

Request For Qualifications (“RFQ”)

For: Design/Build Services

For: New Community Center

Elizabethtown, North Carolina

Issued: February 3, 2023

Proposals Due April 7, 2023 @ 2PM

Revision 001

Introduction

Per NCGS 143-64.31, Elizabethtown, North Carolina seeks written proposals for qualified Design/Build Firms licensed in North Carolina, for the design and construction of a Community Center located at 409 Martin Luther King Drive, Elizabethtown NC 28337.

Project Description

The selected firm will work with Elizabethtown to design and construct the Project as well as prepare site work, construct building, landscaping parking lot and sidewalks. It will be located at 409 Martin Luther King Drive, Elizabethtown, North Carolina.

The project will consist of an area for a full court basketball/volleyball court with bleachers. The minimum eave height of twenty-four feet and 2/12 pitch roof. The adjoining building will consist of three twelve by twelve offices, men’s and women’s restrooms, twenty-four by twenty four conference room/dining area and a full commercial kitchen. This area will have an eave height of twelve feet with 2/12 pitch roof.

The construction of this Project will be monolithic slab with an elevation of twelve inches above adjoining streets of Martin Luther King Drive and Dunham. The building will be constructed of metal frame with brick facade facing Martin Luther King Drive and Dunham. The remainder of the building will be metal sheeting. The roof will be Galvalume Standing Seam with 2/12 pitch with roof access ladder. The interior wall within the Gym area will be sheeted with white wall panels and insulated per North Carolina Building Code. The Office/Kitchen area will be constructed with CMU and have doors with hollow metal frames and fiberglass door panels. The windows will be aluminum store front components with insulated LOWE tempered glass. The exterior doors will be aluminum full-view doors with panic hardware, insulated LOWE

tempered glass. The ceilings will be two by two suspended ceiling with drop in LED lighting in the Office/Kitchen area. The floors in the Gym will be stained concrete with volley ball receptacle. The floors in the Office/Kitchen will be VCT tile and owners choice.

HVAC systems will be either Package Unit Electric or Split System Electric. All lighting will be LED drop in, LED fixture or LED Halo lighting. Electrical service required will be 400 amp service with panel and subpanel.

Utility Providers

Electricity	Duke Power
Sewer	Town of Elizabethtown
Water	Town of Elizabethtown
Gas	Propane Only

The size of the Gym Area will be approximately 110 feet by 77 feet, 24 feet eve height and 2/12 roof pitch. The adjoining office, bath, kitchen and conference room will be approximately 62 feet by 42'-2" (see attached floor plan example).

The Project Budget is 2.5 Millions Dollars and being funded by a North Carolina Department of Commerce CBDG-NR Grant.

Initial Project Schedule Time Estimate

Task	Date
RFQ Release Date (NCGS 143-64.31)	February 3, 2023
Addenda (if applicable) Issuance Deadline	February 24, 2023 5pm
RFQ Proposal Due	April 7, 2023 2pm
Review & Tentatively Select Most Qualified	April 30, 2023 5pm
Negotiate Contract	May 18, 2023
Design Phase	June 30, 2023
Construction Start Date	August 1, 2023
Construction Completion	May 31, 2024

Proposal Format

A written proposal must be submitted in the format outlined herein. Each proposal will be reviewed to determine if it is complete to actual evaluation. A total of three hard copies and one electronic copy of the proposal shall be submitted to the Town of Elizabethtown.

Proposal Content

The written proposal should provide background information about your firm, its employees, standard fee schedules and its experience of the firm, as well as any consultants on the proposed team. For the purposes of the RFQ, the term “Firm” shall refer to the prime respondent of this RFQ, or in other words, the Firm with whom the Town will contract.

The term “Consultant” shall refer to any and all consultants or subcontractors with whom the prime respondent of this RFQ, or in other words, the Firm with whom the Town will contract.

Specifically, the proposal should address the following information in order:

1. Firm profile listing: name, address, year established, type of ownership, size of Firm and staff, and organization chart. If Firm has multiple offices, please list where the work for this project will be performed. Please also list the number of states in which the Firm has performed public building/community center design and highlight any consolidated facility design similar in nature to the Project scope.
2. Information about the overall makeup of the proposed project team, including: the identity of all key personnel, a description of their respective responsibilities and duties, and each team members experience with regional design/build projects.
3. Information about any consultants or Engineering Firms to be used in the design process. Identify each firm proposed to be used and list recent projects with design/build that they have participated.
4. List of two design/build projects completed outlining original budget, final cost and an explanation of overage or under budget.
5. List two project outlining original schedule, completion schedule and an explanation of under or over original completion date.
6. List last three projects MBE participation percentage of project.
7. Current Firm workload and ability to perform work for this project.

8. Listing of any pending or settled lawsuits or professional liability claims in which the Firm was involved and found liable or guilty in any way for any claims during the last 5 years.
9. Please provide references of clients for whom the Firm and Consultants have provided work for. Include name, title, Firm or agency, phone number and electronic contact information.
10. This is a Qualifications-based selection process intended to result in the selection of the most qualified Firm without regard to price for the solicited services at this stage.
 - a. Do Not include cost or fee estimates for providing the solicited services to the Town other than standardized unit pricing/fee schedules that apply to all of Firm's work or services including those outside the scope of this project.
 - b. Any such schedules of standardized fee SHOULD be included.
 - c. The successful firm will be asked to negotiate a contract with the Town at a reasonable price to provide Design/Build services after selection, and in the event no reasonable price can be negotiated, the Town may reject that firm and negotiate with the next most qualified firm until an agreement is reached.
11. Additional information the respondent believes to be relevant to the selection efforts of the County.
 - a. Note: The Town reserves the right to issue Addenda to update the terms and conditions of this RFQ, which if issued shall be openly published on its website at <https://elizabethtownnc.org/news-and-notices> by deadline stated in the project schedule above. It is the responsibility of each Firm to check for and respond in accordance with any such addenda before submitting its final proposal in response to this RFQ.

Proposal Submission

Submit three (3) hard copies and one (1) electronic copy of your Firm's written proposal in response to this RFQ no later than the deadline first stated above. No proposal will be accepted after this time. No faxed submissions will be accepted. Firms are solely responsible for ensuring timely delivery of any proposals to the Town by the deadline stated.

Submit qualification to:

Town of Elizabethtown

Attn: Rusty Worley

805 W Broad Street

PO Box 700

Elizabethtown NC 28337

All questions regarding this project should be directed to Town Planning Director Rusty Worley at (910) 862-3979 ext 2014 or email at rworley@elizabethtownnc.org

General Comments:

1. Any cost incurred by respondents in preparing or submitting proposals for the project shall be the respondent's sole responsibility.
2. All responses, inquiries, or correspondence relating to this RFQ will become the property of the Town when received and will be subject to the open records law of the state of North Carolina.
3. The Town reserves the right to refuse any or all proposals received.
4. The Town reserves the right to select a Firm without holding interviews.

Selection Criteria

In selecting Design/Build Firm, the selection Town Council will take into consideration qualification information including such factors as:

1. Specialized or appropriate expertise in the type of project
2. Past performance on similar projects.
3. Adequate staff and proposed design or consultant team for the project.
4. Current workload and State projects awarded.
5. Proposed design approach for the project including design team and consultants.
6. Recent experience with project costs and schedules.

7. Construction administration capabilities.
8. Proximity to and familiarity with the area where the project is located.
9. Record of successfully completed projects without major legal or technical problems.

Other factors which may be appropriate for the project.

Proposed Design

