

**REQUEST FOR QUALIFICATIONS (RFQ)
For
ARCHITECTURAL/ENGINEERING SERVICES
For**

Wallace H. Kuralt Center Renovation



November 2, 2023

AFM Representative for RFQ:

Martin Flores NCIDQ | IIDA

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Inquiries and Questions Deadline:

2:00 PM, November 22, 2023

Submittal Due Date:

2:00 PM, November 30, 2023

Submittal Location:

**Mecklenburg County Asset and Facility Management (AFM)
Valerie C. Woodard Center, 3205 Freedom Dr., Suite 6000,
Charlotte, NC 28208**

**NOTE: UPON REQUEST THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT FOR
PERSONS WITH DISABILITIES**

1.0 PURPOSE

The Mecklenburg County Asset and Facility Management Department is requesting the submission of a Statement of Qualifications (SOQ) from firms to provide professional services for the referenced project.

2.0 PROJECT DESCRIPTION:

The design consultant will be required to provide services for a complete interior and exterior renovation, including all building operating systems for the Wallace Kuralt Center located at 301 Billingsley Road, Charlotte, NC 28211. This building is approximately 118K Square Feet and is owned and operated by Mecklenburg County and currently houses various departments of our Department of Children, Family and Adult Services (CFAS).

The proposed project includes a complete remodel of all interior and exterior areas of the building, including mechanical, electrical and plumbing systems along with the relocation of vertical transportation (elevators). The project will likely incorporate solar as well as thermal wells to align with the County's 2035 Net-Zero Carbon Emission goals.

The County anticipates hiring a Construction Manager at Risk contracting firm to assist with preconstruction/construction services on this project. The project will consist of the following basic design components:

- A. Full design services for the completion of the Wallace Kuralt Center renovation. Adjoining spaces contain, but are not limited to, the following: parking, pedestrian walkway, and landscape features.

2.1 Construction Budget & Schedule:

A. Wallace Kuralt Center Renovation

- a. Anticipated Construction Budget Range: Approximately \$44 Million
- b. Anticipated Schedule:
 - Design: March 2024 – December 2025
 - Construction: January 2026 – June 2027

2.2 Scope of Service: The selected Consultant will work with the Mecklenburg County Asset and Facility Management Department Project Manager and representatives of affected County Departments

Professional Services required for this project may include, but are not limited to, the following:

- | | |
|--|--|
| • Master Planning including Research zoning, deed, & restrictive covenants | • Building Code Analysis |
| • Community Meetings | • Landscape Architectural Design |
| • On-site Investigation | • Civil Engineering |
| • Verification of existing conditions | • Architectural Design |
| • Site Assessment & Survey Coordination | • Structural Engineering |
| • Architectural Program Verification (space program provided by Owner) | • MEP Design |
| | • Interior Design |
| | • Furniture and equipment design and specification |
| | • Coordination with Owner-Selected Artist |

- Security Design
- Telecomm Design
- Furniture, Fixtures, & Equipment Coordination
- Lighting Design
- Acoustical engineering
- Audio/Video Design
- Building Automation & System Controls/Meters
- Cost estimating
- Review & Approval by all Local, State and Federal

- Regulatory Agencies
- Development & Coordination of Bid Packages with Construction Manager
- Coordination with Commissioning Agent
- Construction Administration
- Close Out
- Warranty Phase

A detailed description of the scope of work for each of the mentioned services will be provided to the selected Consultant at a later date as part of a Request for Fee Proposal (RFP).

3.0 SELECTION PROCESS/PROCEDURE

Pursuant to North Carolina General Statute 143-64.31, Mecklenburg County utilizes a “qualifications-based” selection process without consideration of fee during the initial phase in hiring architects/engineers/landscape architects/surveyors. The selection process will be as follows:

3.1 Advertisement

A Request for Qualifications will be advertised in The Charlotte Observer, Mecklenburg County’s Projects At-A-Glance, and the North Carolina eVP website.

3.2 Notification of Interest/Addenda

A firm requesting the RFQ will be included on the Notification of Interest List and will receive any addenda/clarifications.

3.3 Inquiries/Questions

Questions regarding this project must be directed via e-mail to the AFM project manager for this RFQ prior to the Inquires and Questions Deadline date and time shown on the cover sheet of this RFQ. To ensure fair consideration for all Consultants and to maintain equal access to information, prospective Consultants shall not contact anyone other than the project manager prior to the award decision. Any attempts to contact other County representatives may result in disqualification. Any changes or additions to the RQF information will be emailed to each Consultant who is on the Notification of Interest List. Oral answers will not be authoritative.

3.4 Selection Process

A. Selection with Interviews

The SOQs will be evaluated based on the criteria identified in Section 4.0. If the County decides to conduct interviews, firms will be selected for face-to-face interviews based on their SOQ and references. The firms being interviewed will have the opportunity to detail their qualifications, approach to the project, and their ability/expertise to furnish the services required for this project based on prior experience. Interview presentations will be limited to personnel who are slated to be directly and in continuous contact with the Mecklenburg County Project Manager for this project. If a firm chooses to distribute a “leave behind” during an interview the document can only be one page in length. Final selection will be based on the SOQ, references and the interview.

B. Notification

A preferred Consultant and one or more alternates will be selected and notified of their status at the completion of the selection process.

C. Board Approval and Contract Execution

AFM will request the Board of County Commissioners' authorization to negotiate and execute a contract with the preferred Consultant. If after discussion and negotiation, the parties do not agree on a mutually acceptable fee, AFM will terminate negotiations with the selected Consultant, and at its sole discretion, enter into negotiations with the alternate firm. The County reserves the right to withhold the award for any reason, elect not to proceed with any of the respondents, modify the scope of the work, or re-solicit SOQs.

3.5 Team Composition

Mecklenburg County reserves the right to request a change in the consultant team composition. The request may pertain to a specific member(s) of the consultant team or their sub-consultants. Failure to come to agreement on specific team members may result in the County electing to exclude the firm from consideration, or if this request occurs during contract negotiations, to terminate negotiations and commence negotiation with the alternate firm.

3.6 Scope of Work Re-assignment

Mecklenburg County reserves the right to award a design contract on any, all or none of the scope of work for which a firm is selected under this RFQ. Mecklenburg County further reserves the right to reduce the scope of work of a consultant and/or re-assign any scope of work to other consultants, and to terminate the professional services contract of the selected consultant based on consultant non-performance (i.e., schedule, responsiveness, quality of design, accuracy of documents, etc.) and/or on the consulting firm's workload and availability of the staff included in the design team as described in the firm's submittal or proposal. The County reserves the right to remove any or all work described above in this RFQ and issue a new RFQ for any portion of the work.

4.0 SELECTION CRITERIA

The selection of a consultant team shall be based on qualifications presented in written and graphic information, interviews (if conducted), past performance, and reference checks. Consultants shall be evaluated using the qualifications, past performance, and expertise of key project team members in projects of a similar nature. This RFQ requests information and examples of "prior" completed work experience to demonstrate competence and qualify their professional experience.

This RFQ does not request, nor can the County consider, any preliminary design work, cost analysis, design fees or related work products associated with the proposed project(s). Any such work submitted in an SOQ and/or potential interview shall be completely disregarded by Mecklenburg County per NC General Statute 143-64.31 and may result in disqualification.

Criteria for selection will include, but not necessarily be limited to the following:

- **Professional Expertise:** Mecklenburg County has a commitment to design quality. Potential consultants should be able to demonstrate design quality by use of similar previous building design and master planning experience.
- **Management/Technical Expertise:** The members of the Consultant team shall demonstrate recent project management/technical/cost control expertise in the projects of this type.

- **Local Knowledge and Permitting Experience:** Strong consideration will be given to teams demonstrating knowledge of the local permitting process and requirements. Recent experience submitting similar projects to code enforcement and other regulatory agencies will also be important.

Past Performance – Proven Similar Experience: The SOQ documentation shall demonstrate direct and personal experience of the members of the A/E Consultant team for projects similar in type and complexity to that of a complete building renovation. The Consultant shall submit projects only for work that can be attributed to key members of the A/E consultant team being proposed for this project. Office or firm experience in similar projects attributed to staff no longer with the firm or staff not being proposed as a key member of the team for this project will not be considered relevant.

5.0 SUBMITTAL REQUIREMENTS

Each SOQ should accurately reflect the work completed by each firm(s). Accordingly, each discipline represented must follow the guidelines developed by its governing NC Board as to representation of prior experience. If a discipline does not have specific guidelines, then they shall follow North Carolina Board of Architects, Architectural Practice Act Rules of the State Board, 21NCAC 02.0229. Non-compliance with the board(s) requirements may result in disqualification.

Prospective Firms shall submit 1 paper copy and 1 DVD of their SOQ. Submittals must be printed on 8.5x11 recycled paper, printed front and back, bound with one staple in top left corner. No flash drives, three-ring notebooks, spiral bindings, plastic covers, cover sheet, dividers, cover letters or any other materials will be accepted. Paper copy(s) and DVD(s) shall be placed in an envelope and labeled with the project name. For purposes of following the maximum page counts listed below, a sheet printed on both sides will count as two pages. Submittals shall rigorously follow the requested format and sequence; non-compliance with the format requirements may result in disqualification. Submittals shall be organized in the following manner:

5.1 **Firm Information and Project Approach** (2 pages maximum)

Provide Consultant and Sub-consultant firm information including location of office(s), staff size, and type of practice. Include information about the firm's approach regarding diversity and list any City of Charlotte; Small Business Inclusion Program Certification, Office of Historically Underutilized Business Statewide Uniform Certification or NC DOT Certifications. Provide a description of the project team with an organizational chart, listing key individuals and responsibilities. Provide the firm NC license number.

5.2 **Individual Qualifications/Experience** (6 pages maximum)

Provide a brief description of the qualifications and experience of the key individuals who will be actively involved in the project (include state registration numbers). Clearly identify experience with similar projects, the specific role that individual performed, and the employer at the time of the project.

5.3 **Similar Projects Experience** (8 pages maximum)

Illustrate a maximum of two (2) master planning projects and four (4) building design projects completed and built during the last ten (10) years for which the A/E Consultant provided, or is currently, providing, professional services which are most related to this project. List the projects in priority order, with the most-similar project listed first. Three of the four building design projects must be completed or in construction. Master planning projects may be conceptual.

Prepare a summary matrix as shown below and fully complete the form. Feel free to add criteria, Team members and Sub-consultants as needed. A high value will be placed on successful projects completed by the same project team as the one being proposed in the SOQ.

While continuity of the design team is an important factor in the consideration of a Consultant, it is understood that the performance of a sub-consultant can change over time. If a design team desires to partner with sub-consultants with whom they have never worked, but are highly qualified for this project type, please provide a brief explanation to that effect.

SIMILAR PROJECTS	PROJECT INFORMATION			CONSULTANT TEAM			SUB-CONSULTANTS		
	Year Completed, date	CM at Risk Project (Yes/No)	Master Planning Services (Yes/No)	Team Member	Team Member	Team Member	Firm Name, Team member	Firm Name, Team member	Firm Name, Team member
1. Project Name									
2. Project Name									
3. Project Name									
4. Project Name									
5. Project Name									
6. Project Name									

Provide the following information for each Similar Project, along with project images and narratives, using the checklist below and organizing the information in the same sequence:

For Master Planning Projects:

- Project name & location and current project status
- Project description
 - Size of the project site
 - Number and area of buildings
- Project owner (reference's current: name, address, telephone number, and email)
- Individual responsible for day-to-day contact with the client.
- Key team members including sub-consultants responsible for the work and the firm they were employed with at the time of the project work. If the firm has multiple offices, indicate which office managed the similar project.

For Architectural Design Projects:

- Project name & location and current project status
- Project Delivery Method (e.g., Design-Bid-Build, CM@Risk, Design-Build, etc.)
- Project description
- Project owner (reference's current: name, address, telephone number, and email)
- Project duration, design & construction
- Project construction cost (estimated and actual)
- Project Change Orders total amount for completed construction projects
- Description of professional services provided for the project
- Individual responsible for day-to-day contact with the client.
- Key team members including sub-consultants (i.e. principal-in-charge, project architect, project manager, project designer, structural / Civil, MEP engineers, etc.), responsible for the work and the firm they were employed with at the time of the project work. If the firm has multiple offices, indicate which office managed the similar project.

6.0 GENERAL INFORMATION

6.1 Submittal Ownership and Costs:

Upon submission, all information becomes the property of County, which has the right to use any or all ideas presented in any submission in response to the RFQ, whether or not the submittal results in a contract with the submitting Consultant. All costs for development of the written submittal and the oral presentation is entirely the obligation of the Consultant and shall not be remunerated in any manner by the County.

6.2 Non-Warranty of Request for Qualifications

Due care and diligence has been used in preparing this RFQ. However, the County shall not be responsible for any error or omission in this RFQ, nor for the failure on the part of the Consultants to ensure that they have all information necessary to affect their submittals.

6.3 Request for Clarification

Mecklenburg County reserves the right to request clarification of information submitted and to request additional information of one or more Consultants or from the contact persons provided for projects, either orally or in writing.

6.4 Acceptance/Rejection of Submittals

Mecklenburg County reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in the County's judgment, best serve the interest of the County. The respondent acknowledges that this RFQ is a solicitation for Qualifications and is not a contract or an offer to a contract.

6.5 Collusion

The Consultant, by submitting a Qualifications Statement, declares that the submission is made without any previous understanding, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and that it is all respects, fair, and in good faith without any outside control, collusion, or fraud.

6.6 Consideration of Submittals

Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFQ. The Project Team must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the County. The County reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions before recommending any award.

6.7 Americans with Disabilities Act (ADA) Compliance

Mecklenburg County will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. Mecklenburg County will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Mecklenburg County programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify County Staff.

6.8 Minority and Women Business Enterprises

It is the policy of Mecklenburg County to provide minorities and women business enterprises equal opportunity for participating in all aspects of the County's contracting and procurement programs, including but not limited to employment construction development projects, and materials/services, consistent with the laws of the State of North Carolina. The policy of Mecklenburg County prohibits

discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of Mecklenburg County to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination. Mecklenburg County has a commitment to promote this type of participation in County projects, and to the creation of project teams that include and assign importance to social and cultural diversity.

6.9 Insurance and Indemnity Requirements

Prior to executing a contract with the County, the consulting firm must supply certificates of insurance endorsed with amounts equal to or greater to the amounts outlined in this section. To the extent permitted by law the Consultant shall indemnify and save harmless Mecklenburg County, its agents and employees and assigns from and against all loss, cost damages, expense and liability caused by sickness and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the Consultant in the performance of professional services under this contract.

The Consultant further agrees to purchase and maintain during the life of this contract with an insurance company acceptable to Mecklenburg County and authorized to do business in the State of North Carolina the following insurance:

Automobile: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$2,000,000 each person/ \$2,000,000 each occurrence.

Comprehensive general Liability: Bodily injury and property damage liability insurance as shall protect the Consultant from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract. Mecklenburg County shall be an additional insured for General Liability. This shall be noted on the Insurance Certificate.

Consultant's Professional Liability: In a limit of not less than \$1,000,000 per claim occurrence.

Workers' Compensation and Occupational Disease Insurance:

Coverage A - Worker's Compensation: Meeting the statutory requirements of the State of N.C.

Coverage B - Employer's Liability: \$500,000 each accident / \$500,000 disease - each employee / \$500,000 disease - policy limits.

Certificates of such insurance will be furnished to Mecklenburg County and shall contain the provision that Mecklenburg is given thirty days written notice of any intent to amend or terminate by either the Consultant or the insuring company.

END OF REQUEST FOR QUALIFICATIONS