

## Town Hall Meeting Room/Office Space Addition

### REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES

July 14, 2010

I. **Project**

Town Hall Meeting Room/Office Space Addition

II. **Project Summary**

The Town of Fuquay-Varina is requesting qualifications and experience proposals for professional services related to preparation of construction plans and contract documents for the Town Hall Meeting Room/Office Space Addition. The proposed project is to construct an addition to the existing campus of Town Hall offices at 401 Old Honeycutt Road, Fuquay-Varina, North Carolina. The meeting room is for public meetings to include meetings of the Town Board and Planning Board. The minimum seat capacity shall be 150 persons. The office space is for administrative staff of the Town Board and Town Manager.

III. **Services Required**

The professional services required by the Town of Fuquay-Varina are:

1. Architectural Design Services to be in compliance with N.C.G.S. 133-1.1
2. Obtain pre-approval of all construction plans for all building permits necessary to construct
3. Bidding Document and Project Specification Preparation
4. Construction Administration
5. Record Drawing Preparation and Certification ,if necessary

IV. **Consultant Qualifications**

The architect for this project must be experienced in all phases of municipal office building design and construction. Preferential consideration will be given to architects whose project manager office location is less than a 30 minute drive to Fuquay-Varina.

V. **Project Schedule**

It is the intent of the Town of Fuquay-Varina to be under construction on this project by April 1, 2011. It is the intent of the Town of Fuquay-Varina to award a contract for design services by September 21, 2010.

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### **VI. Proposal Submission Requirements**

All proposals shall be submitted on 8 ½" x 11" paper, maximum of 10-pages including letter of interest and resumes, properly bound. The following information and responses must be included as part of the consultant proposal:

1. Letter of interest identifying the general capabilities of the firm and any related firms proposed to be associated with the project
2. Identify proposed project manager, key design staff, sub-consultants, and construction administration/inspection staff.
3. Summary of at least three similar projects for which the firm and the proposed project manager were responsible, with specific information on schedule, budget, location, and client contact information.
4. Specific information regarding the project team, including:
  - a) Experience of project manager
  - b) Experience of other key project team members
  - c) If the firm has more than one office, the location of each team member
  - d) Experience of sub-consultants
5. Explain why you believe your firm is the most qualified of any firm in North Carolina to provide the requested services for this project.
6. Specific information, with timelines, as to how the firm will meet the project schedule of being under construction by April 1, 2010.

### **VII. Selection Process**

- A. Stage 1      Pre-submittal meeting, receipt of proposals, and review of proposals :

Town of Fuquay-Varina will have a "pre-submittal" meeting on Wednesday, July 28, 2010, at 2:00 pm in Town Hall at 401 Old Honeycutt Road, Fuquay-Varina. The purpose of the meeting is for the Town to convey information related to the preferred location of the building addition on the campus, preferred orientation of the meeting room, potential office configurations, and other information related to the RFP process. Attendance is not mandatory; however, attendance may be a "tie-breaking" consideration in the overall evaluation.

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Town of Fuquay-Varina will receive proposals through Friday, August 13, 2010, at 4:00 pm. It is anticipated that initial proposal review will take place over the next 7-10 days.

### B. Stage 2 Interviews:

Separate interviews will be scheduled with the firms deemed to be ranked the highest based on the initial review of proposals. **Interviews are anticipated to be conducted during the timeframe of August 23-September 2 at mutually agreeable times.** Upon completion of the interviews, the Town will determine and enter into contract negotiations with the highest rated consultant.

### C. Stage 3 Contract Negotiations:

Following the interview process, the Town will begin negotiations for a contract with the goal of being able to present a mutually-acceptable contract to the Town Board on September 21, 2010. In the event negotiations prove to be unsuccessful with the first selected consultant, the Town may select the second consultant of choice with which to begin contract negotiations.

## VIII. Evaluation Criteria

A. The following criteria will be the basis on which consultants will be evaluated and selected for further consideration:

1. Specialized and appropriate expertise to complete the scope of work and meet the goals and objectives of the Project.
2. Past performance on similar projects.
3. Adequate staff and the qualifications of each member of the proposed project team.
4. Ability to meet the proposed schedule to complete the Project.
5. Contract administration capabilities on public funded projects.
6. Proximity to and familiarity with the Town and surrounding community where the Project will be constructed.
7. Other factors that the Town may determine to be appropriate to receive a quality and professional project.

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### **IX. Submission of Proposals**

Five (5) complete proposal packages must be received at the following address by **4:00 PM on Friday, August 13, 2010**:

**Town of Fuquay-Varina  
Attn: Andy Hedrick, Town Manager  
401 Old Honeycutt Road  
Fuquay-Varina, North Carolina 27526**

### **X. General Comments**

- A. Any cost incurred by respondents in preparing or submitting a proposal and statement of qualifications for the Town Hall Meeting Room/Office Space Addition shall be the respondents' sole responsibility.
- B. All proposals, responses, inquiries or correspondence related to this RFP shall become the property of the Town of Fuquay-Varina.
- C. Respondents are requested to refrain from contact with Town officials other than the Town Manager. Questions or comments regarding the RFP should be brought up at the "pre-submittal meeting" on July 28<sup>th</sup>. After that date, no guarantees of a timely response to a telephone inquiry, e-mail inquiry, other written request, or personal visit will be made. No questions will be addressed within 48 hours of the deadline to submit a proposal and statement of qualifications.
- D. The Town of Fuquay-Varina reserves the right to reject any and all statements of qualifications received or to negotiate in any manner necessary to serve the best interests of the general public of the Town of Fuquay-Varina.