

July 8, 2024

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
2020 Community Development Block Grant
NEIGHBORHOOD REVITALIZATION PROJECT (CDBG-NR)
Halifax County, NC**

INTRODUCTION & INVITATION

Halifax County has received funding in the form of a Community Development Block Grant – Neighborhood Revitalization Program (CDBG-NR) from the North Carolina Department of Commerce, Rural Economic Development Division that will be used, in part, to design and construct a new community center located in in the Lincoln Height Community near Roanoke Rapids, NC. The total CDBG-NR grant award is \$750,000 of which approximately \$375,000 is budgeted for the design and construction of the community center.

In addition to the CDBG-NR funds, Halifax County is working collaboratively with the Lincoln Heights Community Center, Inc. (Center) for the successful completion of this project. The Center has received \$500,000 as a grant-in-aid from the NC General Assembly for this project, as well as Congressionally Directed Funding in the amount of \$950,000 for construction. Congressional funding will be made available through USDA-Rural Development. Approximately \$1,585,000 of the total funds is available for the design and construction of the new facility, to include site preparation, utilities, parking, permitting and other construction-related activities. The remaining funds will be or have been used for site purchase, equipping, and furnishing the new facility.

Halifax County is seeking an architectural firm to work collaboratively with the leadership of the County and the Center to conceptualize and design a facility that will maximize the use of our available funds and build the foundation of a facility that will be multipurpose in nature. Currently, proposed major components/uses of the new building includes Computer lab/learning center; day care use for ages four and under; after-school program; senior center; two offices; kitchen; and multi-purpose meeting space with storage. Leadership is mindful of the challenges presented in the current economic environment, so we are realistic that with our fixed budget, we may have to make changes in our overall concept. The selected firm will be expected to develop a final scope of work and design improvements which best accommodates our design concept while working within our established funding. The County and Center leadership will collaboratively oversee the RFQ and selection process for the architectural team.

The County is seeking qualifications from professional firms to provide architectural services for the design of the new community center. Please provide any experience your firm has with these types of buildings. The project site is located on Branch Avenue, Roanoke Rapids, NC. An



aerial photo of the site is included with this RFQ. The site is approximately 5.0 acres in size.

Halifax County intends to select a qualified architect to provide design, bidding, construction inspection and administrative services for the project. The full scope of work is detailed below.

DEADLINE FOR SUBMISSION

Three (3) copies of the proposals must be received by 4:30PM on Friday, August 9, 2024, at the following address. Proposals not received by the deadline stated above will not be considered. Faxed or electronic proposal submittals will not be accepted.

Halifax County Managers Office
ATTN: Ms. Christina Wells, Assistant County Manager
P.O. Box 38
10 N. King St.
Halifax, NC 27839

NOTE

PLEASE TYPE OR PRINT THE FOLLOWING ON OUTSIDE OF ENVELOPE:

HALIFAX 2020 CDBG-NR PROJECT – ARCHITECTURAL SERVICES PROPOSAL

SCOPE OF WORK

The scope of the services to be provided by the A/E Team relative to the Project may include without limitation the general disciplines outlined below to the extent necessary to provide complete, accurate and fully coordinated design documents and construction administration for the Project:

- Environmental Report as required by USDA-RD
- Space planning
- Schematic Design (to include utilities, stormwater, and parking requirements)
- Water efficiency/conservation options
- Conceptual Plan, Design Development and Site Master Planning
- Interior Design (furniture layout, FF&E, signage, etc.)
- Preparation of Construction Documents and Cost estimating
- Permitting
- Bidding phase assistance, attending both pre-bid conference and bid opening, including review of bids
- Construction administration and inspections
- Landscape Architecture
- Civil Engineering
- Structural Engineering
- Mechanical Engineering
- Electrical and HVAC Engineering
- Network Engineering



- Plumbing and Fire Protection Engineering
- ADA Design
- Code compliance

PROPOSAL CONTENTS

The following information must be included in all responses to this Request for Proposals:

- 1) Experience of the firm to provide the requested architectural services with emphasis on prior experience in CDBG or other federal programs. Individuals or firms should also provide the following information:
 - a) Name of firm and mailing address.
 - b) Name and telephone number of the principal contact.
 - c) Resumes of key employees to be assigned to the project.
 - d) Current company brochure, if available. Describe how the firm is prepared to be responsive to local preferences. Include any special knowledge of the existing infrastructure and infrastructure needs in Halifax County.
 - e) List previous CDBG and other grant-funded related experience. Provide references where available.
- 2) Management & Staffing: Describe the management plan to be used and staffing configurations. This will include a project schedule illustrating start and completion dates for all major tasks.
- 3) For the purpose of evaluation, the Architect is requested to provide a proposed hourly rate for each project team member. The hourly rate should include direct labor, fringe benefits, indirect costs, expenses, and profit.
- 4) The firm shall identify all of the sub consultants recommended by the proposing firm to be members of the design team and whose fees are included in the firm's fee proposal. The County retains the right of review and approval of any such proposed sub consultants, based upon discussions with the Architect.

CRITERIA FOR EVALUATION/AWARDS

Proposals will be reviewed and evaluated, and a recommendation will be forwarded to the Halifax County Board of Commissioners for consideration, subject to negotiation of fair and reasonable compensation. Architects will be notified by mail of the County's selection.



The following factors will be used in evaluating Architect's proposals and awarding of contract:

- 1) **Work Plan/Technical Approach/Understanding of Program** – Detail of proposal, specific work products identified, understanding of CDBG process (25 points).
- 2) **Experience of Firm** – Past involvement of firm with Community Development Block Grants and other similar programs. References of past involvement and resumes of key staff (25 points).
- 3) **Qualifications of Staff Assigned to Project/Work Management Plan/Experience of Proposed Personnel** – Identification of staff assignments, roles, and responsibilities. Identification of staff experience with CDBG and other similar projects (20 points).
- 4) **Understanding of Area** – Responsiveness of firm to elements in RFP, familiarity with geographic area, familiarity local and state permitting and building code requirements. (15 points).
- 5) **Small, female, historically underutilized or minority-owned firms** (5 points).

FEDERAL AND STATE TERMS AND CONDITIONS

The selected firm must comply with all requirements of the North Carolina Community Development Block Grant Program Regulations (4 NCAC 19L) and any amendments thereto. Procurement and contract procedures outlined in 24 CFR, Part 85 must also be followed.

ADDITIONAL INFORMATION

- 1) Small, female-owned, Historically Underutilized Businesses and/or minority firms are encouraged to submit proposals.
- 2) Halifax County is an equal opportunity employer and service provider.
- 3) Faxed or e-mailed proposals will not be considered.

QUESTIONS

Questions should be directed to Mr. Mike Scott, Grant Project Administrator, at 252-537-9050 between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday.

Enclosed Materials:

- 1) Building Site Aerial
- 2) Building Concept Drawing



This information is available in Spanish or any other language upon request. Please contact Christina Wells, Deputy County Manager at 252-583-1131 or at 10 North King Street, Halifax, NC for accommodations of this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Christina Wells, Deputy County Manager al 252-583-1131 o en 10 North King Street, Halifax, NC de alojamiento para esta solicitud.



**New Lincoln Heights Community Center
Branch Ave.
Roanoke Rapids, NC**



Proposed Lincoln Height Community Center — CONCEPT

Approximate Size and Dimensions: 4,500 Sq. ft.

