Flinn	DJD (DJG)	919-579-1790	stblin@djginc.com
2	Shane Wycutt	Froehling & Robertson	919-888-3441	swycutt@fandf.com
3	KEITH CARLSON	ADW ARCHITECTS	919-589-2350	kcarlson@adwarchitects.com
4	PHINICK MCFERLEY	SCHMIDTGEN GROUP	814-390-8404	pmcferrley@sganc.com
5	JIMMY EDWARDS	DAVIS KATZ ARCHITECTS	919-833-3737	jedwards@davis-katz.com
6	EMILY ROCHROCK	ESP ASSOCIATES	757-633-5325	erock@espassociates.com
7	AL BOWEN	RATIO	919-219-3910	ABowen@ratio-system.com
8	VINCENT PEDRAZA	CMTA	703-402-8615	vpedraza@cmta.com
9	JAMISON SILL	DELV DESIGN	859-327-2552	jamison@delvdesign.com
10	MATT BUTTERES	HEARY ENGINEERING	919-502-6654	mfbutteres@heary.com

	NAME	ORGANIZATION	PHONE	EMAIL
11	Josy Benetti	Moseley Row	1-804-248-0211	jbenetti@moseleycenter.org
12	Tim McArthur	PERKINS & WILL	919 7203706	tim@mcArthur PERKINSWILL.COM
13	SILKE RANSMEIER	HITARCHITECTURE	552-308-5024	gransmeier@hit-arch.com
14	Jeff Morrison	Lynch Mykins	919-302-5151	jmorriso@lynchmykins.com
15	Sittanne Epps	Optima Engineering	760 519-3416	sepps@optima-engineering.com
16	ANDRÉS SEPPA	PERKINS & WILL	410.926.7628	andres.seppa@perkinswill.com
17	Caroline Houghland	Lynch Mykins SE	704-999-5539	choughland@lynchmykins.com
18	TED Vox Dyke	NEW CITY DESIGN	919.831.1308	ted@NewCityDesign.com
19	Kelsey Lemon	Timmons Group	804.200.6030	kelsey.lemon@timmons.com
20	Bre Knotts	Kimley-Horn	757 7785031	breanna.knotts@kimley-horn.com
21	JOHN KUZENSKI	KIMLEY HORN	919 6532990	JOHN.KUZENSKI@KIMLEYHORN.COM
22	Jed Byrne	Withers Rowand	980-428-4491	JByrne@withersrowand.ca
23	JAMES CURRIE	EMTA	980 294 9716	jcurrie@emta.com
24	ALYSSA HOLLAND	O'BRIEN ATKINS	704-998-8761	aholland@obrienatkins.com
25	Tim Nichols	O'Brien Atkins	919-844-3333	timn@obrienatkins.com
26	Mark Moritz	Terracon	919-873-3211 903-859-1140	mark.moritz@terracon.com mmoritz@terracon.com



27	James Briggs	HH Arch	984-5005282	jabriglia@HHARCH.com
28	Jason Gibbs	Oakley County Arch	919 696 9591	jagble@oakleycollier.com
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ENGINEERING SERVICES  
CONSTRUCTION  
MANAGEMENT

2024-CM-10

RFQ

Design Pre-Submittal  
Conference

February 21, 2024



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# Agenda

## 2024-CM-10 Design RFQ Fire Station No. 1

- Sign in & General Information – Mandatory for Submitting
  - Project information, Pre-submittal sign-in, Addenda eVP website
  - Introduce Project Engineers
  - RFQ submittal schedule
- Submittal – Deadline
  - Packaging qualifications
- MWBE Participation Form
- Label Tabs for Projects Submission
- Evaluation Criteria
- Scope of Work
- Break and Q&A (Please write your questions)



# Sign-in & Introductions

Sign-in sheet: Please fill out

Notification: This meeting is being recorded. An Addendum will be issued following the conference eVP Website.

Introductions: Construction Management – Public Safety & Special Projects

Project Name	Project Manager, Email Address
Fire Station No. 1, Fire Administration, and Backup 911 Facility	Elizabeth Nooe, Project Manager <a href="mailto:elizabeth.nooe@raleighnc.gov">elizabeth.nooe@raleighnc.gov</a>  Stephanie Seeber, Project Supervisor <a href="mailto:stephanie.seeber@raleighnc.gov">stephanie.seeber@raleighnc.gov</a>



# RFQ Schedule

## SCHEDULE HIGHLIGHTS

Deadline for Written Questions:	03/05/2024
Submittal Due Date and Time:	03/15/2024 by 4:00 pm*
Interview Week (anticipated):	04/16/2024 – 04/19/2024

\*Refer to the RFQ solicitation for more information





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# Submittal

See Submittal Checklist (Appendix VI) – Please fill out and submit with proposals.

- A. Paper Submittal: Two (2) signed hard copies of the proposer's qualifications package including MWBE documentation, appendices, and all other documentations. Do not include the financial statements and hourly rates in the package. Please see the Confidential Submittal and submit per instructions.
- B. Electronic Submittals: Two (2) electronic versions, viewable and printable document file format (PDF) files on separate flash drives. Do not include financial statements and hourly rates in the package. Please see the Confidential Submittal and submit per instructions.



# Submittal

See Submittal Checklist (Appendix VI) – Please fill out and submit with proposals.

- C. Confidential Submittal: One (1) hard copy and one (1) electronic version, viewable and printable document file format (PDF) flash drive device, containing financial statements listed in Section 2, Tab 2, and an hourly rates schedule (Appendix I) placed in a separate, sealed envelope marked confidential.
- D. Refer to Appendix III – Reference Questionnaire Submittal requirements for submittal requirements.





Delivered by Postal Mail:	Delivered by Other Services:
Attn. Ms. Elizabeth Nooe	Attn. Ms. Elizabeth Nooe
City of Raleigh	City of Raleigh
Engineering Services Construction Management – PSSP Division	Engineering Services Construction Management – PSSP Division
PO Box 590 Raleigh, NC 27602-0590	One Exchange Plaza 219 Fayetteville Street, Suite 801 Raleigh, NC 27601
*Allow Adequate time for US Postal Service Delivery	* Door may be locked. Ring bell for service or call ahead.



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# MWBE Participation

## APPENDIX IV

### MWBE PARTICIPATION FORM

#### IDENTIFICATION OF MWBE PARTICIPATION FOR PROFESSIONAL SERVICES

The Identification of MWBE Participation Form captures information regarding MWBE participation in the providing 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.*

COMPANY NAME			
PROJECT NAME		CITY DEPARTMENT	
PROJECT NUMBER		RFQ SUBMITTAL DATE	

#### Section 1: PROFESSIONAL SERVICES PROVIDED – PRIMARY CONTRACTOR

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

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

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

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

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



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# Project Submittal

## **Tab 1: Cover Letter**

Provide an introduction letter summarizing the unique qualifications of your firm to meet the needs of the project. This letter should be presented on the firm's official letterhead, including a signature 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 numerical listing for each issued addendum and acknowledge receipt of each addendum.

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.



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# Evaluation Criteria

- 1) Corporate Background and Experience
- 2) Financial Stability
- 3) Project Understanding
- 4) Project Approach
- 5) Team Members, Experience, and Qualifications
- 6) Legal or Technical issues



# Scope of Work

## Total Building and Site programming

- Building area of +/- 50,000 SF
- Located on a 2-acre site on corner of MLK Jr. Blvd and Salisbury Street

## Fire Station No. 1 (+/- 28,000 SF)

Relocation from old station by Nash Square

Three-Company Battalion

Five (5) Vehicular Bays

Hot, Warm, and Green Zones

Individual Shower Rooms

Kitchen and Breakroom

Sleeping Quarters







# Scope of Work

Fire Administration (+/- 12,000 SF)

Office Accommodations for 50 Staff with 10 Offices

Kitchen/Breakroom

Conference Rooms

Reception/Waiting Areas

Backup 911 Center (+/- 10,000 SF)

Communications Hub

Conference Room

Open Workspace for 35 Operators and 5 Administrative Staff

Kitchen/Breakroom

Site





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# Site Considerations

## Corner of Martin Luther King, Jr. Blvd and Salisbury Street

- 2-acre site
- Compact and restrictive
- Prominent location
- NC Railroad adjacency



Break – For Q&A



# Written Questions

Deadline for Written Questions		3/05/2024
Final Addendum Publication		3/07/2024
Submittals Due		3/15/2024 by 4:00 pm





Delivered by Postal Mail:	Delivered by Other Services:
Attn. Ms. Elizabeth Nooe	Attn. Ms. Elizabeth Nooe
City of Raleigh	City of Raleigh
Engineering Services Construction Management – PSSP Division	Engineering Services Construction Management – PSSP Division
PO Box 590 Raleigh, NC 27602-0590	One Exchange Plaza 219 Fayetteville Street, Suite 801 Raleigh, NC 27601
*Allow Adequate time for US Postal Service Delivery	* Door may be locked. Ring bell for service or call ahead.



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