



## **REQUEST FOR QUALIFICATIONS**

ARCHITECTURAL DESIGN & CONSTRUCTION ADMINISTRATION

Town Hall and Governmental Complex

## **PURPOSE**

The Town of Stantonsburg, North Carolina is seeking proposals from qualified firms to provide complete architectural and engineering services for the design or renovations to the future town hall and government complex located in Stantonsburg, NC. The contract services will include complete design services: site investigation, schematic design, design development, construction documents, independent cost estimating, bidding, public representation, construction administration and supervision, state and all other code compliance and close out.

Firms shall direct any questions and inquiries concerning this request to Brian Hawley, Town Manager by email [bhawley@townofstantonsburg.com](mailto:bhawley@townofstantonsburg.com) or phone 252 238 3608. The process to find a qualified architect will start on Wednesday, May 01, 2024 @ 12:00 PM.

## **PROJECT OVERVIEW**

The overall project scope will include designs that address all necessary repairs and replacements of all building systems components including but not limited to HVAC, plumbing, electrical, structural, interior, and exterior finishes, associated with a yet to be finalized design criteria and scope. A part of the architectural scope will be the necessary programming with Town of Stantonsburg personnel in order to provide a proposed design with cost estimates and schedules for approval. Although the exact cost for this project is yet to be determined, the estimated overall budget cost is \$300,000.

## **OBJECTIVES**

The Town of Stantonsburg North Carolina proposes to retain a highly qualified and experienced firm to plan and design the project for a fixed cost. The Firm must have a commitment to designing a facility that functionally meets the required needs of the town. Therefore, the successful Firm shall be familiar with state and local design requirements, themes, and development processes. The Town of Stantonsburg is the owner and all financial and contract decisions will be made by the Town.

## **SUBMITTAL REQUIREMENTS**

- Name and address of the designer/architect. If it is a firm, the names of the officers, directors and owners
- Names and certificate numbers of those officers, directors and owners who are registered architects and professional engineers

- Demonstrated firm experience in facility design, including experience in architectural & public space planning, design & construction management
- Resumes of the project architect and key personnel who will be involved with this project: their qualifications and experience related to the scope of work detailed above as well as their anticipated assignments related to this project. Specific information on their background, training, and experience with similar projects should be included.
- List of all public projects undertaken in the past (5) years in North Carolina area as well as current projects
- List of client references for related projects with contact name, telephone number and email address
- Document any history of litigation associated with project performance and/or professional liability and all matter settled out of court.
- Hourly rate of pay for personnel proposed for this project
- Financial statement from certified public accountant stating he/she has examined the applicant's internal auditing controls.
- A statement in which the applicant certifies that the information provided is correct, under the penalties of perjury.
- Submit five (5) copies of RFQ and a digital pdf copy.

**All RFQ's must be received by Friday, May 10, 2024 no later than 12:00 PM eastern standard time at the below contact and address.**

**Town of Stantonsburg  
ATTN: Brian Hawley  
PO Box 10  
Stantonsburg, NC 27883**

### **PROJECT TIMELINE**

The selected qualified firm should plan to meet the following milestones:

- May 13, 2024= Town complete selection process
- May 13, 2024 – May 24, 2024 = Contract negotiations
- June 10, 2024 = City Council and Committee Approvals of the contract
- June 11, 2024 = Notice to Proceed
- July 2024 = Design Complete

### **EVALUATION CRITERIA**

Applicants will be evaluated on their ability to demonstrate:

- Experience: Previous experience and qualifications of the firm as well as personnel as they relate to this project

- Quality of Work: Previous projects will be viewed and/or customers interviewed to determine the quality of and commitment to work provided.
- Public Sector Knowledge: Previous experience and knowledge of current North Carolina public construction laws, bid specifications and bidding procedures.
- Sustainable Design: Previous experience and knowledge of sustainable and logistical design.
- Capacity: The ability of the applicant to undertake and complete the project in the time frame established.
- Professional references

### **SELECTION PROCESS**

Town staff will evaluate each submitted RFQ and may select Firm(s) to interview. Upon selection, a recommendation will be made to the Town Council.

The Town of Stantonsburg reserves the right to reject any and all proposals received as well as waive any irregularities as they see fit.

### **STANDARD OF AWARD**

The standard of award for this Request for Qualifications will be based on the demonstrated competence and qualifications of firms to provide architectural design services for the Town of Stantonsburg Town Hall and Government Complex. Proposals will be reviewed and will be ranked in order of choice based on selection criteria at which point contract negotiations will begin with the most qualified firm. Should negotiations fail with the initial qualified firm the Town may, at its discretion, continue negotiations with lower ranked qualified firms. During negotiation, profit shall be negotiated as a separate element of price. The Town shall not be bound or in any way obligated until both parties have executed a contract.

The Town reserves the right to delay the award of a contract or to not award a contract. The Town requests that no Stantonsburg Town official be contacted during this process. Brian Hawley, Town Manager may be contacted at 252-238-3608 only to clarify questions concerning the RFQ.

All responses will be considered to the greatest extent possible. However, failure to respond to any requirements outlined in the RFQ, or failure to enclose copies of the required documents, may disqualify the proposal. All submissions must be valid for 90 days from the response deadline. Submissions received after the response deadline will be rejected without exception.

The Town reserves the right to reject any or all applicants, waive technicalities and to be the sole judge of suitability of the services for its intended use as allowed by law and further specifically reserves the right to make the award in the best interest of the Town.

### **Minority and Disadvantaged Business**

Pursuant to General Statutes of North Carolina Sections 143-128 and 143-131 as well as 2 CFR 200.321 of the Uniform Administrative Requirements, the Town encourages and provides equal opportunity for Certified Minority and Women- Owned Business Enterprise (MWBE) businesses to participate in all aspects of the County's contracting and procurement programs.