Request for Qualifications (FRQ)

Space Needs Assessment and Building Design
For Future Town of Sharpsburg Town Hall

Town of Sharpsburg
110 Railroad Street
Sharpsburg, North Carolina  27878

Purpose

The Town of Sharpsburg (“Town”) is pleased to invite professional Architectural/Engineering design firms to submit qualifications in response to this Request for Qualifications (“RFQ”).

This formal request is for a professional firm to provide all required Architectural and Engineering services in support of the design and construction of a New Town Hall.

The Town does not discriminate based on age, sex, ethnic origin, religion, or disability in accordance with applicable laws and regulations.

Anticipated Procurement Schedule

The anticipated procurement schedule is listed below:

- Advertise RFQ: September 22, 2020
- Pre- Bid Conference: October 12, 2020 at 10 AM
- RFQ Response Due: October 26, 2020 at 2 PM

Section 1: Format for Submittals

General Information:

The purpose of this RFQ is to provide services to the Town of Sharpsburg for full Architectural and Engineering services to design a New Town Hall.

Contract:

The Town of Sharpsburg intends to award an applicable AIA revised contract to the selected firm.
Definitions:

The term “submitter” refers to those professional firms who submit their qualifications for the project set forth in this document.

The terms “Owner”, “Council” and “TOS” refer to the Town of Sharpsburg or its designated agent.

Where the words “shall” or “must” are used, it signifies an absolute minimum function or capacity that, if not satisfied, may result in disqualification.

Where the word “should”, “may”, or “is desirable” are used, it signifies desirable, but not mandatory functions or capacities. Submitters who are able to provide these functions or capacities may be evaluated more favorably than those who cannot.

Procurement Schedule:

One (1) original, ten (10) signed copies and one (1) pdf copy of qualifications must be received no later than 2:00 PM on October 26, 2020 to:

Stevie Cox
Town Administrator
Town of Sharpsburg
110 Railroad Street
Sharpsburg, North Carolina 27878

Submittals received (identified by company names only) will be announced publicly following the submittal deadline.

Late Submittals:

Qualifications received by TOS after the deadline listed herein will not be considered and returned to the sender.

Inquiries:

During the process, Submitters shall direct questions and requests for clarification regarding the RFQ by email to: Stevie Cox, Town Administrator – townadministrator@sharpsburgnc.com.

At any time throughout the selection process, Submitters shall not contact any member of the Board of Commissioners or the Selection Committee regarding this RFQ. Failure to comply will result in immediate rejection of your submittal.

The deadline for request information is October 14, 2020.
Addenda to This RFQ:

At the discretion of the TOS, any revisions will be addressed by contacting all firms that have formally requested the solicitation. Any addendum issued by TOS shall become a formal part of this RFQ.

Section 2: Submittal Evaluation, Review and Award Process

Submittal Evaluation:

Documents submitted will be reviewed and evaluated by a committee chosen by the Town of Sharpsburg. Evaluation of proposals will be based on the following criteria:

I. Firm’s Experience and Creativity
II. Firm’s Performance, Past and Current
III. Ability and Capability of Key Staff
IV. Current/Projected Workload
V. Accessibility/Proximity to New Town Hall – Sharpsburg, North Carolina

See Proposal Format, Section Titled “Evaluating Factors” for additional information.

Review and Award Process:

Architectural and Engineering Projects: In accordance with the Town of Sharpsburg Procurement Regulations, the submittals will be reviewed and ranked by a selection committee. The top ranked firms will be selected to interview with the selection committee. After the interviews are held, the selection committee will select the most qualified firm. The selected firm will then be taken to the Board of Commissioners for consideration of approval.

Submittals must clearly respond to each of the five (5) evaluation factors of this RFQ. All responses must refer to each section of this document by number and address compliance and/or exceptions to that section. TOS reserves the right to disqualify any firm, which does not follow such a format. Additional general narrative is welcome, but only in addition to your specific response.

The Owner shall have the right to request correction(s) to a submittal or request additional information. Failure by the submittal firm to correct any deficiency or provide requested information within forty-eight (48) hours may result in the proposal being considered non-responsive and excluded from further consideration.
Acceptance or Rejection of Submittals

The Owner reserves the right to reject any or all submittals when such rejection is in the best interest of the Town; to reject submittals of a Firm who has previously failed to perform properly or, in the opinion of the Town, the Firm is not in a position to perform adequately in completing the deliverables.

Hold Harmless:

In submitting a response, the Architectural/Engineering firm understands the Owner will determine which firm appears to be best qualified. The Submitter waives any right to protest or claim damages of any nature whatsoever based on the Owner’s selection process and final decision.

Section 3: Response Format

General:

This “Section 3: Response Format” must be entirely typed or printed neatly in black ink.

An Officer of the firm or authorized person must sign the document in Blue Ink.

Failure to provide information required in the RFQ may result in rejection of the entire submittal package.

Preparation of Submittals:

Packages containing submittal shall be presented such that they may be easily identified. The outside of the package shall be identified as follows:

RFQ No.: 2020-001
Professional Architectural Services

Proposal Check Off:

The following must be included in the submittal package. Indicate, in the space to the right, the section in which each topic has been addressed:

1. Comprehensive proposal (1 original and 10 copies as specified in Section 1 – Procurement Schedule).
2. Company Profile
3. Statement of Qualifications
4. Project Team and Resumes
Proposal Format

The Firm shall prepare a response to all of the following requests for information. Each section should begin on a separate sheet.

**Section 1: Signatory and Information Sheet**

Are you a Minority Business Enterprise?

Yes: _____  No: _____

If so, you must include a copy of your certification certificate.

**Section 2: Introduction**

Provide an executive summary highlighting the major points of the submittal (two pages maximum).

**Section 3: Evaluation Factors**

I. **Firm’s Experience & Creativity:** This evaluating factor will use the following criteria:

1. Experience in responding to client short-term requirements.
2. Experience with identifying and communicating “best professional office practices” in solving problems.
3. Demonstrating sensitivity to flexible and economical designs without sacrificing quality, aesthetics or functionality.
4. Experience in meeting timelines establishing schedules, and clearly establishing proven methods for maintaining the budget.

Proposers must identify those projects that meet the above criteria.

II. **Firm’s Performance, Past and Current:** This evaluating factor will use the following criteria:

1. Indicate any design services performed for Government Administrative Office Clients in the past five (5) years. For any project listed, please provide the following:
a) Project Name  

b) Town or City Contact  
c) Construction Manager: Name of Construction Manager Managing the project  
d) Budget  
e) Low Bid  
f) Change Orders

III. **Ability and Capability of Key Staff:** This evaluating factor will use the following criteria:

1. Size of firm, number of design professionals and support staff, and range of design services offered in house.  
2. Qualifications of partners and key staff with experience to renovate, modify and expand Governmental Administrative Office facilities.  
3. Qualification of partners and key staff with project experience identified in the above paragraph titled “I. Firm’s Experience and Creativity”.

IV. **Accessibility and MBE/WBE Considerations:** This evaluating factor will use the following criteria:

   a. Provide address of the office that will be undertaking this work should your firm be selected. Also, list the address of the nearest office if the previous office is not the closest to the New Town Hall in Sharpsburg, North Carolina.  
2. Accessibility of consultants to TOS. Identify location of key consultant offices. (This list does not preclude the use of other consultants during the course of the contract.)

V. **Current and Projected Workload:** This evaluating factor will use the following criteria:

1. Firm’s current workload and times frames for completion.  
2. Firm’s pending contracts and potential periods for completion.  
3. Demonstrated commitment to the TOS of key project personnel and clerical staff.

VI. **Interviews and Project Review:**

Each applicant should provide three (3) projects that have been completed within the last ten (10) years. The selection committee will narrow the list to no fewer than three (3) firms to hold formal interviews. Each firm should prepare a formal presentation for the selection committee. Your
presentation is an opportunity to provide an overview of your firm’s skill, design capacity and ability to complete the project.

VII. Pre-Bid Conference

On October 12, 2020 at 10 AM, the Pre-Bid Conference will be held at:

Town of Sharpsburg
Town Hall
110 Railroad Street
Sharpsburg, North Carolina

Attendance and participation in the Pre-Bid conference is mandatory. The Pre-Bid Conference will be an opportunity to get an overview of the proposed project and walk the project site. If there are additions, changes or deletions to the Request for Qualifications, they will be noted at the Pre-Bid Conference. Those changes will be sent out to the participants within three (3) business days.

Statement of Policy

It is the policy of the Town of Sharpsburg that discrimination against businesses based on race, color, national origin, and gender is prohibited. No person shall be denied the benefit of, or otherwise discriminated against, on the grounds of race, color, national origin or gender in connection with the award and/or performance of any contract or modification of a contract between a vendor or contractor and the Board which the contract is paid or is to be paid for, in whole or part, with monetary appropriations of the Board. Further, it is the policy of the TOS to encourage and promote on an inclusionary basis contracting opportunities for all business, without regard to race, color, national origin or gender. It is expected that all firms seeking to do business with the TOS will comply with this TOS policy.