



Request for Qualifications

Design-Build of Fire Station #4

October 20, 2020

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Section 1: Project Information

Pursuant to North Carolina General Statute Section 143-128.1A, the Town of Fuquay-Varina, NC is soliciting proposals from qualified design-build firms interested in providing professional design and construction services for the new Fire Station 4 facility for the Fuquay-Varina Fire Department.

The design-build method is a qualifications-based selection process. As such, the ability of the Design-Builder to deliver the project on time, on budget, within the criteria and constraints identified by this document, and pursuant to the requirements of the design-build statute are the primary factors for selection. This Request For Qualifications (RFQ) provides complete information on the services being sought, the submittal requirements, and timeline.

Questions, requests for information, and responses to this RFQ shall be addressed and delivered to:

Tony Mauldin / Project Manager

134 North Main St.

Fuquay-Varina, NC 27526

amauldin@fuquay-varina.org

919-753-1002 (Office) OR 919-697-0270 (Cell)

- All sealed proposals must be received by **4:00 PM on Wednesday November 25, 2020**. To ensure receipt of any addenda to this RFQ, please contact the Project Manager listed above to register as an interested firm. Any issued addenda will be available for review at www.fuquay-varina.org
- A pre-submittal conference will be held at **3:00 p.m. on Thursday November 12, 2020** at the Fuquay-Varina Town Hall, 134 North Main St., Fuquay-Varina, NC 27526. Attendance for those intending to submit qualifications is recommended. Pre-submittal conference questions, in writing, are welcomed prior to the meeting. Town staff will be introduced, details about the project presented, submittal requirements reviewed, and any questions answered. Questions may be directed to Tony Mauldin, Project Manager, at amauldin@fuquay-varina.org.
- The Town of Fuquay-Varina reserves the right to reject any and all submissions for any reason or no reason. This RFQ does not obligate the Town to pay any cost incurred by respondents in the preparation and submission of a response, nor does it obligate the Town to accept or contract for any expressed or implied services.

Section 2: Background Information

In 2003, Tri-Data completed a station location study commissioned by Wake County which was based on current populations at that time and anticipated growth. The study recommended that the area near Sunset Lake Road, Bass Lake Road and Hilltop-Needmore Road would require a fire station by FY 2010 to support the anticipated growth in that area. The economic decline in 2008 slowed growth in this area but has recently seen an explosion in single family and multi-family residential projects. In addition, the extension of major water lines from Fuquay-Varina along Sunset Lake Road, Stewart Street, and James Slaughter Road have contributed to the exponential growth in this area.

Currently, response times to this area are extended due to increased traffic congestion in and around the Town of Fuquay-Varina. Drive times to this area range from 6-9 minutes from present facilities and are expected to get worse as growth continues. This new fire station will provide more efficient services to the area, a better allocation of resources for the entire district, a more stable and consistent public safety response to the current and future residents in this area, and accommodations for the Fire Prevention Division which has outgrown their available space at Fire Station #1. Wake County EMS has also expressed interest in partnering with the Town of Fuquay-Varina in this project due to their continued need for additional ALS units throughout the county.

Section 3: Project Goals & Objectives

With the design and construction of the project, the Town has the following goals:

- Establish a collaborative relationship between the Town and the Design-Build team to design and construct a facility that provides the Fire Department with a facility that incorporates the necessary program elements to operate, house, and maintain a high-quality workforce and acceptable response times in the district.
- Complete the project according to the agreed upon time frame and within the Town's funding resources.
- Incorporate high performance systems in design and construction that will allow staff to work in a safe, comfortable, operational facility.
- Design and construct a facility that strives to minimize operating and maintenance costs by maximizing energy efficient building materials and practices.
- Prioritize workplace safety and a reduction of exposure to carcinogens typically found in a fire station for all personnel assigned to this facility.

- Utilize best practices to accomplish the goals of this project and proactively address risks and challenges to ensure project success.
- As a team, work with the Town to devise and implement appropriate processes to maximize efficiency, overall quality, and cost savings.

Section 4: Project Overview

4.1 Purpose of the RFQ

The Town of Fuquay-Varina is soliciting qualifications for Design-Build Project delivery services for the new Fire Station 4. This facility will improve Fire Department response times in support of the rapid growth of development within the fire district limits.

The anticipated facility will be approximately 12,000+/- square feet and one level. Construction of the facilities should begin by the Summer of 2021 (or earlier). Preliminary needs include, but are not limited to, the following:

Fire Only

- (2) Drive-Thru Apparatus Bays
- Detached Storage Building (20'X20')
- Antique Truck Storage & History Room
- Office for 2 Station Officers
- (1) Administrative Chief's Office
- (1) Fire Marshal's Office
- Workroom for Deputy Fire Marshals (4)
- (1) Plan Storage Room
- Day Room / Living Room (Up to 8 people)
- Open Bunkroom w/ 8 cubicles
- Individual Lockers (24)
- 2 – 3 Unisex Staff Restrooms w/showers

EMS Only

- (1) Drive-Thru Apparatus Bay
- Card Access EMS Supply Room
- EMS Dayroom (2 Recliners and Desk)
- Individual Lockers (Minimum of 6)
- 1 Unisex Staff Restroom w/shower

General

- Gear Storage Room (Fire & EMS)

- General Equipment Storage Room
- Shop / Tool Room
- Station Compressor Room
- Mechanical / Electrical / Storage Mezzanine
- Station Alerting
- Alarm and Sprinkler Systems
- Back-up Generator
- Staff Parking (20+ spaces)
- Separated Public Parking
- Kitchen – Open to Day Room
- Conference Room
- Training/Conference Room (10 people)
- Exercise / PT Room
- Public Access Restroom
- (1) Bay Access Restroom w/shower
- Main Public Entrance with Receptionist Area
- (3) Food Pantries
- Janitorial Supply Closet
- Office Supply Closet
- Server Room
- Covered Patio Area
- Control Access Entry Points

4.2 Design-Builder Responsibilities

The lead Design-Builder will be expected to provide concurrent design and construction turnkey activities for this project resulting in a finished, fully usable facility that satisfies all project requirements and contract terms.

4.3 Location of the Project

The location of the work is 4821 Wade Nash Road, Fuquay-Varina, NC 27526

- See Exhibit B for a general map of the site location.

NOTE: The Town of Fuquay-Varina WILL NOT provide workspace for the Design-Build Team. The selected Team is responsible for and must provide its own workspace.

Section 5: Scope of Work

The following is a preliminary scope of work that may be modified during contract negotiations with the selected Design-Builder:

1. Pre-Planning, schedule, and budget review, and site plan validation. Pre-construction project planning including preliminary cost estimate.
2. Preparing site, architectural, structural, mechanical, plumbing, and electrical design plans to include:
 - a. Site Design: clearing and grubbing, grading and drainage plans, sedimentation and erosion control plans, required storm water management devices, layout and staking plans, elevations and sections, construction details, lighting and signage, landscape and planting plans and details.
 - b. Building Design: building plan configuration and elevation elements, including exterior building skin materials and colors, foundation, structural and roof systems, building fenestration and openings, overall dimensions, materials testing requirements, Mechanical/Electrical/Plumbing design including systems, equipment and calculations, energy and performance modeling, systems review, coordination and integration to include all utilities and controls, Town required Information Technology systems.
3. Development and refinement of cost estimates and project schedules.
4. Construction of the project.
5. Construction administration and observation including conferences, weekly site observations, and regularly scheduled progress meetings with the Town and County.

6. Project closeout, establishment of warranties, guarantees, and delivery of manuals. Final start-up and certification of mechanical, electrical, and plumbing systems.

Section 6: Budget, Timeline, Planning, & Delivery

6.1 Budget

Adherence to the established budget is essential to the successful completion of this project. The Town estimates an approximate total budget of up to \$5 million dollars, including all costs and fees. Total costs include architectural programming, design and engineering, construction related expenses, construction administration and construction related services, testing services, permits, and other building related professional service fees necessary to fully complete the project.

6.2 Anticipated Schedule

The Town reserves the right to adjust the following schedule as necessary:

Preliminary Project Schedule	Date
Issue/Advertise RFQ in official advertising publications	October 20, 2020
Pre-Submittal Conference	November 12, 2020
Deadline for submission of Statement of Qualifications	November 25, 2020
Establish short list of Design-Build Teams and schedule interviews	December 7, 2020
Complete interviews of short-listed firms	December 22, 2020
Notify selected Design-Build Team and begin contract negotiations.	January 8, 2021
Complete contract negotiations with selected Team	January 29, 2021
Town Council award of contract	February 16, 2021
Notice to Proceed	March 1, 2021
Begin Construction	Early Summer 2021
Project Completion	September 2022

6.3 Pre-Construction Planning

The Design-Builder, as part of its design and preconstruction services, will assist with developing a strategy for the best approach for the successful completion of the project, including guidance and assistance in the preparation of a schedule and a reliable, preliminary cost estimate along with evaluations of any value engineering measures. At an appropriate

point during the project, and prior to contracting, the Town will ask the Design-Builder to commit to a lump sum price for all its design, construction services, and fees.

6.4 Project Delivery Objectives

At all times and project stages, the Design-Builder shall act in the best interests of the Town, and use their best efforts to deliver the project in an expeditious and cost-effective manner consistent with the Town's project requirements, time constraints, and budget. The Design-Builder shall develop a contractually obligated overall project schedule and will be responsible for methods of construction, safety, scheduling, and coordination of all construction work, in addition to miscellaneous contracts required for completion of the project, within its predetermined budget limits and schedule.

The Town expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully. A spirit of cooperation, collaboration, and commitment among professional design and construction service providers to work in the best interests of the project is of utmost importance.

Section 7: Firm Evaluation & Selection Criteria

7.1 Team Experience Capabilities, and Technical Competence

Responders to this RFQ should identify their Team's experience with design-build fire station projects, and specifically describe those projects that best characterize the proposers' capabilities, including work quality and cost control measures. Design-build projects must have included the completion of construction drawings, technical specifications, and construction estimates that led to a completely constructed project currently in operation.

At a minimum, successful submittals shall demonstrate experience and technical competence with the following capabilities:

1. Responsively and successfully designing to a user-compliant program.
2. Demonstrated history of successful collaboration constructing complex facilities utilizing a Design-Build methodology.
3. Obtaining permits through applicable State, County, or Local permitting processes and/or Inspections/Building Permit Departments.
4. Incorporating environmentally responsible building practices.

5. Effectively providing contract and construction administration services utilizing effective team communication and working methods.

7.2 Submittal Requirements

Provide one (1) original copy (unbound and suitable for photocopying), six (6) bound copies, and one electronic copy in PDF format of your submittal. Please limit response to thirty (30 single-sided or 15 double-sided) pages. Font size shall be no less than 12 pt. Submittals must contain the following information:

Letter of Interest

The Letter of Interest should include:

1. A synopsis of the prime firm and sub-consultants
2. The team's qualifications
3. The project manager and primary contact
4. The project principal representing the contractual authority of the team.
5. WHY the proposed team should be selected for this project?

Project Organization

1. Provide a project organization chart identifying the team composition.
2. Define key staff members who will be working on the project, explain their roles, and their expected commitment to the project as a percentage of their time
3. Provide a list of projects currently assigned to key team members and their expected project completion dates.

Profile(s) of Team

1. Provide information about each company in the project team and their experience with the Design-Build process, specifically Fire Stations.
2. For each company, identify capabilities and experiences, the number of employees, office location, and number of years in business under its current name.
3. Identify the scope of services to be provided under this project for each company.
4. Written certification that each licensed professional included as part of the Team was selected based solely on qualifications, without regard to fee. Include evidence that a qualifications-based selection (QBS) process was utilized.
5. Identify any current, pending, or past legal matters or litigation, company safety records, and at least three (3) professional references.

Resumes

1. Provide resumes of the key staff, including the project manager and task leaders.
2. Include resumes for staff identified as having a major role in the project.

Project Approach and Schedule

1. Provide a description of the proposed approach to the project.
2. Include a response to the preliminary scope but do not simply restate the scope.
3. Identify key risks/ challenges/ concerns you anticipate and any mitigation steps to achieve successful delivery.
4. Describe the team's approach to design, quality assurance, and quality control.
5. Describe the team's track record delivering projects with minimal change orders.
6. Describe the team's level of experience with the regulatory bodies likely to be project reviewers, whether local, state, or federal.
7. Describe the team's use of technology and how it will be used to engage with the owner in each project phase.
8. Provide an outline project schedule, showing tasks, milestones, and deliverables, including review meetings with the Town project team.

Reference Projects

1. Please identify recent, representative projects of a similar scope, complexity, and size (NO MORE THAN FIVE), performed by the proposed team. At least three should be completed projects.
2. For each project, provide project duration and completion year, references (name, email, and phone number) estimated and completed project cost and the project's errors and omissions rate as a percentage of the construction budget.
3. Identify which team members performed the work and the role each played in the reference project.

Historically Underutilized Business (HUB) Participation

1. Describe the plan your company has developed to encourage participation by HUB firms as defined in North Carolina General Statute 143-128.4.
2. Provide documentation of HUB participation achieved over the past three (3) years on public construction projects. Indicate the HUB participation goal you expect to achieve on this project.

Payment and Performance Bond

1. A letter, dated within the last 30 days, from your surety company, signed by their Attorney in Fact, verifying their willingness to issue sufficient payment and performance bonds for this project, on behalf of your Firm or its agent licensed to do business in

North Carolina, and verifying your company's capability and capacity, based on your current value of work. Surety company bond rating shall be rated "A" or better under the A.M. Best Rating System or The Federal Treasury List.

7.3 Team Minimum Qualifications

Teams must meet the criteria stated below, otherwise they will be automatically disqualified.

1. Firm's "Designer(s) of Record" MUST have a current North Carolina Architectural and/or Engineering license(s) as appropriate for their portion of the design work. A copy of the license(s) is to be included with the submission.
2. Firm's "Builder" MUST have a current North Carolina Contractor's license with an unlimited building classification. A copy of the license is to be included with the submission.
3. The Lead Design-Build firm MUST be able to get a Builder's Risk Insurance Policy for this project with coverage equal to the total cost of the project.
4. The Lead Design-Build firm MUST agree to keep and maintain insurance for the duration of this Agreement including, but not limited to, commercial general liability, automobile liability, workers' compensation, employer's liability, and umbrella coverage with at least the minimum limits shown below. The Contractor shall furnish the Town with certificates of insurance for each type of insurance described herein. The Town reserves the right to negotiate different limits and coverage in the final contract.
 - a. Commercial General Liability: \$1,000,000 per Occurrence / \$2,000,000 aggregate
 - b. Commercial Auto Liability: \$1,000,000 Combined Single Limit
 - c. Excess (Umbrella) Liability: \$1,000,000
 - d. Workers' Compensation: In accordance with NCGS Chapter 97
 - e. Employer's Liability: \$1,000,000 Each accident/Total disease/Employee disease
5. Professional Liability (Errors & Omissions) coverage for Architect of Record and Engineer(s) of Record shall provide coverage not less than \$1 million per claim. The Town reserves the right to negotiate different limits and coverage in the final contract.
6. All insurance companies must be authorized to do business in North Carolina with a Best rating A-VIII or higher. The Town shall be named and endorsed as an additional insured on Lead Design-Build firm's commercial general liability and excess liability insurance policies

NOTE: In order to be deemed eligible for evaluation, the submitting Lead Design-Build Firm must include the signed Declaration Statement, included in this RFQ, attesting to the above requirements and coverages in its submittal.

Section 8: Statement of Qualifications Evaluation Criteria & Scoring

8.1 Evaluation Categories & Scoring

Submitting Design-Build Teams' responses to this RFQ will be evaluated and ranked by an RFQ Evaluation Team comprised of Town of Fuquay-Varina employees appointed to assess submitted qualifications. Each submitter will be evaluated and short-listed based on their SOQ score (100 points maximum) as determined through the qualification review process and criteria listed below:

- 1. Design-Build Team Experience with Fire Station Projects and Qualifications - 30 Points**
- 2. Design & Engineering Professionals' Fire Station Experience and Qualifications - 25 Points**
- 3. Project Understanding and Approach - 20 Points**
- 4. Statement of WHY the Design-Build Team Should Be Selected - 10 points**
- 5. Historically Underutilized Businesses (HUB) Participation - 5 points**
- 6. Deliverable Quality, Project Schedule, and Safety Controls - 5 Points**
- 7. Statement of Qualifications Quality and Responsiveness - 5 Points**

8.2 Clarifying Qualifications During Evaluation

During the evaluation process, the Town has the right to require any clarification it needs to understand the Team's view and approach to the project and scope of work. Any clarifications to the Qualification made before executing the contract will become part of the final contract.

8.3 Short List Ranking and Interviews

After evaluating the responses to this RFQ, the Town's Evaluation Team will develop a short list ranking comprised of the three most highly qualified candidates. Prior to ranking the short-listed Teams for final selection, the Town may elect to interview those three Teams. The purpose of this interview will be to meet the proposed Project Team, become familiar with key personnel, acquainted with the selection strategy proposed by the submitter, and to understand the Team's project approach and ability to meet the stated objectives for the project. Short-listed Teams should be prepared to discuss, with specificity, their capacity to conduct this work in compliance with the project timeframe, budget, and good faith obligations. If applicable, the Town will notify each short-listed Team to schedule individual times for the interviews.

8.4 Design-Build Team Final Selection

After making a final selection, the Town will begin contract negotiations with the selected firm. If successful, the Team and Town will enter into a professional services contract for the work.

All respondents are considered fully informed as to the intentions of the Town regarding the timeframe to prepare and complete contract negotiations. Respondents should be prepared to provide a detailed, written proposal to include the scope of work, staffing plans, action plan, schedule, and fee proposal during negotiations.

Section 9: Submittal Requirements & Format

9.1 Submittal: Department Contact, Deadline for Receipt, Format

Submittals must be in a sealed package, including the required PDF digital file on a flash drive or other media, by the submission deadline noted in this RFQ and labeled as listed below. Each submittal will remain sealed and not for public disclosure until after the submittal deadline.

Tony Mauldin, Project Manager “RFQ for Design-Build of Fire Station 4” Name and Address of Submitting Design-Build Team

Each submittal copy shall be identical in content. Submitter’s cost incurred in responding to this RFQ is the submitter’s alone. The Town of Fuquay-Varina accepts no responsibility or liability for any such costs. The Town will not and shall not be required to return any item submitted.

9.2 Statement of Qualifications Provisions

Pursuant to N. C. Gen. Stat. § 143-128.1A.(c)(8)(a), each Design-Builder shall submit in its response to the RFQ, an explanation of its Project Team selection, which shall consist of either of the following:

1. A list of the licensed contractors, licensed subcontractors, and licensed design professionals whom the Design-Builder proposes to use for the project's design and construction.
2. An outline of the strategy the Design-Builder plans to use for open contractor and subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the General Statutes.

Qualifications must confirm the Team will comply with all provisions of this RFQ. RFQs must be signed by a Company Officer empowered to bind the Company. A Team’s failure to include the requested items in their RFQ may cause their RFQ to be considered non-responsive and the RFQ may be rejected.

9.3 Minimum Number of Responses

In order to consider submittals, the Town must receive at least three responses to the RFQ. If the Town receives fewer than three responses, it will re-advertise the RFQ in accordance with General Statute requirements. After the second solicitation, the Town may consider submittals even if three are not received and will follow the same procedures used for the initial solicitation.

It is the sincere intention of the Town to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, the Town should determine that none of the Design-Build Teams submitting are advantageous to the Town of Fuquay-Varina, the Town reserves the right to accept or reject any or all Request(s) For Qualifications with or without cause. Issuance of this RFQ does not commit the Town of Fuquay-Varina to award a contract, to pay any costs incurred in preparation of a proposal, or to procure a contract for related services or supplies.

Section 10: General Terms & Conditions

10.1 Conflict of Interest

By submission, the Team agrees that at the time of submittal, it:

1. Has no interest (including financial benefit, commission, finder’s fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of submitting Team’s services, or
2. Will not benefit from an award resulting in a “Conflict of Interest.”

A “Conflict of Interest” shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Town of Fuquay-Varina or Wake County. Submitting Teams shall identify any interests, and the individuals involved, on separate paper with the submittal and shall understand that the Town, in consultation with legal counsel, may reject their proposal.

10.2 Confidential Information/Public Records Law

The Town assumes no responsibility for confidentiality of information offered in a proposal. The RFQ does not intend to elicit proprietary information. However, if proprietary information is submitted as part of the proposal, the information is to be labeled as such. Proposals are not subject to public inspection until after the contract award. The Town of Fuquay-Varina reserves the right to share any information submitted in response to this RFQ or process with any person(s) or firm(s) involved in the review and evaluation process. Proprietary or confidential information must be clearly labeled as such at the time of initial submission and to the extent provided by N.C.G.S. Chapter 132, will not be made available for public inspection. In the event that a request for inspection is made under public records law, the submitting Team will be notified of the request and may participate in any subsequent civil action to compel disclosure of confidential information.

10.3 E-Verify

The final contract with the Design-Build firm will require all contractors and subcontractors employed by the contractor, to be compliant with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes consistent with state law requirements for municipal contracts relating to the E-Verify stipulations.

10.4 Iran Divestment Act & Boycott of Israel

By submitting this RFQ, the Firm/Team certify that as of the date of submission, no company or entity associated with their submittal is listed on the Final Divestment List created by the NC Office of State Treasurer pursuant to NCGS 147 Article 6E, Iran Divestment Act, Iran Divestment Act Certification. In addition, any organization defined under NCGS 147-86.80(2), Divestment from Companies Boycotting Israel, shall not engage in business totaling more than \$1,000 with any company/business, etc. that boycotts Israel. A list of companies that boycott Israel is maintained by the NC Office of State Treasurer, pursuant to NCGS 147-86.81(a)(1). Any company listed as boycotting Israel is not eligible to do business with any State agency or political subdivision of the State.

10.5 Compliance

Notwithstanding any provision herein, the Firm/Team shall comply with all provisions of N.C. Gen. Stat. §143-128.1 and all other applicable law related to design build contracts both as part of the initial responses to this RFQ and in the event such Firm/Team is selected by the Town. The Firm/Team will provide any additional information and or execute any additional documents to maintain compliance with applicable law upon the Town's request.

DESIGN-BUILD TEAM DECLARATION STATEMENT – Exhibit A

(Include a signed copy of this form in the submitted Statement of Qualifications)

1. We (the submitting Design-Build entity) certify that each licensed Design-Build Team member, including design professionals and sub-consultants included in this submittal, was selected based upon demonstrated competence and qualifications in the manner provided in the State of North Carolina’s General Statute on procurement of construction services (G.S. 143-64.31).
2. We certify that our Design-Build entity’s “Designer(s) of Record” have current North Carolina Architectural and/or Engineering license(s) as appropriate for their portion of the design work.
3. We certify that our Design-Build entity’s “Builder” has a current North Carolina Contractor’s unlimited license.
4. We certify that our Firm/Company will have and maintain insurance coverage for a total of \$1 million/occurrence and \$2 million/aggregate for commercial general liability, and not less than \$1 million per claim for commercial business automobile liability.
5. We certify that we will have coverage for professional liability and errors and omissions by all Designer(s) of Record/Design Professionals of not less than \$1 million per claim.
6. We certify that our Firm has sufficient bonding capacity to provide Labor and Material Payment and Performance bonds with coverage of each equal to the total cost of the Project.
7. We certify that our Firm can and will obtain a Builder’s Risk Insurance Policy for this Project with coverage equal to the total cost of the Project.
8. We certify that our Firm/Company/Personnel have/has no potential or actual conflict of interest to report and that no relationships, transactions, circumstances, or positions held are believed to contribute to any such conflict of interest.
9. I hereby certify the information set forth in this declaration is true and complete to the best of my knowledge.

(Authorized Signature, Title, Design-Build Entity Name, and Date)

By signature on this Declaration, responders certify they comply with:

1. The laws of the State of North Carolina, the applicable portion of the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.
2. All terms and conditions set forth in this RFQ.
3. A condition that the Qualification Proposal submitted was independently arrived at, without collusion, under penalty of perjury.

Exhibit B

