



REQUEST FOR QUALIFICATIONS

Issued: May 5, 2021

Design-Build for Boiling Spring Lakes Police Department Project

Pursuant to N.C. Statute Sec. 143-128.1(B), the City of Boiling Spring Lakes is soliciting proposals from qualified design-build teams interested in providing professional design **and** construction services for the Boiling Spring Lakes Police Department Project. This 22-page RFQ provides complete information on the services being sought, the submittal requirements and timeline.

Interested firms are responsible to obtain any addenda that may be posted or issued by contacting jrepp@cityofbsl.org. The City is not responsible for any firm's failure to heed this notice.

Questions, requests for information and responses to this RFQ shall be made in writing by the End of Question period deadline of 2 p.m., May 28, 2021 and addressed to:

Jeffrey E. Repp, City Manager
City of Boiling Spring Lakes
9 E. Boiling Spring Road, Southport, NC 28461
ph. (910) 363-0025 e-mail: jrepp@cityofbsl.org

Proposals shall be complete and comply with the requirements listed herein.

Statement of Qualification Proposals must be submitted electronically by **2:00 pm, June 9, 2021** to the attention of Jeffrey Repp at jrepp@cityofbsl.org. Responses received after this date and time will be deemed non-responsive and will not be considered.

The Boiling Spring Lakes City reserves the right to reject any or all proposals; to waive minor irregularities in the RFQ process or in the submittals; to re-advertise this RFQ; to postpone or cancel this process; select and procure parts of services; and to change or modify the RFQ scope or schedule at any time. This RFQ does not obligate the City to pay any cost incurred by respondents in the preparation and submission of a response, nor does it obligate the City to accept or contract for any expressed or implied services. This RFQ will in no manner be construed as a commitment on the part of the City to award a contract

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SECTION ONE - DEFINITIONS

1 Definition of Terms in RFQ

Unless the context suggests otherwise, the terms “Firm/Team”, “Contractor”, “Proposer”, “Bidder”, “Submitter”, “Consultant”, or “Vendor” as used in this RFQ (whether capitalized or not) shall refer to the same legal entity that submits qualifications and is responsible for responding to this RFQ.

Whenever the term “City” is used, it means the City of Boiling Spring Lakes, Southport, NC, North Carolina.

Similarly, unless the context suggests otherwise, the terms “Bid”, “Qualification”, or “Bid/Qualification” shall refer to the formal response given to this RFQ by the submitting entity incorporating all required elements of this RFQ necessary for the City to determine whether the submitting entity is a responsible, responsive Firm/Team.

Whenever the term “RFQ,” is used, the reference is to this Request for Qualifications or portions thereof, together with any exhibits, attachments, or addenda it may contain.

1.1 Whenever the terms “shall,” “will,” “must,” or “is required” are used in the RFQ, the referenced task is a mandatory requirement of this RFQ. Failure to meet any mandatory requirement will be cause for rejection of a submittal.

1.2 Whenever the terms “can,” “may,” or “should” are used in the RFQ, the referenced specification is discretionary. Therefore, though the failure to provide any items so termed will not be cause for rejection, the Selection Committee may consider such failure in evaluating the quality of the submittal.

1.3 Whenever the terms “apparent successful” or “top-ranked” or “highest ranking” firm/company or offerer are used in this document, the reference is to the firm that the Selection Committee ultimately judges to have submitted the case best satisfying the needs of the Owner in accordance with the RFQ. The selection of an apparent successful firm/company does not necessarily mean the Selection Committee accepts all aspects of the firm’s submittal or proposal.

1.4 Whenever the term “submittal” is used in the RFQ, the reference is to the response offered by a firm, person or corporation in accordance with the RFQ. The submittal responds only to the RFQ.

1.5 Whenever the term “Selection Committee” or “Review Committee” is used in the RFQ, the reference is to the Owner’s representatives responsible for administering and conducting the evaluation and selection process of the RFQ.

1.6 “Design-Build” refers to the construction project delivery method in which, among other things, the Owner holds a single contract with a business entity that has responsibility both to design and to construct a project, and that holds the trade contracts.

1.7 “Lead Design-Builder” refers to the design-build team member that will contract with the Owner for all work and holds all responsibility of project success, performance, and completion.

1.8 “Design Professional” (an inclusive term for all licensed building professionals), “Architect of Record,” and/or “Engineer of Record” all refer to the project’s architect(s) and/or engineer(s), whose responsibilities generally include programming, design, code compliance, and detailing of the facility. Under the Design-Build delivery methodology, the Design Professional is an integral part of the Design-Builder entity under single contract with the Owner. These entities also operate under legal definitions of the State of North Carolina with statutory liability and responsibility.

1.9 “Owner’s Criteria” is a written document that details the specific and functional requirements of a project, sustainable objectives and the expectations of how the project will be used and operated.

1.10 “Qualifications Submittal” and “Initial Written Submittal” both refer to a firm’s response to the RFQ.

1.11 “Qualifications-Based Selection” and “QBS” both refer to a procurement process for the selection of professional construction services for public projects. It is a competitive contract procurement process whereby consulting firms submit qualifications to a procuring entity (Owner) who evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget, and price.

1.12 “Firm” shall be interpreted as referencing the design entity, the construction entity, or the combined (e.g., joint venture) entity, as is reasonable.

1.13 “Fixed Fee” shall be proposed by the Design Builder and shall be defined as a specific dollar amount (stated as a lump sum) and agreed upon by all parties at the time of Contract Negotiation. This fee shall not be a percentage of the cost of the work.

End of Section One

SECTION TWO - BACKGROUND INFORMATION

2.1 Need for Facility

The City of Boiling Spring Lakes has experienced unprecedented growth in its population over the last two decades. The population has increased from 2,972 in 2000 to 5,372 in 2010 and over 7,200 in 2019 with an average of 45 new homes being constructed per year. With the increasing population, demand for City services to the community have also grown. In 2013, there were 10 full time employees of the City Police Department and in 2020, the department has grown to 15 full-time and 2 part-time employees. The existing facility is inadequate to support the needed personnel to provide service in an orderly and professional manner for the current population level. Critical areas of service requiring privacy and confidentiality of information and proper storage of confiscated materials are challenged on a daily basis due to proximity of other office personnel and a poor layout of the existing building that was constructed originally in approximately 1970 as City Hall.

2.2. Existing Facility

The City purchased an existing 2,617 SF “Class B” one-story former bank/office building on a 1.66 acre commercial property with the intention of renovating it and adding approximately 2,000 SF – 2,500 SF to accommodate the police department. The building is located at 3020 George II Highway in Boiling Spring Lakes, North Carolina. A site survey is attached for reference.

2.3 Proposed Facility

The City, through a Request for Qualifications process, awarded the initial design portion of the project to Studio Three Architects LLC (dba S3 Architects PLLC). After analyzing the needs of the police department and the features of the existing building, the architects proposed an addition of approximately 2,640 square feet on the street side of the existing building. The proposed addition offers several features for the department’s needs, such as:

- A new entrance for the public with a covered entryway, lobby, accessible restrooms, and convenient, but secure proximity to the receptionist and conference room.
- Separate secure entrances for staff and on-duty officers
- Additional offices and secure storage spaces for police staff
- Secure evidence processing and storage
- Locker, restroom, and shower facilities for officers
- Break room with kitchenette
- Provisions for emergency power and staffing during natural disasters

By placing the new addition at the front of the existing building, there is an opportunity to create a new image for the department, potentially making a visual connection to the nearby City Hall and City offices. It also minimizes the need for major construction within the existing building for plumbing systems.

Design Criteria package equal to 35% of the design for the project. This package serves as the guide for Design-Builder teams to make a responsive proposal and bid to complete the design and construction of the project and post-construction services.

End of Section Two

SECTION THREE - SCOPE OF WORK

3.1 Purpose of the RFQ and Lead Design-Builder Responsibilities

The City is soliciting Qualifications for Design-Build project delivery services for the Police Department.

The lead Design-Builder will be expected to provide concurrent design and construction turnkey activities for this project resulting in a finished, fully usable facility that satisfies all project requirements and contract terms. The Design-Builder, as the sole responsible source for total project compliance and construction related performance (including architectural programming, design, and construction services) will hold all design professionals, testing services (with the exception of Special Inspections by Owner), trade contractors and trade supplier contracts.

3.2 Location of the Project

The location of the work is at 3020 George II Highway (aka, Highway 87).

NOTE: Throughout the duration of the project, the City **WILL NOT** provide workspace for the Firm/ Team. The selected Design-Build Team is responsible for/ must provide its own workspace.

3.3 Scope of Work

The following is a preliminary scope of work that may be modified during contract negotiations with the selected Design-Build Team. All work is to be done in digital format with presentation material in printed format as needed.

A. Site Inventory and Evaluation of Owner's Criteria Confirmation

1. Site investigations beyond those already provided in the 35% drawings of S3 Architects, including survey, subsurface utility investigations, geotechnical investigations, environmental engineering, to verify existing conditions if necessary.
2. Preliminary evaluation of proposed site use, material selection, building systems and equipment and provide recommendations on constructability, time, labor and scheduling factors related to project cost.
3. Prepare written report summarizing Owner's Criteria.

B. Schematic / Preliminary Design (SD)

1. Prepare site, architectural, structural, mechanical, plumbing, fire protection and electrical schematic design plans for City Staff consideration.
2. SD Phase plans and Preliminary Design report will minimally include:
 - a. Site Development and Design criteria including site access, easements, circulation and vehicular access, setback requirements, general landscape concept, tree protection measures, lighting areas, utility routing and connections and storm water measure locations.
 - b. Building Design information including: reconfirming design intent, preliminary selection of building systems and materials, utility load review, code compliance, security plan expectations, building system integration with storm water plans and outline specification to integrate systems, products and procedures for architectural, civil and landscape.

3. Develop preliminary estimate of construction cost setting forth in detail quantities of materials, labor, profit, overhead, insurance etc. for the project including all site work.
4. Attend owner and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.
5. Prepare Preliminary Design Report (PDR) confirming design criteria, agreed upon program elements, alternative schemes, recommended scheme with construction phasing options and cost model.
6. Develop Design-Builder's Proposal detailing contract sum, estimated trade costs, proposed date of substantial completion and list of key Design-Build personnel and suppliers.
7. Conduct regular, biweekly, design meetings.
8. Attend two Board meetings (if required.)
9. Update the design schedule.
10. Present to required departments/agencies for review; Federal, State, City, and City permit applications and approvals

C. Design Development (DD)

1. Based on the approved SD plans, satisfactorily resolve all review comments from prior design phases and further refine the design to include the following revised and additional information:
 - a. Site Design: demolition and clearing plans, grading and drainage plans, sedimentation and erosion control plans, layout and staking plans, elevations and sections, construction details, lighting and signage, planting plans and details.
 - b. Existing Building Renovation and Addition Structure Design: review and confirm building plan configuration and elevation elements including exterior building skin materials and colors, foundation, structural systems, building fenestration and openings, overall dimensions, materials testing requirements, review MEP design including systems, equipment and calculations, review and coordinate systems integration to include all utilities and controls.
2. Expand outline specification to Design Development level and integrate systems, controls, products and procedures for architectural, civil and landscape
3. Conduct regular, biweekly, design meetings.
4. Review and confirm total original budget from Schematic Design phase review. Review any proposed V-E items, final strategy and reconcile variances.
5. Review, update and confirm project schedule.
6. Attend owner and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.

D. Construction Documents (CD)

1. Based on the approved DD plans, satisfactorily resolve all review comments from prior design phases and prepare and finalize all construction drawings and specifications to minimally include: building systems, site utilities and components that will form the basis for the project's Construction Documents sufficiently complete to support the prepared budget, obtain necessary permits and construct the project.
2. Documents produced in digital format: Vectorworks, AutoCAD or Building Information Modeling (BIM) software.
3. Prepare a construction documents level cost estimate and updated project schedule; reconcile cost estimate with construction estimate.
4. Incorporate bid alternates as necessitated by the project budget.
5. Conduct regular, monthly, design meetings.

E. Permitting, Reviews and Approvals

1. Review and / or present design concepts to the City of Boiling Spring Lakes Planning Department and any other regulatory agencies whose approval is necessary for the development of the site.
2. Submit plans and applications to regulatory agencies
3. Secure approvals from all other local and state agencies as required for the site development.
4. Coordinate the construction or relocation of privately owned utilities if necessary.
5. Attend meetings as necessary for all approvals. Provide responses and modifications to regulatory comments

F. Construction Administration (CA)

1. Provide construction administration and observation associated with the site improvements including a pre-construction conference, weekly site observation and meetings for processing pay requests.
2. Provide interpretations of prepared drawings and specifications, shop drawing review and approval as well as preparation of change orders and construction change directives.

G. Construction

1. Site work to include but not be limited to:
 - a. Clearing and rough grading with excess dirt and material integrated into the site. Tree protection and erosion control measures to be immediately put into place.
 - b. Mark and modify site utilities including domestic water, sewer, propane, electrical service and site lighting.
 - c. Concrete paving, walkways, utilities, and landscaping.
2. Renovation and building construction to include but not be limited to:

- a. Modification of the existing structure to accommodate offices, storage, restrooms and showers, and staff break room.
- b. Build an addition to accommodate public entryway, lobby, restrooms, administrative offices, conference room, storage and utility areas.
- c. MEP systems and controls (as required).
- d. Emergency generator for full operation during severe weather.

H. Post Construction Phase/Deliverables

- 1. Prepare as-built documents based on information received from the contractor in AutoCAD or in such a format as the owner requires.
- 2. Assist in project closeout, establishment of warranties and guarantees.
- 3. Present to required departments/agencies for review; Responsible for all State, County, and City permit applications and approvals.

3.4 Construction Budget

The Construction Budget is Seven Hundred Fifty-six Thousand Six Hundred Dollars (\$ 756,600) for completion of this project including design, construction, and all other costs and fees. The budget includes construction related expenses; architectural and engineering design and construction related services; testing services; and other building related professional service fees necessary to fully complete the project. Local building permit fees will be waived. The budget currently includes a 10% construction contingency.

The Owner plans to purchase and install a generator separately. The construction cost is to include electrical wiring and connections up to the generator interface.

3.5 Anticipated Schedule

The City reserves the right to make adjustments to this schedule as necessary.

Anticipated Project Schedule:	Date	Time
Issue/Advertise RFQ in official advertising publications	May 5, 2021	
Pre-submittal Meeting	May 19, 2021	10:00 AM
Deadline for written questions and clarifications	May 28, 2021	2:00 PM
Statement of Qualification Proposals must be submitted electronically by	June 9, 2021	2:00 PM
Owner completes qualification evaluation to establish a shortlist of firms remaining. Owner notifies shortlisted firms and schedules interviews (if required)	June 16, 2021	
Complete interviews of short-listed firms	TBD	
Notify selected Design-Build firm, begin contract negotiations	June 23, 2021	
Complete contract negotiations with selected firm	June 30, 2021	
Board of Commissioners award contract	July 6, 2021	
Contract Approval	July 7, 2021	
Notice to Proceed	July 14, 2021	
Project Substantial Completion	July 1, 2022	

3.6 Pre-Construction Project Planning

The Design-Builder, as a part of its design and its pre-construction services, will assist with developing a strategy for the best approach for the successful completion of the project including guidance and assistance in the preparation of a schedule and a reliable, preliminary cost estimate along with evaluations of any value engineering measures. At an appropriate point during the project and prior to contracting, the Owner will ask the Design-Builder to commit to a Lump Sum price for all its design and construction services.

3.7 Project Delivery and Objectives

At all times and project stages the Design-Builder shall act in the best interests of the Owner and use their best efforts to deliver the project in an expeditious and cost-effective manner consistent with the Owner's project requirements, time constraints and budget. The Design-Builder shall develop a contractually obligated overall project schedule and will be responsible for methods of construction, safety, scheduling and coordination of all construction work in addition to miscellaneous contracts required for completion of the project within its predetermined budget limits and schedule.

The Owner expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully. **A spirit of cooperation, collaboration and a commitment among professional design and construction services providers to work in the best interests of the project is of utmost importance.**

*****End of Section Three*****

SECTION FOUR - DESIGN-BUILDER EVALUATION AND SELECTION CRITERIA

4.1 Design-Build Team Experience Requirements and Capabilities

Responders should identify their Team's experience with public design-build projects involving public buildings and specifically describe those projects that best characterize the proposers' capabilities including work quality and cost control measures. These projects must have included the completion of construction drawings, technical specifications and construction estimates that led to a complete constructed project currently in operation. Completed public sector projects and experience with the public bidding process is preferred. See the Qualifications Submittal Checklist section of this RFQ for additional information, which should be included.

At a minimum, successful submittals shall demonstrate experience and technical competence with the following requirements:

1. Responsively and successfully designing to a user compliant program employing a prototype basis of design.
2. Demonstrated history of successful collaboration constructing facilities utilizing a Design-build methodology.
3. Obtaining permits through the permitting processes and/or Inspections/Building Permit Department.
4. Incorporating environmentally responsible building practices and
5. Effectively providing contract and construction administration services utilizing effective team communication and working methods.

4.2 Design-Build Team Minimum Qualifications

Firms must meet the criteria in the bullet points immediately below. Firms that do not meet these criteria are automatically disqualified.

1. Firm's "Designer(s) of Record" MUST have a current North Carolina Architectural and/or Engineering license(s) as appropriate for their portion of the design work. **A copy of the license(s) is to be included in the appendix.**
2. Firm's "Builder" MUST have a current North Carolina Contractor's license with an unlimited building classification. **A copy of the license is to be included in the appendix.**
3. Lead Design-Build firm MUST have bonding capacity to provide a Labor and Material Payment and Performance bonds with coverage each equal to the total cost of the project.
4. Lead Design-Build firm MUST be able to get a Builder's Risk Insurance Policy for this project with coverage equal to the total cost of the project.
5. Lead Design-Build firm MUST agree to keep and maintain insurance for the duration of this Agreement including but not limited to commercial general liability, automobile liability, workers' compensation, employer's liability, and umbrella coverage with at least the minimum limits shown below. The Contractor shall furnish the City with certificates of insurance for each type of insurance described herein. The Owner reserves the right to negotiate different limits and coverage in the final contract.)

Commercial General Liability:	\$1,000,000 per occurrence
Commercial Auto Liability:	\$1,000,000 combined single limit
Excess (Umbrella) Liability:	\$1,000,000
Workers' Compensation:	Statutory
Employer's Liability:	\$1,000,000 each accident/total disease/employee disease
Professional Liability (Errors & Omissions) coverage for Architect of Record and Engineer(s)	

of Record shall provide coverage not less than \$5 million per claim. (The Owner reserves the right to negotiate different limits and coverage in the final contract.)

All insurance companies must be authorized to do business in North Carolina with a Best rating A-VIII or higher.

NOTE: In order to be deemed eligible for evaluation, the submitting lead Design-Build firm must include the Declaration Statement (signed) included in this RFQ attesting to the above requirements and coverages in its submittal.

4.3 Statement of Qualifications (SOQ) Evaluation Criteria and Scoring

(100 Total Points) Submitting Design-Build Teams' responses to this RFQ will be evaluated and ranked by an RFQ Evaluation Team comprised of City Employees appointed to assess submitted qualifications. Each submitter will be evaluated and short-listed based on their SOQ score (100 points maximum) as determined through the qualification review process and criteria noted in this section.

Design-Build Team Experience and Qualifications - 30 Points

Points for this criterion will be awarded based on an evaluation of the qualifications and experience of the proposed lead Design-Builder and Design-Builder's General Contractor/Builder (if a different entity.) Evaluation criteria will focus on the submittals' clear identification of each proposed Firm/Company, the expertise each will bring to the Design-Build process, their track record with 'on-time and on budget' projects and achieving acceptable levels of quality, any current, pending or past project legal matters or litigation and submitting Firm/Company safety records and professional reputation credentials.

Proposed Design & Engineering Professionals' Experience and Qualifications - 25 Points

Evaluation points for this criterion will be awarded based on the qualifications, experience and demonstrated availability of the proposed Project Personnel. Responses should have identified each key individual, their experience with the overall Design-Build process (including specific experience with the team's lead General Contractor) as well as experience with similar projects. Also of importance are individuals' litigation and/or arbitration records and the design/engineering professionals'/firms' reputation, references and referrals. Submittals should also have included a listing of other firms proposed Personnel have worked for along with specific project phases, tasks and activities they are expected to contribute to this project.

Project Understanding and Approach - 20 Points

This criterion will award points for the Firm/Team's understanding of the goals and objectives for the project and their proposed methodology for meeting those goals and objectives.

Firm/Teams must have provided a comprehensive narrative statement illustrating their clear and concise understanding of the requirements of the project, potential issues (and proposed solutions) and a preliminary overall project schedule.

The Team should also have clearly addressed their approach to dealing with key tasks, activities and issues (including the permitting process) required to complete each project phase including deliverables, proposed construction schedule and project coordination issues.

Statement of WHY the Design-Build Team should be selected- 10 points

Points for this criterion will be awarded based on an evaluation of the Design-Builder's statement indicating why they should be selected, which should illustrate specific professional capacities or unique qualifications relating to this project that differentiates the Design-Builder from other qualified submitters.

Deliverable Quality, Project Schedule and Safety Controls - 10 Points

Points for this criterion will be awarded based on the Firm/Team's proposed approach to project controls including milestone scheduling, quality control and management for deliverables and the design and construction processes, and submitted cost budgets and safety plans.

SOQ Quality and Responsiveness – 5 Points

Points for this criterion will be awarded based on the extent to which the RFQ instructions were followed and qualities including accuracy, responsiveness, organization, clarity and completeness of the submitted Statement of Qualifications. Respondents are encouraged to prepare high quality documents that make it clear to the Evaluation Team what value their Firm/Team/Products have to offer the City

4.4 Clarifying Qualification During Evaluation

During the evaluation process, the City has the right to require any clarification it needs in order to understand the Firm/Team's view and approach to the project and scope of the work. Any clarifications to the Qualification made before executing the contract will become part of the final Firm/Team contract.

4.5 Short List Ranking

After evaluating the responses to this RFQ, the City will rank the three most highly qualified candidates for ranking and these Short-Listed Teams may be asked to interview to help determine final ranking. If the City determines that fewer than three firms are qualified, it will re-advertise the RFQ pursuant to Section 143-128.1A(d) of the North Carolina General Statutes.

4.6 Interviews of Short-listed Firms/Teams

Prior to ranking the short-listed Firms/Teams for final selection, the City may elect to interview those three Firms/Teams. The purpose of this interview will be to meet the proposed Project team (if applicable), become familiar with key personnel and/or with the selection strategy proposed by the submitter and to understand the Firm/Team's project approach and ability to meet stated objectives for the project. Short Listed Firms/Teams should be prepared to discuss with specificity their capacity to conduct this work in compliance with the project timeframe, budget and good-faith obligations. The City will notify each short-listed firm to schedule individual times for the interviews.

4.7 Design-Build Firm/Team Final Selection

After making final Team selection and taking into consideration quality, performance and the time specified in the Qualifications for performance of the contract. The City will begin contract negotiations with the selected responsible, responsive Firm/Team. If successful, the Firm/Team and City will enter into a contract for the work. If negotiations are unsuccessful, the City may negotiate with the next best firm based upon evaluation.

All respondents are considered fully informed as to intentions of City regarding the timeframe to prepare and complete contract negotiations. Respondents should be prepared to provide a detailed, written Proposal to include scope of work, staffing plans, action plan, CPM Schedule and fee proposal to Boiling Spring Lakes City during negotiations.

The City may withdraw this RFQ, reject qualifications or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular qualification was not deemed to be the most advantageous to the City.

4.8 E-Verify Compliance

The design-build contract will require that the design-build team and its subcontractors comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (NCGS) consistent with state law requirements for municipal contracts.

4.9 Exceptions

It is the City's intention to use the AIA Document A141 – 2014 Standard Form of Agreement Between Owner and Design-Builder, As Amended. Any Firm/Team that objects to any element of the contract should state those objections in the submittal.

*****End of Section Four*****

SECTION FIVE - QUALIFICATIONS SUBMITTAL REQUIREMENTS AND FORMAT

5.1 Physical Submittal: Department Contact, Deadline for Receipt of Qualifications

Format Submitters must submit five (5) total copies of their written Qualification in a sealed package (including one unbound original suitable for photocopying and one in PDF digital format) to the General Services Department Contact by the submission deadline noted in this RFQ. The name and address of the submitter should appear on the outside of the submittals and the package should include the RFQ title and reference the project; i.e. *"RFQ for Design-Build Services for Boiling Spring Lakes Police Department Facility"*.

5.1.1 Each submittal copy shall be identical in content. Submitters shall follow in their responses the checklist outlined in this RFQ. Responses should be concise, clear, and relevant.

Submitter's cost incurred in responding to this RFQ is the submitter's alone and the Owner does not accept liability for any such costs. The Owner will not and shall not be required to return any item submitted.

5.1.2 In order for the City to evaluate Qualifications fairly and completely, Firm/Teams should concisely follow the format set out herein and provide all of the information requested:

- a. SOQ's shall be bound, numbered consecutively, double-sided, on 8-1/2" x 11" sheets with maximum of 30 pages {not including the coversheet, back cover, cover letter, Table of Contents, Resumes and other City required attachments.
- b. Up to a maximum of two (2) sheets may be 11" x 17" for schedules or other information necessary to depict the proposed Project Approach/Action Plan.

5.2 Statement of Qualifications Provisions

The Owner intends to limit the cost that submitters incur to respond to this solicitation, therefore, submitters are encouraged to be brief and succinct. Thick volumes of background and general marketing material are not desired. Instead, submitters should highlight their responsiveness to the evaluation criteria. If multiple firms are proposed as one team, each component firm should describe its own relevant qualifications within the same submittal.

Qualifications must confirm that the Firm/Team will comply with all of the provisions in this RFQ.

Qualifications must be signed by a company officer empowered to bind the company. A Firm/Team's failure to include these items in their Qualifications may cause their Qualification to be determined to be non-responsive and the Qualification may be rejected.

5.3 Minimum Number of Responses

In order to consider proposals, the City must receive at least three responses to its RFQ. If the City receives fewer than three responses, it will re-advertise the RFQ in accordance with General Statute requirements. After the second solicitation, the City may consider proposals even if three are not received and will follow the same procedures used for the initial solicitation.

It is the sincere intention of the Owner to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, the City should determine that none of the Design-Build teams submitting are advantageous to the City of Boiling Spring Lakes, **the City reserves the right to accept or reject any or all Statement(s) of Qualifications with or without cause.**

Issuance of this Request for Qualifications does not commit the City of Boiling Spring Lakes to award a contract, to pay any costs incurred in preparation of a proposal or to procure or contract for related services or supplies.

****End of Section Five****

SECTION SIX - CHECKLIST FOR QUALIFICATIONS SUBMISSION

6.1 Required Statement of Qualifications items

Submitters must include the following mandatory checklist items () as part of their SOQ:

- **Cover Letter** – 1 page

Qualifications must include a Cover Letter with the complete name and address of the prime firm/company and the name, mailing address, and telephone number of the person the City should contact regarding the Qualification. If there are multiple firms proposed as one team, each firm must describe itself accordingly in the RFQ submittal. Indicate on the first page of the submittal which firm is the lead Design-Builder, any firm/company qualifying as a minority entity and the individual whose signature grants authority to bind Submitter to the provisions of the RFQ.

- **Table of Contents** – 1-2 pages

Must include corresponding tabs/dividers in the body of the submittal to identify each section. Placing multiple tabs on a single page is perfectly acceptable. If more than one item in the table of contents can be started on the same page then place all corresponding tabs on that page.

- **Executive Summary** – 1 page

A brief narrative statement of understanding of the scope of work, key challenges and the submitter's overall vision and approach for the successful development of a high quality project consistent with the minimum criteria requirements outlines in this RFQ.

- **Project Background and Understanding** – 1 page

Include a brief description of the Firm/Team's knowledge of the Project Background and context.

- **Project Approach and Action Plan** – 2-3 pages

Provide a detailed statement of the Firm/Team's proposed Approach and Action Plan to successfully complete the work. Firm/Team's plan of action should include both functional and personnel organization which indicates the Firm/Team's specific approach to accomplishing the Project Scope. Describe the challenges anticipated for performing the requested services that may impact the scope, schedule or budget and the proposed solutions to address these concerns. Include references where such solutions were utilized in the past.

- **Firm/Team Qualifications and Experience** – 4-6 pages

Section shall include a brief description and history for each firm/company on the proposed team including number of years the firm/company has been in business and its growth history, experience in projects with the City of Boiling Spring Lakes or Brunswick County and any past or current experience with the proposed Design-Build team. Please provide the following:

1. Company / Firm name.
2. Physical address- and if different, mailing address & zip code.
3. E-mail address and name of primary contact at each company/firm.
4. Main telephone number and direct telephone number for contacts.
5. Number of years in business for each company/firm.

6. Form of firm/company ownership including state of residency or incorporation. Include description of the submitter/s company structure: i.e. sole proprietorship, partnership, corporation, Limited Liability Company (LLC), joint venture or other structure.
7. Also briefly describe a minimum of three (3) projects that your firm/company has completed in the past five years that also required design-build services and were valued at or above \$1,000,000. Also briefly describe the largest project your firm/company has completed within the past five years and indicate the delivery method used on that largest project. These projects may also be described in further detail in related experience section. (See following section below for additional information.)
8. List any active or pending litigation with owners, subcontractors and other construction related entities and explain.
9. List and briefly describe any and all legal actions for the past three years in which respondent has been a debtor in bankruptcy, a defendant in a lawsuit for deficient performance under a contract or agreement; a respondent in an administrative action for deficient performance, or a defendant in a criminal action. **Failure to fully comply with this item will be grounds for elimination from the RFQ process.**
10. Has the firm/company ever failed to complete any work awarded to it or has it been removed from any project awarded to the firm? If so, explain.

○ **Related Design-Build Project Experience** – 3 pages

Provide 1/2 page descriptions for five (5) reference projects for which the Firm/Team has provided professional design and construction services of a nature, quality, size and scope specifically similar to those required in this RFQ. Include:

1. Name of the organization to which services were provided.
2. Project location.
3. Start and complete dates during which services were performed.
4. Brief description of the project.
5. Cost description (which at a minimum must include: original project budget, final project cost and an explanation of any difference in original and final costs if applicable, construction value, fee for professional services)
6. Proposed team members that worked on the projects including their title and role on that project.
7. Identification of a current contact reference including organizational title, address, telephone numbers and e-mail address for each project.
8. Obsolete contact information will be grounds for elimination from the RFQ process.
9. List five (5) major trade contractor references (5 total not 5 per project.) Include company name, contact name, e-mail address and telephone number.
10. Office Submitting Qualifications: If the firm/company has multiple offices, the qualification statement should include information about the parent company and branch office separately. Identify the office from which the project will be managed and that office's proximity to the project site. Parent company (or general office) financial information as totals will be acceptable IF "parent" (or "general office") means that it is financially responsible for the liabilities of the branch office. If the parent company is not so responsible, meaning that its financial resources are not available to the office that will perform the contract, it will be misleading to the Owner to offer the financials of any office other than the one with the prospect of a contract with the Owner.

○ **Project Team Personnel Selection or Proposed Selection Strategy** – 1-2 pages

Provide either of the following (and include MWBE goals / requirements where applicable):

1. An explanation of project team selection to accompany a list of licensed contractors, licensed subcontractors and licensed design professionals whom the design-builder proposes to use for the project's design and construction as noted in Proposed Personnel section below or
2. Provide an outline of the strategy the design-builder plans to use for open contractor and subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the State of North Carolina General Statutes.

○ **Proposed Personnel** – 8-10 pages

Provide general information about personnel capability and a list of qualified and available staff and resources including classifications, numbers of employees, respondent's ability to provide sufficient qualified personnel to this project upon award, the locations and staffing of relevant offices and an organizational chart of staff including the percentage of time they will be assigned to the project. Describe specific roles and responsibilities identifying experience and ability for key personnel and the intended interface between the design-build team, the General Services Department and any other potential consultants involved in this project. (Note: any proposed subcontractor personnel must also include additional submitted resume and/or project experience information per the requirements listed in this section for similar disciplines/trades.)

1. Provide a list of licensed design professionals and, if already selected, the licensed contractors and licensed subcontractors whom the Design-Build team proposes to use for the project's design and construction including a detailed list of key personnel as noted below.
2. The key personnel, at a minimum, are the proposed Designer(s) of Record, supporting project architects and engineers, project superintendent, Design- Builder's project manager, project director, estimator, pre-construction manager and the executive in charge. Submit a resume for each individual with relevant information as described below including title, education, previous work experience, applicable training and certifications, previous projects with the firm/company and length of service with the firm/company. At this stage, firms/companies may list more than one person qualified and available for the proposed project.

Project Experience of the Designer should include:

Relevant experience on other Design-Build projects as designer especially with structures comparable to this project in directly applicable ways. **If the designer claims experience acquired by hiring of or participation by personnel who were/are members of another firm(s) at the time of the experience, please express that fact and disclose the name of the other firm(s).** Describe no fewer than five projects in order of most relevant to least relevant that demonstrate the Designer/Team's capabilities to provide design services for the project at hand. Identify whether the projects involved any of the firms/companies included in responder's submittal for this RFQ. For each project, the following information should be provided:

1. Project name.
2. Project location.
3. Dates during which services were performed.
4. Physical description (e.g., square footage, number of stories, site area).
5. Cost description (this description, at a minimum, must include: original project budget; final project cost and explanation of any differences in the original and final costs, if applicable)
6. Brief description of project.
7. Services performed as Designer.

8. Statement of performance versus owner expectations in the areas of cost, quality, and schedule.
9. Owner reference(s).

Relevant Project Experience of the Builder should include:

Description of project experience with similar structure types and Design-Build delivery method or performing as a general contractor on comparable types and sizes of projects. If the builder claims experience acquired by hiring of or participation by personnel who were members of another firm(s) at the time of the experience, please express that fact and disclose the name of the other firm(s). Describe no fewer than five projects in order of most relevant to least relevant that demonstrate the Builder/Team's capabilities to perform the project at hand. Identify whether the projects involved any of the firms/companies included in responder's submittal for this RFQ. For each project, the following information should be provided:

1. Project name.
2. Project location.
3. Dates during which services were performed.
4. Physical description (e.g. square footage, number of stories, site area)
5. Brief description of project.
6. Cost description (this description, at a minimum, must include: original project budget; final project cost; and why there exists a difference in the original and final costs, if any).
7. Services performed as Builder.
8. Statement of performance versus owner expectations in the areas of cost, quality, and schedule.
9. Owner reference(s).

○ **Firm/Team Financial Responsibility Information** – 1 page

1. List total annual billings for each of the past three calendar years. If forming a partnership, list separately by company/firm.
2. List the contact persons, addresses, and telephone numbers for your insurance carrier and agent.
3. List the contact persons, addresses, and telephone numbers for the company/firm's bonding company and agent.
4. What percentage of your company/firm's work has been negotiated during the past five years?
5. Supply firm's Current Ratio (Current Assets / Current Liabilities) experience for the last five years, with a signed statement.

○ **Project Controls / Deliverables - Quality and Schedule** – 2-3 pages

Provide information on managing the quality of proposed deliverables including a proposed milestone schedule that illustrates total project time (in weeks) from award of contract through project completion, a quality budget including Professional Services Fee and Construction Costs and a general Quality Assurance Plan and Safety Plan that identifies how quality control will be implemented throughout the design and construction process.

○ **Conclusion and Statement of Why the Proposing Firm Should Be Selected** – 1 page

This section provides each Firm/Team the opportunity to provide specific information that differentiates them from others in the RFQ process.

○ **Qualification Appendix Attachments**

Include copies of:

1. Signed Team Declaration form confirming certifications and submission items
2. Joint Venture agreement (if applicable)
3. A list of the licensed contractors, licensed subcontractors, and licensed design professionals whom the design-builder proposes to use for the project's design and construction. Copies of licenses for those listed shall be provided.
4. Financial responsibility information with signed statement of Current Assets/Current Liabilities.

****End of Section Six****

SECTION SEVEN - DESIGN-BUILD TEAM DECLARATION STATEMENT

(Include a signed copy of this form in the submitted Statement of Qualifications appendix section)

1. *We (the submitting Design-Build entity) certify that each licensed design-build team member including design professionals and sub-consultants included in this submittal was selected based upon demonstrated competence and qualifications in the manner provided in the State of North Carolina's General Statute on procurement of construction services (G.S. 143-64.31.)*
2. *We certify that our Design-Build entity's "Designer(s) of Record" have current North Carolina Architectural and/or Engineering license(s) as appropriate for their portion of the design work.*
3. *We certify that our Design-Build entity's "Builder" has a current North Carolina Contractor's unlimited license.*
4. *We certify that our firm/company will have and maintain liability insurance coverage for a total of \$1 million/occurrence & \$1 million/general aggregate for commercial general liability, and not less than \$1 million per claim for commercial business automobile liability.*
5. *We certify that we will have coverage for professional liability and errors and omissions by all Designer(s) of Record / Design Professionals of not less than \$5 million per claim.*
6. *We certify that our firm has sufficient bonding capacity to provide Labor and Material Payment and Performance bonds with coverage of each equal to the total cost of the project.*
7. *We certify that our firm can and will obtain a Builder's Risk Insurance Policy for this project with coverage equal to the total cost of the project.*
8. *We certify that our firm/company/personnel have/has no potential or actual conflict of interest to report and that no relationships, transactions, circumstances or positions held are believe to contribute to any such conflict of interest.*
9. *I hereby certify that the information set forth in this declaration is true and complete to the best of my knowledge.*

(Authorized Signature, Title, Design-Build Entity Name and Date)

By signature on this Qualification, responders certify that they comply with:

- a. The laws of the State of North Carolina
- b. The applicable portion of the Federal Civil Rights Act of 1964
- c. The Equal Employment Opportunity Act and the regulations issued there under by the federal government
- d. The Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government
- e. All terms and conditions set out in this RFQ
- f. A condition that the Qualification submitted was independently arrived at, without collusion, under penalty of perjury
- g. That their bids, if applicable, will remain open and valid for at least **120 days**.

If any responder fails to comply with sections [a] through [g] of this paragraph, the City of Boiling Spring Lakes reserves the right to disregard the Qualification, terminate the contract, or consider the Firm/Team in default.

****End of Section Seven***

APPENDIX A - INSURANCE REQUIREMENTS

Firm/Team shall maintain insurance not less than the following:

Consultant agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this Contract the following coverage and limits. The requirements contained herein, as well as City's review or acceptance of insurance maintained by Consultant is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Consultant under this Contract.

1. Lead Design-Build firm must obtain a Builder's Risk Insurance Policy for this project with coverage equal to the total cost of the project.
2. Lead Design-Build firm must keep and maintain insurance for the duration of this Agreement including but not limited to commercial general liability, automobile liability, workers' compensation, employer's liability, and umbrella coverage with at least the minimum limits shown below. (The Owner reserves the right to negotiate different limits and coverage in the final contract.)

Commercial General Liability:	\$1,000,000 per occurrence
Commercial Auto Liability:	\$1,000,000 combined single
limit Excess (Umbrella) Liability:	\$1,000,000
Workers' Compensation:	Statutory
Employer's Liability:	\$1,000,000 each accident/total disease/employee disease

1. Professional Liability (Errors & Omissions) coverage for Architect of Record and Engineer(s) of Record shall provide coverage not less than \$5 million per claim. (The Owner reserves the right to negotiate different limits and coverage in the final contract.)
2. Additional Insured- Consultant agrees to endorse Boiling Spring Lakes City, its officials, officers, and employees as an additional Insured on the Professional Liability coverage.
3. All insurance companies must be authorized to do business in North Carolina with a Best Rating A-VIII or higher.

Certificate of Insurance- Consultant agrees to provide the City of Boiling Spring Lakes with Certificates of Insurance evidencing that all coverage's, limits and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Consultant's insurer. If Consultant receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Consultant agrees to notify the City within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to the coverage no longer in compliance. Certificate Holder address should read:

City of Boiling Spring Lakes
Jeffrey E. Repp, City Manager
9 E. Boiling Spring Road
Southport, NC 28461