

Town of Selma

REQUEST FOR QUALIFICATIONS



For the construction of the
Town of Selma Public Works
Using the Design-Build Delivery Method

**Town of Selma
211 S Webb St.
Selma NC 27576**

Proposal Process, Questions/Inquiries, and RFQ Submission:
Phillip McDaniel, Deputy Town Manager
919-524-6579
pmcdaniel@selma-nc.com

RFQ Submission Due: May 24, 2024

Section 1: Project Information

Pursuant to the requirements of North Carolina General Statute §143-128.1A, "Design-Build Contracts", the Town of Selma, NC is soliciting proposals from qualified design-build firms interested in providing professional design and construction services and furnishing the best value for the new public works repair facility for the Town of Selma Public Works. The Town intends to award a Design-Build contract for this Project.

The Design-Build method is a qualifications-based selection process. The ability of the Design-Builder to deliver the project on time, within 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. All respondents to this RFQ are subject to the instructions communicated in this document and are cautioned to completely review the RFQ and follow instructions carefully.

All Design-Builders responding to this RFQ who satisfy the stated criteria shall be evaluated by The Town of Selma according to the scoring criteria identified in this RFQ. Based on scoring criteria, the Town will negotiate with the highest ranked respondent. This project will require a payment and performance bond upon award.

All questions and correspondence in conjunction with this solicitation are to be made in writing and should be directed to the Town of Selma contact identified below. Contact with any other Town personnel should not be made and could result in rejection of any related submission.

Pre-Submittal Meeting / Questions & Clarifications:

For the purpose of answering questions and providing clarification, independent pre-submittal meetings will be individually scheduled and completed prior to May 10, 2024. Attendance to the pre-submittal is optional. Please contact Phillip McDaniel to schedule a pre-submittal meeting appointment time.

Pre-submittal questions shall be submitted in writing, via email, or mail no later than Monday, May 10, 2024. Questions submitted later than this deadline will not be considered.

Pre-submittal questions, other inquiries, and responses to this RFQ shall be directed to:

Phillip McDaniel, Deputy Town Manager
Town of Selma
114 N Raiford Street
Selma, NC 27576
Phone: (919) 524-6579
E-mail: pmcdaniel@selma-nc.com

Notice of Owners Discretion:

The Town of Selma reserves the right to reject any and all submissions for any 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: Project Goals, Objectives and Challenges

Goal of this project is to design and build the new Town of Selma Public Works Repair Facility and open sided canopy. The Town seeks to work in an effective partnering relationship with the successful Design-Builder to accomplish this goal. The success of this project will depend largely upon the nature of the relationship between the Design-Builder and Selma. The Town's intent is to work with the Design- Builder as a team, with common goals of delivering a facility with exceptional quality in the most cost-effective and timely manner, achieving efficiency across the full spectrum of performance. With the design and construction of the project, the Town has the following **goals and objectives:**

- Establish a collaborative relationship between the Town and the Design-Build team to design and construct a facility that provides Selma Public Works with adequate facilities and elements to prepare, operate, house, and maintain a high- quality workforce and respond adequately and efficiently in the district.
- Complete the project according to the agreed upon timeframe and within the Town's budget and funding resources.
- Incorporate systems in design and construction that will allow staff to work in a safe, comfortable, and operational facility.
- Design and construct a facility that strives to minimize operating and maintenance costs by maximizing efficient building materials and practices.
- Prioritize workplace safety 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.
- Provide the Design-Builder maximum flexibility to determine specific work methods that satisfy the performance-based requirements in the contract.
- Expect the Design-Builder to take customer preferences into consideration and participate with the Town in continuous improvement efforts throughout the project process.
- To work with the Design-Builder to implement processes that maximize efficiency and provide Town insight into project progress, without an undue level of Town oversight.

Challenges:

The successful Design-Builder Team will need creative solutions to address the following significant challenges:

- Scheduling construction activities and site traffic so as to minimize the impact on existing on-site operations, surrounding residents and organizations, and other customary traffic and the surrounding streets.
- Managing the project budget to achieve acceptable levels of quality, while meeting project goals and objectives noted in the Town of Selma's criteria.

Section 3: Project Description and Scope of Work

Project Description:

The project location is 311 S Webb Street, Selma North Carolina. The proposed public works facility will provide new space for repair of public works vehicles and associated administrative functions. Budget is per Section 4. This includes the cost of site work, construction, and all design and contractor fees, resulting in a finished, fully usable facility that satisfies all project requirements and contract terms. We anticipate project completion by a date that is Late Summer 2025, with a firm deadline of October 3rd 2025 including a completed close out of the project.

The anticipated facility will be approximately 5,000+/- square foot repair building and a 2,500+/- square foot canopy (open all sides). Construction of the facilities should begin before end of January 2025. Preliminary needs include, but are not limited to, the following: Demolition of existing structure, (1) drive through repair bay for large refuse vehicle repair, (1) standard vehicle repair bay, (1) ½ bay repair area, manager and staff offices, meeting/huddle area, break room, secure storage cage.

Scope of Work:

The scope of work will include, but is not limited to the following:

1. Pre-construction project planning to include code analysis, value engineering measures, preliminary cost estimates, and project schedule development
2. Selma to provide survey, geotechnical evaluation, environmental, and locate existing utilities.
3. Comprehensive project design, to include utilities, site, and building:
 - a. Site Design: Phasing of work, clearing and grubbing, grading and drainage plans, sedimentation, and erosion control plans, required stormwater management, 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 compliance, systems review, coordination and integration to include all utilities and controls.

4. Permitting for all aspects of the project
5. Development and impact fees are not included
6. Site and facility construction of the project
7. Project management to ensure contractors are performing to design and product specifications; Construction administration and observation
8. Development and refinement of cost estimates and project schedules throughout the process, to ensure on-time completion
9. Bi-weekly meetings with Town staff for updates
10. Project closeout, commissioning, establishment of warranties and guarantees, equipment training, delivering manuals, final inspection and acceptance, execution of punch list.

** NOTE: The Town of Selma WILL NOT provide workspace for the Design-Build Team.*

The selected Team is responsible for and must provide its own workspace.

Section 4: Budget, Projected Timeline, Planning and Delivery

Budget:

The Town of Selma's estimate for the total budget of this project is \$2,100,000. Total costs include architectural programming and scope of work identification, design and engineering, construction related expenses and services, construction administration, testing services, permits, and any other building related professional service fees necessary to fully complete the project. Once established, adherence to the budget is essential to the successful completion of this project.

Anticipated Schedule:

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

Preliminary Project Schedule	Date
Advertise Request for Qualifications	May 1st, 2024
Pre-Submittal Meetings for Interested Firms	Prior to May 10, 2024
Deadline for Questions and Clarifications on the RFQ	May 10, 2024
Deadline for Submission of RFQ	May 24, 2024
Establish Short List of Design-Build Firms and Schedule Interviews	May 31, 2024
Complete Interviews	June 14, 2024
Notify Selected Design-Build Firm and Begin Contract Negotiations	June 21, 2024
Complete Contract Negotiations with Selected Team	July 1, 2024
Request Council Approval and Town Council Award of Contract	July 9, 2024
Begin Design Phase	August, 2024
Begin Construction	January 2025
Project Completion	September 2025

Pre-Construction Planning:

The Design-Builder, as part of its design and pre-construction 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 construction, the Town will ask the Design-Builder to commit to a lump sum price for all its design, construction services, and fees.

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 a commitment among professional design and construction service providers to work in the best interests of the project is of utmost importance.

Section 5: Submittal Requirements and Content

Submittal Requirements

The deadline of submissions of qualifications is Friday, May 24th at 5 PM. All submitted materials will become the property of Selma and will not be returned. Inquiries, amendments, or submissions received after the time and date listed above shall not be considered for evaluation. Regardless of the manner chosen for package delivery, it is the Design-Builder's responsibility to make sure it is delivered before the submission deadline. The Town of Selma reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications.

**Submittal packages should be enclosed in a sealed envelope marked for:
REQUEST FOR QUALIFICATIONS: TOWN OF SELMA PUBLIC WORKS
ATTENTION: PHILLIP MCDANIEL, DEPUTY TOWN MANAGER**

Submittal Documents:

- 11. Two (2) hard copies
- 12. One (1) electronic copy

Submittal Content:

Each Submittal shall be organized in the following order:

1: General Information

- Name and description of the firm.
- Project manager and primary contact.
- Legal company organization/organization chart with names, including licensed contractors, as well as licensed design professionals who the firm intends to use in the project.
- List of applicable NC licenses for construction, engineering, or other trades/professions pertinent to the requirement of the project.

2: Team Qualifications and Experience

- Describe why your team should be selected and summarize why your firm is qualified and their understanding of and experience with the Design-Build method.
- Define key staff members who will be working on the project, their experience and qualifications/certifications and their roles and commitment to the project. (At a minimum, the lead designer and project manager should be identified and available for interview if the firm is short listed.) Note: After award, any key personnel changes shall be approved by the Town of Selma.
- Provide team/staff experience working together on similar projects.
- Provide information regarding team history and working relationship between the Design-Build team members and municipal public works and/or commercial vehicle repair facility experience.
- Provide a statement and certification that all licensed professionals and subconsultants were chosen based on demonstrated competence and qualifications.

3: Project Understanding, Approach, and Management:

- Describe your understanding of the project and proposed approach to design.
- Describe the firm's approach to quality assurance and quality control and conflict/dispute resolution.
- Describe the firm's approach to effective communication and meeting the overall goals and objectives of the project.
- Identify any key risks, challenges, concerns you anticipate and methods to mitigate.
- Provide an outline of the project schedule, showing tasks, milestones, and deliverables, including a schedule of progress meetings with the Town's project team.
- Describe your approach to change orders and the firm's track record delivering projects with minimal change orders.
- Describe your team's track record with "on-time and within budget" projects.
- Describe your approach to safety management and provide current safety ratings/records and practices.
- Describe your team's experience with municipal public works and/or commercial vehicle repair facility.

4: Relevant Project Experience/References:

- Please describe the firm's overall reputation, service capabilities, and quality of work as it relates to this project.

- Provide five (5) relevant projects completed or in construction over the last 10 years. A relevant project is one which best exemplifies your qualifications. List projects you believe demonstrate an ability to successfully meet the requirements of this RFQ. Please identify recent, representative projects of a similar scope, complexity, and size performed by the proposed team. Please include for each reference/project:
 - Name of Project
 - Client
 - Total Project Cost
 - Project Description
 - Project Amendments (if applicable)
 - Project Timeline of scheduled start and finish dates and actual start and finish dates
 - Photos/Pictures

5: Other

- Provide a description of any program in place to encourage participation by minority businesses as defined in NCGS 143:128.2(g), GS 143-128.4, and the efforts which will be used to notify minority businesses of opportunities for participation in this project.

Section 8. Evaluation, Criteria and Scoring

Qualifications and Experience – *40 points (40%)*

Project Understanding, Approach, and Management – *40 points (40%)*

Statement of Why the Design-Build Team Should Be Selected – *15 points (15%)*

Submittal Quality and Completeness – *5 points (5%)*

Section 9: Selection Process

Interviews:

It is the intent of the Town of Selma to appoint a selection committee to review the submitted Statements of Qualifications. The committee will rank the submittal based on the criteria requirements specified within this RFQ. The Town may choose to interview the three (3) top ranked firms or select and award. If interviews are necessary, the Town will notify each firm to schedule individual times for the interviews. The purpose of the interview will be to meet with the proposed project team and become familiar with key personnel and get a better understanding of the firm’s project approach and ability to meet the objectives of the project. Interviewees should be prepared to discuss, with specificity, their capacity to conduct this work in compliance with a proposed timetable, budget, and good-faith obligations. The Town will provide written notification to all firms regarding selection.

Negotiations:

Once the rankings and interview process are complete, Selma will initiate negotiations with the highest ranked/most qualified design-builder for a contract to design and construct the project for a fair and reasonable fee, pursuant to Sections 143-64.31(a) and 143-128.1A(d) of the North Carolina General Statutes. If the Town of Selma cannot negotiate a contract consistent with those sections and within the objectives of this RFQ, then the Town shall terminate negotiations and initiate negotiations with the next most qualified design-builder.

Section 10: Terms and Conditions**Discrimination Policy:**

The Town of Selma does not discriminate on the basis of race, color, sex, national origin, religion, age, disability, sexual orientation, or gender identity. Any contractors or vendors who provide services, programs or goods for the Town of Selma are expected to fully comply with the Town's non-discrimination policy.

Conflict of Interest:

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

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 the 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 Selma. 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.

Confidential Information/Public Records Law:

The Town of Selma 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 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 and will not be made available for public inspection.

In the event 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.