



# **REQUEST FOR QUALIFICATIONS (RFQ)**

**BUILDING DESIGN AND CONSTRUCTION ADMINISTRATION  
FOR FUTURE PINEVILLE FIRE STATION**

Town of Pineville  
PO Box 249  
200 Dover St.  
Pineville, NC 28134

## **PURPOSE**

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The Town of Pineville (“Town”) is seeking a qualified firm (“Firm”) to provide services for Building Design and Construction Administration for the construction of a new Fire Station, as outlined herein.

## **PROJECT BACKGROUND**

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The town just purchased 1.01 acres on College St. to construct a new Fire Station to replace the current station (entire site is 1.22 acres). The new Fire Station will be adjacent to the current Fire Station. All or part of the current Fire Station will need to be demolished as part of the contract and a temporary building may have to be constructed for the ladder truck during construction. The project, as currently defined, is for a two-story building with the first floor consisting of six (6) bays and the second floor consisting of living quarters, a meeting room, offices, etc. The town conducted a fit study for a building up to 25,000 sqft. and fifteen (15) parking spaces. An Architect and Design firm has not been selected yet.

The location of the new Fire Station is attached to the end of this document as Attachment A.

## **OBJECTIVES**

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The Town proposes to retain a highly qualified firm to plan and design the Project for a fixed price. The Firm must have a commitment to designing a facility that functionally meets expected growth in the area while adhering to local architecture and history. Therefore, the successful Firm will be familiar with local design themes and development processes.

## **SUBMITTAL REQUIREMENTS**

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The RFQ response should clearly and concisely address the following:

1. Firm name and location of the office where the work will be performed.
2. Brief overview and the history of the Firm.
3. Demonstrated Firm experience in design of fire stations, including experience in architectural and public space planning, design, and construction management – with emphasis on the description of any relevant work performed in the Charlotte region.
4. Demonstrated Firm experience in publicly funded governmental projects in North Carolina and Mecklenburg County. Please note the sources of financing.
5. Demonstrated Firm experience navigating Mecklenburg County permitting processes.
6. Resumes of the project architect and key personnel who will be involved with this project: their qualifications and experience related to the scope of work detailed above as well as their anticipated assignments related to this project. Specific information on their background, training, and experience with similar projects should be included.
7. Other work commitments of the project architect and other specified key personnel during the project period.
8. Demonstrated knowledge of Town design standards.

9. Description of new Fire Station design process to include siting constraints.
10. Experience with LEED building standards.
11. The extent of work on this project that will be done by consultants or subcontractors.  
Provide the name, location, discipline, and training of each consultant.
12. Provide a list of client references for related local government work done in the past ten (10) years. Include the name, address, telephone number, and contact person most involved with the project and person with your firm that participated in the design of that project.
13. Historical data on all government projects completed over the past ten (10) years showing schedule performance and change order history. Include original budget, pre-bid estimate, and final cost. Include experience in delivering publically funded projects on time and on budget.
14. Documented evidence of professional, general liability, and errors of omissions policies and coverages.
15. Document any history of litigation associated with project performance and/or professional liability. Litigation includes pre-suit dispute resolution and all matters settled out-of-court.
16. An hourly rate of pay for the employees proposed for this project.
17. Limit the submission of the RFQ to 20 pages or less. You may print on both sides.
18. Submit five (5) copies and a digital pdf copy.
19. Submit the RFQ by **4:30pm** eastern standard time, **Friday, April 1, 2022**. No proposals will be accepted after that date.
20. All RFQs may be marked, sealed, and mailed to:

**Pineville Fire Station  
Attn: Ryan Spitzer  
Town of Pineville  
PO Box 249  
Pineville, NC 28134**

21. RFQs may also be delivered. Please mark, seal and deliver proposals to:

**Pineville Fire Station  
Attn: Ryan Spitzer  
Town of Pineville  
200 Dover St.  
Pineville, NC 28134**

## **EVALUATION CRITERIA**

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The criteria used to evaluate the submitted RFQs will include, but not be limited to the following items (listed in no order of importance).

1. Qualifications of Firm as they relate to the Project.
2. Firm's experience in local projects.
3. Firm's experience with similar development projects.
4. Firm's commitment to the Project objectives, listed herein.
5. Firm's familiarity with Town of Pineville design characteristics.
6. Firm's process for designing the building and associated space surrounding the building to promote an urban downtown feel.
7. Available resources to complete the project, including the available personnel, design tools, and resources used by the Firm that may be applicable to the Project objectives.
8. Professional references.

## **SELECTION PROCESS**

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Fire Department and Town staff will evaluate each submitted RFQ and may select Firm(s) to interview. Following the staff evaluation and any possible interviews, the Town Manager will recommend the selection of a Firm to the Town Council ("Council"). If the Council approves the Town Manager's recommendation, the Town Manager will negotiate a final contract with the Firm. The Town Manager will present a final contract to the Council for their review.

This RFQ is not to be construed as a contract or a commitment of any kind. The Town reserves the right to reject any or all proposals received as well as waive any irregularities. The Town will not be responsible for the costs incurred by anyone in the submittal of preparation of a response to the RFQ.

## **QUESTIONS**

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Questions about the RFQ and the Project shall be directed to Ryan Spitzer, Town Manager, by email ([rspitzer@pinevillenc.gov](mailto:rspitzer@pinevillenc.gov)) or phone at 704-889-2291. This RFQ will be available on the Town's website and in hard copy at Town Hall.

# Attachment A

