



City of Raleigh

Request for Qualifications #: 274-2024-RCPAC-01

**Title: Raleigh Convention and Performing Arts Complex –
Expansion and Relocation**

PROFESSIONAL DESIGN SERVICES

Proposal Due Date and Time: Proposals will be received until 4:00 PM
ET, November 2, 2023

ADDENDUM NO. 2

Issue Date: 10/19/2023

Issuing Department: Raleigh Convention and Performing Arts Complex
Direct all inquiries concerning this RFQ to:

Suzanne Walker
Capital Projects Manager
Email: Suzanne.Walker@raleighnc.gov

City of Raleigh
Addendum #2 to **RFQ 274-2024-RCPAC-01**

Issue Date: 10/19/2023

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of qualification packages 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 by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the RFQ as listed below and **sign and return this addendum with your submittal package**.

The following is included within this addendum:

1. Questions received
 - a. Questions and Answers

Suzanne Walker
Capital Projects Manager

Sign below and return this addendum with your submittal response.

Firm Name & Company: _____ **Date:** _____

Signature: _____ **Title:** _____

Written Questions Received after Mandatory Pre-Submittal Conference

Question 1: On the Financials section of the proposal, should the firm's financials be bound into the hard copies of the proposal, but submitted separately on the flash drive?

Answer: One (1) copy of the Firm's Financial Information and Hourly Rate Schedule for all proposed project personnel should be enclosed in a **separate**, sealed envelope and submitted as a separate electronic file. 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.

Question 2: Can we submit our qualifications for only Geotechnical Services as an independent consultant or do we need to team up with others?

Answer: The City of Raleigh is seeking one or more highly qualified and experienced Firm(s) to **provide comprehensive professional design services for the design of the Raleigh Convention Center expansion and the relocation of Red Hat Amphitheater**. Firms must prove that they possess the requisite experience, skills, and technical and administrative capability and capacity to participate in a team approach to project delivery.

Question 3: Is it possible to find out who the interview panel will consist of?

Answer: 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. Please reference sections 1.9 Communications, 1.10 Lobbying, and 1.11 Conflicts of Interest.

Question 4: Renderings for the new sky bridge indicated that it could be structurally supported off the existing Convention Center. Is the City able to confirm if the existing facility was originally designed for this future expansion?

Answer: There is no confirmation that the existing facility was originally designed for supporting a sky bridge.

Question 5: The current Red Hat Amphitheater appears to be a permanent installation of a temporary stage (Brown United or similar). Does the City intend to pursue a more traditional, amphitheater-style stagehouse and production grid for the new Red Hat?

Answer: There are currently no prescribed Amphitheater styles or production grids for the relocation of Red Hat Amphitheater within the Request for Qualifications.

Question 6: The Convention Center is currently divided from the adjacent property to the north, by a large secant retaining wall. This was the method of construction to reduce settlement from nearby structures. Is it anticipated that the expansion of the convention center will require similar structural features for below grade levels?

Answer: The City desires to contract for comprehensive professional design and consulting services meeting all federal, state, and local requirements. The scope of services list provided is not all-inclusive and additional services may be required.

Question 7: Has there been a parking demand study performed that indicates there is adequate parking provided in the Convention Center and Performing Arts parking decks or is additional parking required and planned to be provided as part of this project?

Answer: There has not been a parking demand study performed by the Raleigh Convention and Performing Arts Complex.

Question 8: Will the development be required to go through the subdivision process?

Answer: The City desires to contract for comprehensive professional design and consulting services meeting all federal, state, and local requirements. Including but not limited to requirements by Wake County and City of Raleigh such as the Unified Development Ordinance.

Question 9: Is the firm that completed the rendering and assisted in the planning stages precluded from pursuing this RFQ?

Answer: No, the firm will not be excluded from submitting a response to this RFQ. All responses received for this RFQ will be evaluated by the established Evaluation Criteria located in section 3.1.

Question 10: Is there a specific outlined M/WBE percentage goal?

Answer: The City does not currently have minority participation goals for Professional Service Contracts (RFQs), but we do encourage the use of minority firms, when possible. Appendix IV (MWBE Participation Form) – is included in the advertised RFQ and prospective proposers can complete this data request form should they be using MWBE subconsultants.

Question 11: Can you provide the estimated construction value?

Answer: No, an estimated construction value cannot be provided at this time.

Question 12: In regard to the reference questionnaire, can a reference be used even if they are no longer with the agency, you preformed work for?

Answer: Appendix II, Firm Questionnaire, includes a list of questions that must be answered, and date given must be clear and comprehensive. If necessary, questions may be answered on separate sheets. The Firm may submit any additional information desired. List at least five (5) references for which you have provided these services (same scope/size) in the past five years - preferably government agencies.

Question 13: When the reference questionnaires are returned, should the subject line be titled anything specific?

Answer: There are no prescribed subject line title for the return of reference questionnaires. The subject line can contain the RFQ number (RFQ #274- 2024- RCPAC-01) and RFQ Title (Raleigh Convention and Performing Arts Complex – Expansion and Relocation).

Question 14: Our firm found out about the RFQ after the mandatory pre-submittal conference happened. If we submit will our proposal be evaluated?

Answer: Attendance by Firms for the pre-submittal conference hold on October 6, 2023 at 1:00 PM EST is mandatory. The Mandatory pre-submittal conference was offered by an in-person and virtual Microsoft Teams options. Attendance by either option will meet the mandatory pre-submittal requirement.

Question 15: Please provide clarification on if the intent of the RFQ is to solicit architectural and or construction management firms as the lead to deliver comprehensive services. Should we submit a proposal for our individualized services, such as geotechnical engineering?

Answer: The City desires to contract for **comprehensive professional design** and consulting services meeting all federal, state, and local requirements. The scope of services list is not all-inclusive and additional services may be required. A Firm submitting proposals should include

any full offering of services required to best meet the City's needs and goals for the finished project.

Question 16: We understand that hourly rates are required. The evaluation criteria mentioned fee proposals. Should we submit a firm fee proposal with our qualifications?

Answer: In 3 PROPOSAL EVALUATION, item 3.1 Evaluation Criteria notes 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	25		
Firm Financial Stability	5		
Project Understanding	20		
Project Approach	20		
Team Firm, Experience, and Qualifications	25		
Legal or technical problems	5		
Final Score			

One (1) copy of the Firm's Financial Information and Hourly Rate Schedule for all proposed project personnel should be enclosed in a separate, sealed envelope and submitted as a separate electronic file. 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.

Question 17: In which sections should completed forms Appendix II, Appendix III and Appendix IV be placed in the response?

Answer:

- Appendix II (RFQ, page 22) should be included within proposal section Tab 2: Corporate Background and Experience.
- Appendix III Instructions are provided on RFQ page 23. The Firm is required to send the reference form (two pages) to each business reference listed on Firm Questionnaire (Appendix II). 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 Firm'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 IV (MWBE Participation Form) should be completed and submitted with your qualification package as part of Tab 5: Team Firm, Experience and Certifications/Qualifications.

Question 18: We understand that the RFQ and signed copies of addenda are to be included in our proposal and that there is a 70-page limit. Our financial documents and the RFQ will exceed the allotted 70 pages, without our qualifications. Please advise on how firms should address this and if we can omit the RFQ from our proposal.

Answer: We have a preference of keeping the responses around 70 pages, but this is not a requirement. There will be no negative consideration of the response if over the preferred 70 pages are submitted. The addition of the RFQ to the responses should not be factored in your page count.

Questions Received during the Mandatory Pre-Submittal

Question 1: When do you think the CMAR will be brought on board?

Answer: This has not yet been determined.

Questions Received during the Optional Site Visit Conference

Question 1: Will existing loading dock drive still be used during construction?

Answer: The existing loading dock is essential to daily business operations. Tab 4 within the Qualifications Package should identify description of approach for developing scope and sequencing alternatives for complex multi-phase projects including evaluation relationships to adjacent developments and public realm. A description of each task and deliverable and the schedule for accomplishing each shall be included from concept to project close out.

The Raleigh Convention Center will remain in operation during construction. Considerations for phasing and timing of expansion improvements will be important to minimize impact on business operations. Red Hat Amphitheater should remain in operation during regular season to minimize impacts on operations and program offerings.

Question 2: Will the current Red Hat amphitheater back of house location be used for the new amphitheater?

Answer: Red Hat Amphitheater relocation should address city operational requirements that encompass event, office, retail, support, and other spaces needs including but not limited to the requirements within Section 4 Scope of Service.

Question 3: Is any construction needed in current Convention Center?

Answer: Connectivity by bridge between the existing building and new expansion space should provide additional programmable space in the new Raleigh Convention Center expansion. Firms should provide unifying elements to create campus connectivity for Raleigh Convention and Performing Arts Complex existing and new spaces.

Question 4: Do carpet/finishes need to match current building?

Answer: Firms should provide unifying elements to create campus connectivity for Raleigh Convention and Performing Arts Complex existing and new spaces.

Question 5: Does expansion need its own specific entrance?

Answer: It is our intent to be able to program the existing building and the expansion separately or as one based on event needs. Firms considered for the project should have previous experience providing design services for similar projects in the hospitality industry or in public assembly facilities in an urban setting. Firm's familiarity with federal, state, and local laws, regulations, and codes, including laws governing the accessibility the project must have for persons with disabilities should be demonstrated through written explanation within Tab 4 of the Qualifications Package.