

TOWN OF RIVER BEND

REQUEST FOR QUALIFICATIONS

Architectural Services

Multi-Purpose Public Works Facility

INTRODUCTION

The Town of River Bend (Town) is soliciting project qualifications to provide architectural services for the design, and construction of a new Public Works Facility which will include space for: office, repair shop, storage, garage, bathroom, meeting and conference space for the Town's Water, Sewer and Public Works Departments.

OVERVIEW

The Town of River Bend, a town of approximately 3,100 residents located in Craven County, continues to evaluate its present facilities in terms of function and administrative space for the Water, Sewer and Public Works Departments. Realizing the potential for continued expansion in population and shifts in demographics of the existing population, the Town desires to plan for needs for additional and/or expanded facilities.

The Town owns over 12 acres of land, divided by a roadway, in the center of the community. The open land is used primarily for recreation. On this land, the Town currently has three buildings that comprise the Town's Campus. The Town Hall building, constructed in 1986 with an addition/renovations in 2001 and 2020 consists of approximately 4,000 square feet of office and meeting space. The Public Works Building, a converted pole barn structure, consists of approximately 3,000 square feet of office, shop and storage space. The third building is an approximately 4,000 square feet Municipal Building which was built in 2020 and consists of meeting space and the Town's Police Station. The project is anticipated to be situated on the Town's Campus, but a final location has not yet been determined.

SCOPE OF SERVICES

The Public Works Building mentioned above, is nearing the end of its functional life and is currently located within the flood zone. The town seeks to construct a new building outside of the flood zone. The project will consist of design, providing cost estimates, bid management, project management, construction observation, inspection and close-out for the construction of an approximately 4,000-5,000 square feet building to house: office, repair shop, storage, garage, bathroom, meeting and conference space for the Water, Sewer and Public Works Departments.

This project will require that the selected consultant make recommendations regarding the design of the new building based upon input from designated Town staff and/or the Town Council.

The relationship contemplated by this RFQ is intended to be comprised of two distinct phases, each contracted for as separate and distinct phases as the Town deems the timing to be appropriate:

Phase I: Design – Prepare design and bid documents for agreed upon solutions to meet current and future needs.

Phase II: Construction – Administer bidding, contracting and all phases of construction to include inspections, change orders and other similar services.

The firm selected will be requested to provide services during this relationship that will consist of the following and any others listed herein:

- Preliminary Design
- Site Plan – including landscape and parking design
- Building Plans and Construction Documents
- Site Preparation Administration and Inspection
- Cost Estimates
- Bidding
- Construction Administration and Inspection
- Progress Reports
- Contractor Pay Requests

The consultant shall work under the supervision of the Town Manager, and may be required to attend meetings of the Town Council to discuss the project as necessary.

SUBMITTAL REQUIREMENTS

Interested firms are requested to submit a complete description of their qualifications to perform the work noted in the Scope of Services. Specifically, the RFQ should address, but not be limited to the following information:

- Firm name and location of office where work will be performed.
 - Brief overview and history of the firm.
 - Experience in planning, design, and construction administration of public facilities, especially public works, administrative and/or multi-use facilities.
 - Experience in planning and designing facilities that meet the standards for LEED certification.
 - Experience in site design and construction using best practices to reduce environmental impact.
 - Experience in planning, design, and construction of publicly funded governmental projects in North Carolina.
 - The project architect and key personnel who will be involved with this project; their qualifications and experience as related to the scope of work detailed above.
-

-
- The extent of design work on this project that will be done by consultants. Provide the name, location and discipline of each consultant.
 - Provide client references for recent related governmental work. Include name, address, telephone number and contact person most involved with the project.
 - Historical data on at least three comparable projects completed over the past five years. Pictures of the finished projects may be included.

For the purposes of the RFQ, the term “company” or “firm” shall refer to the prime respondent of this RFQ, or in other words, the company with whom the Town of River Bend will contract. The term “consultant” shall refer to any and all consultants who the prime respondent will include on the project team. The submittal shall clearly delineate any experience, background, etc. between the prime “company” and “consultants”.

GENERAL COMMENTS

- Any cost incurred by respondents in preparing or submitting a response to this RFQ and/or subsequent proposals for the project shall be the respondents’ sole responsibility.
 - Ownership of all data, materials and documentation originated and prepared for the Town of River Bend pursuant to the RFQ shall belong exclusively to the Town and be subject to public inspection in accordance with the Freedom of Information Act. Trade secrets or proprietary information submitted shall not be subject to public disclosure under the Freedom of Information Act; however, the respondent must invoke the protections of the appropriate section of the Code of North Carolina, in writing, either before or at the time the data or other materials are to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire document, line item prices and/or total costs as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
 - The Town of River Bend reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications.
 - Following the selection of an architect by the Town Council, a contract will be negotiated for services. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm and so on as needed.
 - Phase I, as described above, may be contracted for beginning on or after June 21, 2021.
 - The company must be licensed in North Carolina.
 - Federal funding may be used on this project. If so, the selected consultant will be required to adhere to any applicable federal regulations, including 2 C.F.R, Part 200.
-

ACCEPTANCE OF PROPOSALS

The Town reserves the right to accept or reject any submittal. An evaluation of qualifications will be made by the Town Manager. The Town Manager, will then make a qualifications based recommendation to the Town Council. The Town Council has the final decision making authority on making a qualifications based selection.

CONTACTS

If clarification is needed, please contact Delane Jackson, Town Manager at 252-638-3870.

SUBMITTAL DEADLINE

Consultants interested in, and qualified to perform the work are asked to submit two (2) copies of a complete, statement of qualification as described herein no later than **3:00 p.m.** on **June 4, 2021** to:

US Mail and Physical Delivery Address:

Town of River Bend
Delane Jackson, Town Manager
45 Shoreline Drive
River Bend, NC 28562

EQUAL EMPLOYMENT OPPORTUNITY

The Town of River Bend does not discriminate administering any of its programs and activities. The firm awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, gender, religion, national origin, age or disability.
