

**REQUEST FOR QUALIFICATIONS**

ARCHITECTURAL DESIGN & CONSTRUCTION ADMINISTRATION

FOR:

Communications and Electric Operations and Warehouse Facility

Date: March 6, 2023

**PURPOSE**

The Town of Pineville, North Carolina is seeking proposals from qualified firms to provide complete architectural and engineering services for the design of a new Communications and Electric Utilities Operations and Warehouse Facility. The contract services will include complete design services: site investigation, schematic design, design development, construction documents, bidding, public representation, state and all other code compliance, and close out.

Firms shall direct any questions and inquiries concerning this request to David Lucore, Electric Systems Manager by email: [dlucore@electricities.org](mailto:dlucore@electricities.org) or phone (704) 659-7375. **The deadline for submitting sealed proposals is 3/31/2023 @ 2:00 PM**.

**PROJECT OVERVIEW**

The project will be constructed at 315 N. Polk Street, Pineville, NC. The Town owns the property encompassing ± 6.036 acres of which ±3.5 acres will be used for this project.

The construction will consist of:

1 – 137x148 PEMB Building w/Optional Upfit for Second Level

1. 48x60 Building for Electric Use
2. 32x144 Covered Shed Space for Communications
3. 32x76 Covered Shed Space for Electric

10- Gravel Yard Areas for Material Storage

4- Concrete Yard Areas for Material Storage

Security fencing is desired around the entire facility. There will be areas of Heavy-duty Asphalt Paving as well as Standard-duty Asphalt Paving.

Estimated budget is $14,500,000.

**OBJECTIVES**

The Town of Pineville, North Carolina proposes to retain a highly qualified and experienced firm to plan and design the project for a fixed cost. 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 shall be familiar with local design requirements, themes, and development processes. The Town of Pineville, is the owner and all financial and contract decisions will be made by the Town.

**SUBMITTAL REQUIREMENTS**

* Name and address of the designer/architect. If it is a firm, the names of the officers, directors, and owners.
* Names and certificate numbers of those officers, directors and owners who are registered architects and professional engineers.
* Demonstrated firm experience in facility design, including experience in architectural & public space planning, design & construction management.
* 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.
* List of all public projects undertaken in the past (5) years in North Carolina area as well as current projects.
* List of client references for related projects with contact name, telephone number and email address.
* Document any history of litigation associated with project performance and/or professional liability and all matter settled out of court.
* Hourly rate of pay for personnel proposed for this project.
* Financial statement from certified public accountant stating he/she has examined the applicant’s internal auditing controls.
* A statement in which the applicant certifies that the information provided is correct, under the penalties of perjury.
* Submit five (5) copies of RFQ and a digital pdf copy.

**All RFQ’s must be received by 3/31/2023 no later than 2:00 PM eastern standard time at the below contact and address.**

**David Lucore, Electric Systems Manager**

**Town of Pineville, NC**

118 College St

Pineville, NC 28134

**PROJECT TIMELINE**

The selected qualified firm should plan to meet the following milestones:

* 4/7/2023 Town complete selection process
* 4/21/2023 Contract negotiations
* 5/15/2023 Town Council Approval of the contract
* 6/5/2023 Notice to Proceed
* 7/10/2023 Design Complete
* 7/31/2024 Procurement of materials, construction/completion

**EVALUATION CRITERIA**

Applicants will be evaluated on their ability to demonstrate:

* Experience: Previous experience and qualifications of the firm as well as personnel as they relate to this project.
* Quality of Work: Previous projects will be viewed and/or customers interviewed to determine the quality of and commitment to work provided.
* Public Sector Knowledge: Previous experience and knowledge of current North Carolina public construction laws, bid specifications and bidding procedures.
* Design: Previous experience and knowledge of sustainable and logistical design.
* Capacity: The ability of the applicant to undertake and complete the project in the time frame established.
* Professional references.

**SELECTION PROCESS**

Town staff will evaluate each submitted RFQ and may select Firm(s) to interview. Upon selection, a recommendation will be made to the Town Manager and to Town Council.

The Town of Pineville reserves the right to reject any and all proposals received as well as waive any irregularities as they see fit.