

**REQUEST FOR QUALIFICATIONS ADVERTISEMENT
for
Town Common Restroom Facility Construction Documents**

The City of Greenville Recreation and Parks Department is soliciting qualifications from architecture firms to provide construction and bid documents for a restroom facility at Town Common. Firms that are interested in providing the required services are invited to submit a Statement of Qualifications (SOQ) **no later than 2:00 PM local time on Friday, July 7, 2017.**

It is the policy of the City of Greenville to provide minorities and women opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts. Service providers responding to this solicitation shall comply with the MWBE program by making Good Faith Efforts to achieve the following aspirational goals for participation: WBE 4%, MBE 4%.

The Consultant shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further if the consultant utilizes a Subconsultant, the Consultant shall require the Subconsultant to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. The Consultant represents that the Consultant and its Subconsultants are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

The Consultant hereby certifies that, it is not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. The Consultant shall not utilize in the performance of the Agreement any subcontractor that is identified on the Iran Final Divestment List.

The City of Greenville has adopted a Local Preference Policy, Resolution No. 031-15, that may pertain to this project. For more information, please see <http://www.greenvillenc.gov/government/financial-services/purchasing> on the City of Greenville's webpage.

For further information, contact Lamarco Morrison at lmorrison@greenvillenc.gov.

TOWN COMMON RESTROOM FACILITY CONSTRUCTION DOCUMENTS

Request for Qualifications (RFQ)

SUBMITTAL REQUIREMENTS

Firms that are interested in providing the required services to the Greenville Recreation and Parks Department are invited to submit an SOQ, in electronic format only, to Lamarco M. Morrison at lmorrison@greenvillenc.gov. Each firm is solely responsible for the timely delivery of its SOQ. All SOQs must be received **by 2:00 pm local time on Friday, July 7, 2017. No Qualification Packages will be accepted after this deadline.**

COVER LETTER – The SOQ should contain a cover letter, signed by a principal in the firm, indicating his or her title that he or she has authority to submit the proposal on behalf of the firm, including the cover letter, and which should contain the following statement:
“The undersigned has the authority to submit this SOQ on behalf of the *legal name of company* in response to the City of Greenville RFQ for the Town Common Restroom Facility”.

PROJECT TEAM – Identify the legal entity that would enter into the contract with the City and include location of company headquarters, local office location, type of business (sole proprietorship, partnership, or corporations), state of incorporation or organization, and the name and title of the person authorized to enter into an agreement.

Include detailed resumes of all team members assigned to this project, including Subconsultants. For proposed Subconsultants, provide the name of each firm, the office location, contact name and telephone number and the service to be provided.

RELEVANT EXPERIENCE – Provide a summary of Proposer’s experience with projects of similar scope, including but not limited to, contracts with the City, currently in progress or having been performed in the past five (5) years. Information should include a description of the project, scope of work, location of project; client name and telephone number. As part of the selection process, the City may contact the Proposer’s references.

COMMUNICATION GUIDELINES AND QUESTIONS

Firms may submit written (email) questions concerning this RFQ to the Parks Planner for receipt no later than **5 pm local time on June 30, 2017**. Any questions about the RFQ should be submitted, in writing to: Lamarco M. Morrison, Parks Planner via Email: lmorrison@greenvillenc.gov. Questions received after the stated deadline will not be answered. No oral statement of any persons shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFQ, if any, shall be made in writing only and issued in the form of an Addendum to the RFQ.

EVALUATION CRITERIA

It is the policy of the City that the selection of firms to provide professional services shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. The City shall conduct a fair and impartial evaluation of all submittals that are received in accordance with the provisions of this RFQ. The City shall put each SOQ submitted through a process of evaluation to determine responsiveness to all administrative and technical requirements of the RFQ. The evaluation criteria are intended to be used to make a recommendation to the entity or person who will award the contract, but who is not bound to use these criteria or to award to a firm on the basis of the recommendation. All firms/teams who submit a Qualification Package will be notified of the City's choice.

EVALUATION METHOD

Compliance Check: All SOQs will be reviewed to verify that minimum requirements have been met. SOQs that have not followed the requirements in this RFQ or do not meet minimum content and quality standards may be eliminated from further consideration.

Analysis: Members of an evaluation team assigned by the Project Manager will independently analyze each SOQ. The evaluation team will analyze how the Proposers' qualifications, experience, professional content, and proposed methodology meet the City's needs. Points will be assigned by each committee member using the point-scoring schedule below as a guideline.

POINT SCORING SCHEDULE

Qualifications will be evaluated using the minimum following criteria (Total possible points = 50). A total of five (5) bonus points may be awarded to proposers that comply with the City's Local Preference Policy.

1). Proposer's Qualifications and Experience: 30 Points

Verifiable technical capacity, experience on similar projects and an outstanding record of successfully completed projects. Past performance on City projects may be considered.

2). Personnel Qualifications and Experience: 20 Points

Proposer's principal(s), years of experience. The experience of personnel assigned to the project, their educational background, certification and licensing that are deemed to meet the project requirements.

5). Proposer's Geographic Location : 5 Bonus Points

Proposer's geographic location and Subconsultant's location in compliance with the City's Local Preference Policy.

TOWN COMMON RESTROOM - SCOPE OF SERVICES

In general the project consists of the design of a 975' building that includes men and women restrooms, a family restroom, custodial closet, storage space and a mechanical room. In addition to architectural drawings, the construction documents shall include site/civil design, HVAC design, plumbing and mechanical, electrical, and structural drawings. The design for the restroom shall be consistent with a construction budget of \$300,000. The Designer shall prepare construction documents with the following deliverables:

SCHEMATIC DESIGN

- A. Designer shall facilitate a meeting with Recreation and Parks staff to ensure consensus regarding the project scope, schedule and budget. The schematic design shall be based on results of comments from the initial kickoff meeting with staff. The Schematic submittal shall include at a minimum the following information:
 - 1. A scaled civil / site plan with a north arrow showing the location and size of the proposed facility in relation to the existing property lines, structures, roads, walkways, parking and existing utility services. Emphasis shall be placed on the early determination of adequacy and availability of all existing utility services. The Designer shall be responsible for examining all existing conditions and reviewing available as-built drawings related to the project.
 - 2. Single line drawings including demolition plan, proposed floor plan(s) that show the rooms and spaces including mechanical and electrical rooms, service areas, etc. Rooms shall be identified by name or use for consideration of code implications.
 - 3. A preliminary probable cost statement shall be prepared at this phase to ensure budget control.
- B. The Designer shall submit schematic plans (30% completion of Construction Documents) for review, comment and approval by the City.

DESIGN DEVELOPMENT

- A. Based on the approved schematic submittal, the Designer shall prepare the Design Development Documents setting forth all basic program elements, systems and materials to be used in the project. The Designer shall provide design Development Documents (65% completion of construction documents), that include but not limited to the following:
 - 1. A written response to Schematic Design review comments and questions.
 - 2. A Code Summary sheet that includes the basic code analysis and code decisions made supporting the proposed design.
 - 3. A scaled civil / site plan showing topographic information, benchmarks, site drainage and sedimentation control, utility infrastructure, adjacent structures and other site data furnished on the previous submittal.

4. Outline specifications with brief descriptions of building systems and materials.
 5. Scaled architectural floor plans, building cross-sections at appropriate points that show major vertical spaces, two or more elevations, and a typical wall section detail. Plans must clearly indicate initial results of the building code analysis for the building type, egress and accessibility.
 7. Room finish schedule showing basic materials proposed for the floors, walls and ceilings.
 8. Plumbing, mechanical, electrical and fire protection drawings shall be included with the Design Development submittal.
- B. The final submittal of the Design Development documents shall include a statement of probable cost to ensure budget control.
- C. The Designer shall submit Design Development Documents to the City for review and comment prior to continuing into the next phase of the project.

CONSTRUCTION DOCUMENTS

- A. Based on the approved design development submittal, the Designer shall prepare construction drawings and specifications setting forth all work in detail and prescribing work to be done, including materials, workmanship, finishes, mechanical and electrical systems, special equipment, site work, utility connections and service. Copies of construction documents shall be simultaneously furnished for review to Recreation and Parks and regulatory agencies having jurisdiction.
- B. Final Submittal: The Designer shall submit one set of original construction documents and two printed sets. An electronic copy of the construction drawings in AutoCAD LT (or a version that can be viewed in AutoCAD LT 2009) and an electronic copy of the technical specifications in Microsoft Word shall accompany the final submittal.
- C. The Designer shall receive approval from the City that the Construction Documents are acceptable prior to bidding the work.

CONSTRUCTION BUDGET

The construction price shall include materials, labor, equipment, permits, testing and construction inspection /administration.

- A. The Designer shall provide a design for the Town Common restroom facility with a maximum of 975 square feet, and a maximum construction cost of \$300,000. The construction budget does not include design fees or project contingency. These line items are in a separate CIP budget.
- B. The Designer is responsible for designing the project within the budget as set forth in the design contract. The Designer is responsible for recommending alternative selections, design parameters, proposed alignments, major project features, and special provisions etc. that follow City standard practices and meet the goals of the project.
- C. Should the Designer's estimate be over the construction funds available, the base bid should be established at 90% of the construction funds available with add alternates to 110% of those funds to permit flexibility and ability to award contracts without negotiating down. No transition of funds, or use of specified or unspecified additional services funds shall occur without prior written approval from the City.

DESIGN GUIDELINES AND POLICIES

The following guidelines and policies are intended to assist the Designer with common policies, regulations, statutes and issues that may impact the project. These guidelines are derived from Local State and Federal laws, regulation and codes.

AMERICANS WITH DISABILITIES ACT (ADA) – The Designer shall prepare the Construction Documents in accordance with the 2010 ADA Standards for Accessible Design, which provides that those facilities that are constructed or altered by, on behalf of, or for the use of public entity shall be designed, constructed or altered to be readily accessible to and usable by individuals with disabilities.