



The Town of Valdeese

Request for Qualifications
for Design-Build Services

Police & Fire Department Facility
Cost Comparison & Construction

Request Number 25-300

Project Title:

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***NOTICE OF REQUEST FOR QUALIFICATION (RFQ) STATEMENTS
FROM FIRMS INTERESTED IN PROVIDING DESIGN-BUILD
SERVICES FOR POLICE DEPARTMENT
BUDGET ANALYSIS & CONSTRUCTION***

As provided for under General Statute section 143-128.1A., the Town of Valdese has elected to use design-build as the contracting method for a two-phase contract in the construction of a Police Department.

The Town of Valdese invites interested firms/teams to submit a written Statement of Qualifications (SOQ) relating to this solicitation. Proponents are invited to review the information and to submit their SOQ in accordance with the criteria established within this RFQ. A Project Screening Committee will evaluate firms'/teams' qualifications and experience with similar projects. The Town will rank the submittals and create a short list of firms/teams to interview before selecting the best qualified firm/team. The firms/teams determined to be best qualified through review of the submitted SOQs will be invited to interview with a project committee and the firm/team being most qualified will be selected for negotiations to complete the project. Should negotiations become unsuccessful, the second ranked firm/team will be invited to enter negotiations.

Written questions must be received by January, 6th 2024, no later than 12:00 PM.

Email questions are acceptable but must contain the wording “**Police/Fire Department DB RFQ Question**” in the subject line. Questions may then be responded to as an amendment to this document and posted to the solicitation within an anticipated five (5) working days after questions deadline. Oral statements or instructions shall not constitute an amendment to this RFQ.

All submittals must be received by the deadline specified herein. Any submittals received after the due date and time specified will not be considered. The Town of Valdese reserves the right to reject any or all submittals, or to withhold awarding a contract for any reason it may determine, and to waive or not to waive any informalities in any submittal. All information regarding the content of the specific submittals will remain confidential until sealed proposals are opened.

POINT OF CONTACT:

Bo Weichel, Interim Town Manager
Town of Valdese
102 Massel Ave SW
Valdese, NC 28690
Mail:
PO Box 339
Valdese, NC 28690
bweichel@valdesenc.gov;
828-879-2123

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<p>Submittals must be received by the deadline</p> <p>Mailing Address:</p> <p>Town of Valdese – Administration Post Office Box 339 Valdese, NC 28690 Attention: Mr. Bo Weichel</p> <p>Delivery Address:</p> <p>Town of Valdese – Administration 102 Massel Ave SW Valdese, NC 28690 Attention: Mr. Bo Weichel</p>	<p>Submittal Deadline:</p> <p>Emailed PDF version: January 27, 2024 bweichel@valdesenc.gov</p> <p>Hard Copies delivered: January 31, 2024 address noted to the left</p>
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I. DEFINITIONS

- A. "The Owner" means officers or employees of the Town of Valdese.
- B. "Proponent" means the person or firm/team responding.
- C. "Statement of Qualifications" or "SOQ" means the submission received from a Proponent in response to this RFQ.
- D. "Request for Qualifications" or "RFQ" means the entire document, including all of the documents and any addenda thereto issued before the RFQ closing time.

II. PROJECT BACKGROUND

The Town's Police department has 14 full-time employees and currently operates out of Town Hall. This arrangement is in place due to the existing building that housed police operations was deemed unsafe and has been evacuated. The existing building was built in the 1970's and has major structural failure in the walls and erosion issues under the floor.

The Town has recently purchased a building that served as a law office up until a few months ago. This building is located at 215 E Main St, Valdese. The building has an approximate area of 7,300 square feet among two levels. Each level has ground access due to the slope of the terrain. The Town has also purchased a 1.73 acre parcel at 200 Massel Ave SW with the intent of building a future Fire Station.

III. SCOPE OF SERVICES

The Design-Build services shall be completed in a two-phase approach utilizing DBIA 520 & 525 contracts.

Phase I:

This phase shall consist of a schematic design level (30%) comparison for a budgetary cost of the following three options:

- 1. Renovate the existing building at 215 E Main St. for police operations.
- 2. New fire station on the empty lot at 200 Massel Ave SW.
- 3. Combination police department and fire station with some shared spaces on the empty lot at 200 Massel Ave SW.

From these budgetary numbers, it is anticipated the Town Council will choose how to proceed addressing the facilities for both police and fire. This decision will then transition into Phase II.

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Phase II:

Based on one or more of the options developed in Phase I, the scope of work is to provide design and construction services for the project throughout preconstruction and construction phases

Design: Establish a Guaranteed Maximum Price (GMP) through further design stages including but not limited to, schematic design (from Phase I), design development, construction documents, coordination with other agencies, geotechnical engineering, surveying, cost opinions during design development, final design meeting State and local requirements, technical specifications, cost opinion at various stages of the project, obtaining all necessary permits, scheduling, cost control, project management, quality assurance and quality control of design.

Construction: Construction related activities, construction management, and completing project close-out activities. The contractor will be required to coordinate with other vendors hired by the Town to complete specific IT systems.

IV. PROJECT BUDGET

The budget shall be established from the cost comparison completed during Phase I.

V. ESTIMATED PROJECT SCHEDULE

Electronic Statement of Qualifications due	January 27, 2024
Hard Copies Statement of Qualifications due	January 31, 2024
Review Statements of Qualification	February 3-11, 2024
Interview final selections	February 24-28, 2024
Selected firm notified and proposed	
Phase I contract delivered to the Town	March 3-14, 2024
Contract review by legal counsel	March 17-21, 2024
Phase I contract adoption by Town Council	April 7, 2025

VI. SELECTION PROCESS

The Town of Valdese will negotiate a contract with the top-rated firm following selection. If a contract cannot be successfully negotiated with the top-rated firm, the Town will proceed to the second-rated firm.

NC Licensing Requirements – All individuals and firms working on this project shall be properly licensed under the NC laws governing their trades.

VII. SUBMISSION INSTRUCTIONS

- A. No contact shall be made with Valdese Town Council as this shall be grounds for dismissal of RFQ submittal.
- B. All questions should be submitted in writing to the Point of Contact listed above.
- C. SOQs will be received prior to deadline by email, in person at Town Hall, or by mail (information at beginning of RFQ).
- D. SOQs submitted via fax are not acceptable and will not be considered.
- E. Proponents will be evaluated on experience and qualifications. Project fee related information is not requested (excepting Section II, subsection D, paragraph 1) and will not be used in the evaluation process. Receiving project fee related information will be grounds for dismissal of the RFQ submittal. Firms/Teams shall submit their standard rates for positions involved in the Project.
- F. Clearly indicate on the envelope the name of the Proponent and the name of the Project for which the SOQ is being submitted.

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- G. Refer to the section SOQ Content Requirements for detailed instructions.
- H. There will not be a pre-proposal conference for this project.
- I. There will not be a public opening of the SOQs with Proponents present.

VIII. COST OF SUBMISSION AND OWNERSHIP OF SOQ

- A. The Town of Valdese is not responsible for any costs incurred by Proponents in preparing, submitting, or presenting their SOQs.
- B. Except as otherwise provided in this RFQ, all SOQs become the property of the Town upon submission and will not be returned.

STATEMENT OF QUALIFICATIONS CONTENT REQUIREMENTS

This section specifies in detail the form and minimum content requirements for information required to be submitted in each SOQ. Proponents may, at their discretion, include additional information which they consider relevant to ensure a full and proper evaluation, provided that the specified maximum allowable number of pages is not exceeded.

I. SUBMITTAL FORMAT

- A. Original (loose), five (5) bound copies and a PDF provided by email is required of each submittal. The material should be in sequence and related to the solicitation. The sections of the submittal shall be tabbed to match SOQ and be clearly identifiable. Failure to include all requested information will result in the proponent being non-responsive and may result in the rejection of the proponent's submittal.
- B. Cover letter expressing interest in the available project. It shall also identify a principal and secondary individual as point of contact for any future correspondence and be a maximum of two pages.
- C. Page size of the SOQ shall be 8 ½" x 11" with a minimum font size of 10. A maximum of two (2) 11" x 17" pages will be allowed (one (1) page if double sided). Note: this will count towards the page limit.
- D. No more than 30 pages single sided or 10 pages double sided. Note: divider tabs (if used), Cover Letter and Table of Contents do not count towards the page limit and shall not include pertinent information to be evaluated.

II. SOQ CONTENT

Please provide the following in this order:

- A. Cover Letter/Letter of Interest (does not count toward page limit; two (2) page maximum)
 - 1. Principal and secondary contact for the project including mailing address, email, phone numbers, and appropriate license numbers. At least one of these individuals shall have the ability to negotiate Contract conditions for the Proponent.
 - 2. Provide a statement of interest, including a narrative describing the firm's unique qualifications and answering the specific question "why should the Town select your firm/team for this project?"
- B. Table of Contents Page (does not count toward page limit)
- C. Firm Profile
 - 1. Provide general information about the Proponent, which needs not be specific to this RFQ. Include history of the firm, years in business, office locations, number of staff, types of services provided and specialist areas of expertise. Indicate

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- office location from which services will be provided. This includes any sub-consultants.
2. Statement that the Proponent is licensed to provide required professional services in the State of North Carolina.
 3. Statement (confirmation) of current general liability insurance as required to provide services.
- D. Experience and Qualifications of the Proposed Team
1. Provide a minimum of three similar projects or general municipal projects (contracted within the last five years) for which your team was responsible and which you consider to be a demonstration of your team's ability related to this project, including project title, reference (name, phone, email) location, design fees, initial cost estimate, contracted GMP amount, approximate final GMP, year completed, and members of proposed team included with project and their role on it. Include information on how actual project construction cost compared to initial cost estimate. Provide a narrative explaining any differences.
 2. Please provide a minimum of three (3) unique municipality references (should references in item D (1) above be duplicated, may provide a reference without a project).
- E. Experience and Qualifications of Proposed Team Members (this information will count toward page limit).
1. Provide an organizational chart demonstrating your team's leadership, key team members and any proposed sub-consultants along with project roles. Identify projects, if any, where team in SOQ worked together on projects.
 2. Provide experience and qualifications of key team members via resumes, who will be responsible for this project (with any critical sub-consultant). Include work experience, education, licenses, registrations, or certifications applicable to the proposed work.
Explain why your team is especially well qualified to perform the required services. Provide the experience of the proposed team member on similar projects. Identify client, project name, location, size, and dollar value of similar work to illustrate work quality and the role of each proposed team member.
NOTE: Projects used as examples of similar work shall be clearly noted if the work was done by individuals while employed by other firms. The only projects which you may claim without attribution are those projects actually produced by your firm/team. Improper or misleading credit for projects, in our view, is an adverse reflection on a firm's integrity and may be grounds for rejection of those projects from your experience or record or dismissal of the entire RFQ submittal.
 3. For each person listed above, list what aspects of preconstruction or construction the person will handle. For those persons who will divide their time between preconstruction and construction phases, indicate what percentages of their time will be devoted to each phase.
 4. Indicate office location of each team member.

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- F. Project Approach
 - 1. Proponents shall provide a description of their approach, including any information that may differentiate your team. Your approach should include (not necessarily in this order), at a minimum, the following:
 - a. Technical approach
 - b. Project management approach, including assigning personnel (man-loading) to a project of this nature, duration, and how such relates to the proposed scope of services (including sub-consultants)
 - c. Project cost estimating
 - d. Budget and schedule control
 - e. Quality management
 - f. Your expectations of Town during design process
- G. Interview

If selected for an interview, firm/team shall present project vision and preliminary thoughts as part of the interview presentation.

SPECIAL TERMS AND CONDITIONS

I. INSURANCE PROVISIONS

Certificates of insurance must be submitted to the Town and the Town must be named as additional insured on all lines of coverage (General Liability, Auto, Umbrella, etc.), except Professional Liability and Workers' Compensation.

Minimum insurance levels required:

General Liability	\$5,000,000
Auto	\$1,000,000
Umbrella	\$1,000,000
Professional Liability	\$1,000,000
Worker's Compensation	\$1,000,000

Description of Operations Section.

The following wording must be entered into this section:

The Town of Valdese is named as an additional insured as required by written contract. Waiver of Subrogation is granted in favor of the Town of Valdese on the GL and WC policies.

The following address should be used for certificates:

Town of Valdese
Attn: Administration
PO Box 339
Valdese, North Carolina 28690

- II. KEY PERSONNEL:** It is essential that the Proponent provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this Contract. The Proponent agrees to assign specific individuals to the key positions.

The Proponent agrees that once assigned to work under this Contract, key personnel shall not be removed or replaced without written notice to the Town.

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If key personnel are not available for work under this Contract for a continuous period exceeding ten (10) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Proponent shall immediately notify the Town, and shall, subject to the concurrence of the Town, replace such personnel with personnel of substantially equal ability and qualifications.

Selected Proponent must be able to appropriately staff the project within ten (10) days of Town Council award.

- III. OTHER CONTRACTS:** The Town may enter into Contracts for additional work related to this project. The Proponent shall fully cooperate with other contractors, design firms, and with Town employees to accommodate such other work. The Proponent shall not commit or permit any act that interferes with the performance of such work by other contractors.
- IV. COMPENSATION AND METHOD OF PAYMENT:** In consideration of the performance of the services described in the Scope of Services, the Town shall pay the Proponent in accordance with the negotiated contract rates, and the Proponent shall charge the Town only in accordance with those same rates. The Town will pay the Proponent following the submission of deliverables, as per contract, and of itemized invoice(s). Each itemized invoice must bear a written certification by an authorized Town representative confirming the services for which payment is requested.