

REQUEST FOR PROPOSALS

by Town of Davidson, NC for Design-Build Services for the Renovation of the Davidson Town Hall and Community Center Gymnasium

Introduction: In accordance with NCGS 143-128.1A and S.L. 2021-189, Section 1.6, the Town of Davidson requests proposals from design-build teams for the renovation of a historic gymnasium. The Town of Davidson anticipates awarding a single contract for the services required.

Project Description: Gymnasium – The Davidson Town Hall and Community Center Gymnasium is a locally designated historical landmark located at 251 South Street. The Gymnasium was designed in 1937 by architect Willard G Rogers as part of the Davidson Academy School. It is a classically inspired building, approximately 5230 square feet, with arched windows and solid masonry walls, including a main floor and wooden bleachers. The chosen team will provide coordination with the Charlotte-Mecklenburg Historic Landmarks Commission, schematic design documents, construction documents, permitting, construction of the project, and post-construction deliverables. The project budget is \$2,963,961 including design, construction, and all other costs and fees. The renovation is funded through an American Rescue Plan Act grant, and subject to Uniform Guidance requirements. The selected design-build team will be required to obtain a performance bond by December 28, 2023.

The project scope and budget have been discussed at two public meetings of the Town of Davidson Board of Commissioners. Respondents are strongly encouraged to review documents from those meetings, linked below. At the July 25, 2023 meeting, the Board of Commissioners selected Design Option 1.

Town of Davidson Board of Commissioners Work Session, Tuesday, July 11, 2023. Agenda Item IV.a:

https://granicus_production_attachments.s3.amazonaws.com/townofdavidson/55ac61047c8355a1b009d97d9a6a39740.pdf

Town of Davidson Board of Commissioners Work Session, Tuesday, July 25, 2023. Agenda Item VIII.a:

https://granicus_production_attachments.s3.amazonaws.com/townofdavidson/c21303cea0b4193f426536acadd3a1180.pdf

Project Schedule: The following are preliminary milestone dates for this project:

<u>TASK</u>	<u>COMPLETION</u>
SELECT DESIGN OPTION	Tuesday, July 25, 2023
DESIGN BUILD DETERMINATION	Tuesday, August 8, 2023
ISSUE RFQ	Friday, August 11, 2023
RFQ RESPONSES DUE	Tuesday, September 26, 2023
RFQ EVALUATION	Friday, November 10, 2023
AWARD	Monday, November 13, 2023
CONTRACT NEGOTIATION	Friday, December 8, 2023
CONTRACT APPROVAL	Tuesday, December 12, 2023
PERFORMANCE BOND ISSUED	Thursday, December 28, 2023

Proposal Content: The written proposal should provide background information about the team, its employees, and its experience with related projects and related clients. It should cover the experience of the team, as well as any consultants on the proposed team. For the purposes of the RFP, the term “team” shall refer to the prime respondent of this RFP, or in other words, the team with whom the Town of Davidson will contract. The term “consultant” shall refer to all consultants whom the prime respondent will include on the project team. The proposal shall clearly delineate any experience, background, etc. between the prime “team” and “consultants.”

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

- 1: Team profile listing: name, address, year established, type of ownership, size of team and staff, and an organization chart. If team has multiple offices, please list where the work for this project will be performed.
- 2: Information about the overall makeup of the project team, including: the identity of all key personnel, a description of their respective responsibilities and duties and each team member’s experience with similar design projects.
- 3: Information about any consultants included on the team. Areas of expertise should include architectural, civil engineering, structural engineering, mechanical engineering, fire protection engineering, and electrical engineering. Identify consultant team name, address, telephone number, contact person, and names of key personnel. Identify consultant’s experience with similar projects.
- 4: Team’s experience in historic municipal renovation projects, including a summary of similar projects.
- 5: Team’s experience in designing and constructing / renovating public recreational facilities. A summary of similar projects in the past 5 years, for which the team was responsible.
- 6: Proposed design approach by the team for this project. Proposed timeline if accepted.
- 7: Design cost itemized breakdown including schematic design documents, construction documents, permitting, and post-construction deliverables.
8. Proposed Minority and Women Owned Business Enterprise participation
9. List of any pending or settled lawsuits or professional liability claims in which the team was involved during the past ten (10) years.
- 10: Additional information the respondent believes to be relevant to the selection efforts of the Town of Davidson.
11. Proposal limit 32 pages, including Attachment A and Attachment B.

Proposal Submission: Submit one (1) electronic copy of the proposal, including Attachment A & Attachment B, by **Tuesday, September 26, 2023 at 2 PM.** No submittals will be accepted after this time. Submit Proposals to:

Town of Davidson
Doug Wright, Project Manager
dwright@townofdavidson.org

All questions regarding this package or project shall be emailed to Doug Wright at dwright@townofdavidson.org.

In order that the selection process is as objective as possible, do not contact any Town of Davidson officials other than noted above.

Evaluation: The town will generally evaluate proposals based on the following scoring:

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|--------------------------------------------------------------|-----|
| • Experience of the project team and consultants | 25% |
| • Experience in historical renovations | 20% |
| • Experience in recreational facility design and renovations | 20% |
| • Proposed approach and timeline | 10% |
| • Design cost | 15% |
| • MWSBE participation | 10% |

General Comments:

- 1: Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.
- 2: Ownership of all data, materials and documentation originated and prepared for the Town of Davidson pursuant to the RFP shall belong exclusively to the Town and be subject to public inspection in accordance with the Freedom of Information Act. Trade secrets or proprietary information submitted shall not be subject to public disclosure under the Freedom of Information Act; however, the respondent must invoke the protections of the appropriate section of the Code of North Carolina, in writing, either before or at the time the data or other materials are to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire document, line-item prices and/or total costs as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
- 3: The Town of Davidson reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications.
- 4: It is expected that the Town of Davidson will conduct interviews with no more than 3 teams. Each interview will be conducted in the Town Hall, 251 South Street. The Town of Davidson team will consist of approximately 5- 7 individuals.
- 5: Following the selection of a design-build team by the Town of Davidson, a contract will be negotiated for services. If negotiations are unsuccessful with the first team selected, a second team will be selected, and negotiations initiated.
- 6: The team must be licensed in North Carolina.

**TOWN OF DAVIDSON
NORTH CAROLINA**

**REQUEST FORM
FOR
DESIGN-BUILD SERVICES**

Date: _____

Team Name: _____

Address: _____

Contact Person: _____

Phone #: _____

Email address: _____

Authorized Signee: _____

Print Name: _____

Print Title: _____

REFERENCES

Respondent must supply three (3) references for clients for whom similar work was performed.

Reference Team Name:

Contact: _____

Phone#: _____

Nature of work performed:

Reference Team Name:

Contact: _____

Phone#: _____

Nature of work performed:

Reference Team Name:

Contact: _____

Phone#:

Nature of work performed:

