

**TOWN OF MOUNT PLEASANT, NORTH CAROLINA**  
**USDA FUNDED COMMUNITY FACILITIES**  
**December 21, 2020**

**REQUEST FOR QUALIFICATIONS- SUBMITTAL PACKAGE REQUIREMENTS**

**OWNER:** Town of Mount Pleasant North Carolina

**PROJECT:** Municipal Complex and Park Improvements

**SUBMITTAL DEADLINE:** January 29, 2020 at 2:00pm

**SEND SUBMITTALS TO:** *Town of Mount Pleasant*  
*ATTN: Amy Schueneman*  
*PO Box 787*  
*Mt. Pleasant, NC 28124*

**1.0 PURPOSE**

The Owner is issuing this request for qualifications (RFQ) to hire an Owner's Representative that will be responsible to complete all needed architectural and engineering services on the following project:

***Town of Mount Pleasant Municipal Complex and Park Improvements*** to potentially include:

- Master Plan of Municipal Complex Site and land acquisition areas
- Detailed cost estimates for each portion of project
- Fire Station Renovation and Expansion
- Community Building Renovation
- Town Hall Restroom Renovation
- Town Hall HVAC Upgrades
- Restroom/Concession/Picnic Building Replacement
- Cover for existing baseball field bleachers and concrete pad for stage area
- New Maintenance and Equipment Shed for McAllister Baseball Field
- Mini Splash Pad
- Outdoor Seating/Recreational Area between Community Building and Senior Center
- Additional paved parking and stormwater improvements
- ADA Accessible concrete sidewalks throughout site
- Walking trails
- LED replacement lights for baseball field
- Downtown connector walkway
- Stormwater improvements and sidewalk along Washington Street frontage (possibly a separate project)

See attached schematic site plan. Preliminary estimated total cost of this project is \$2,500,000-\$3,000,000. Estimated project start date would be fall of 2021 with completion by the end of 2022.

## **2.0 SCOPE OF SERVICES**

This project may be funded through a USDA Rural Development program. The selected firm will be required to help facilitate project funding through the preparation of a preliminary engineering report and possibly an environmental report. These reports will need to be prepared in accordance with the applicable guidelines.

A full professional services agreement will not be executed until project funds have been obligated to the project and all funding Agency requirements have been met. The full range of professional services will be further defined during project development, but may include the following: (funding application assistance, preliminary reports, design, bidding/negotiation, construction administration, resident project representation, property surveying, easement, surveying, geotechnical, special inspections, etc.

## **3.0 SELECTION PROCESS | SCHEDULE**

Pursuant to North Carolina General Statute 143-64.31 and federal USDA Rural Development procurement guidelines, the Owner will utilize a qualifications-based selection process without consideration of fee proposals in the initial stages of selection. The selection process and schedule will be as follows:

3.1 Advertisement - This RFQ will be advertised in the Independent Tribune and on the NC DOA HUB website, and the RFQ will be made available to local consulting firms and those firms who have expressed an interest in the project.

3.1.1 RFQ Package - This package represents the overall expectations of the Owner. Any changes or additional requests will be submitted to each interested party by addend. Each firm that requests a package will need to provide a point of contact [email, phone, address] and will be placed on a list of interested parties.

3.1.2 Inquires/Questions - Questions regarding the project or these requirements shall be directed to **Crystal Smith, Assistant Town Manager**

**Email:** [smithc@mtpleasantnc.us](mailto:smithc@mtpleasantnc.us)

**Phone:** 704-436-0383

3.1.3 Inquiry/Submittal Deadlines - Any questions in regards to these RFQ submittal package requirements or related documents may be submitted 10 business days prior to the submittal deadline. The submittal deadline is shown at the beginning of this document. Clarifications and/or additional information will be provided to all interested parties by the Owner by addenda to this package.

3.2 Short-list Selection, Facility Tours, and Interviews-The Owner's RFQ Selection Committee will evaluate the written submittals based on the criteria identified in Section 4.0 below and determine the best qualified firm for these projects.

3.3 Fee/Cost Negotiations - Once the Owner has completed their evaluation, they will rank the most qualified firms in order. The Owner will attempt to negotiate reasonable fees with the most qualified firm. If such negotiations are not successful the Owner will attempt to negotiate with the next most qualified firm until an agreement can be made.

**4.0 SELECTION CRITERIA**

The selection process shall be based on the qualification information exhibited in the written submittal, the interview process (if needed), and reference checks completed by the Owner. Firms will be evaluated on past performance and relevant experience/expertise with similar projects, the qualifications and experience of key project team members who will be actively involved in the work, and the specified details of their project approach. Key selection criteria for this project will include, but may not be limited to the following:

<b>Key Selection Criterion</b>
* Clarity, organization, and level of detail in written proposal
* Proposed project approach
* Capacity/capability of company to complete project
* Structure and location of proposed project team
* Experience and qualifications of individuals on the proposed project team
* Similar project experience
* References from past similar projects
* Methods for cost, schedule, and quality controls for proposed project
* USDA project experience

**5.0 SUBMITTAL REQUIREMENTS**

All costs for development of the written submittal and the oral presentation (if needed) are entirely the obligation of the submitting entity and shall not be remunerated in any manner by the Owner.

The submittal shall be provided on 8.5" x 11" paper with a maximum of 25 pages. Five (5) hardcopies of each submittal will be needed. The below outline shall be followed as a template for the report and the overall information that is expected with each submittal:

5.1 Company Information and Project Approach- Provide an overview of your company's organization and general approach to this type of project. Include the following:

- Company mission statement.
- Company philosophy and core values.
- Detail your company's overall profile: Identify the principal office and what office would service this project; provide a corporate organizational chart for the company inclusive of

any parent companies; provide details regarding the number of employees, number of licensed professionals, and type of professional disciplines provided in-house.

- List company's total project dollar volume over the last 3 years with an average volume per typical year.
- Discuss company's total work capacity compared to total amount of work under contract, future projected contracts, and how this project would impact this capacity.

5.2 Proposed Project Team - Describe the organization of the project team that will work on this project.

- Detail how your company proposes to structure the project team to ensure a successful project. Include a list of professional consultants outside your firm you propose for this project. Provide specific information documenting their work with your firm on similar projects.
- Provide a detailed project specific organizational chart indicating titles and responsibilities of the key team members. Include a resume for each specific key team member.
- Describe the location/proximity of their office location to the proposed project location.
- Describe how this project will fit into the total workload of the project team during the project period.
- Explain why you believe your team is the most qualified to provide the requested services for this project.

5.3 Similar Project Experience (Graphics and Narrative) - Provide five (5) project profiles of similar size and complexity where your project team provided architectural and engineering professional services. Include the following:

- Brief description of project and photo (if possible).
- Size of site, size of building(s), building/site purpose or use, engineering services provide on the site, architectural services provided on the site
- Original total project cost detailed in the preliminary architectural/engineering report and the final actual project cost after completion.
- Owner contact information including names, phone numbers, and email addresses (this information will be used to check references).
- Completion Date.
- Engineer and Architect of record (provide specific details if the profiled project was completed by the proposed project team for this project).

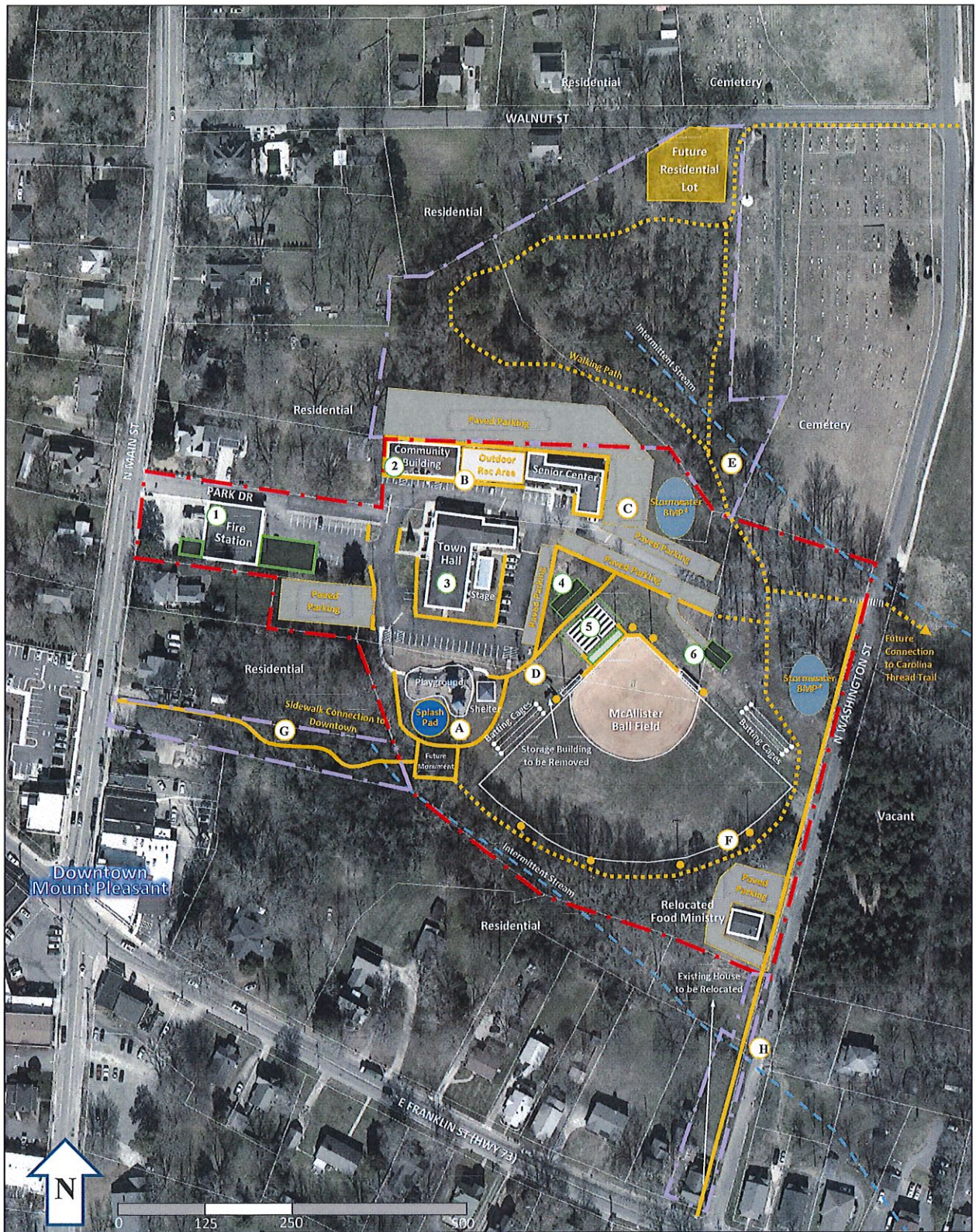
5.4 Project Specific Statements - Given the limited scope provided in this RFQ provide some project specific approaches that will be used to ensure a successful project.

- Describe the proposed methods for cost, schedule, and quality controls during project development and construction.

## 6.0 MISCELLANEOUS REQUIREMENTS

- 6.1 USDA Rural Development - If this project is funded through a USDA Rural Development program specific agency project guidelines and contract provisions will need to be followed. Additional information regarding these requirements can be provided by the Owner upon request.
- 6.2 Insurance - The Owner will expect the following insurance coverage during the life of the potential contract: Professional Error & Omissions, Automobile Liability, Commercial General Liability, Worker's Compensation, etc.
- 6.3 Additional Information-The owner reserves the right to request additional information or clarification of information provided in the response without changing the terms of this RFQ.
- 6.4 Confidentiality - In general, documents that are submitted as part of the response to this RFQ will become public records, and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the architectural/engineering consultant firm follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret", the Owner will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.





Legend	Proposed Projects	Site & Project Areas
Existing Property Boundary	<b>Buildings/Structures</b>	<b>Site Improvements</b>
Land Acquisition	1 Fire Station Renovation/Expansion	A Mini Splash Pad
Intermittent Stream	2 Community Building Renovation	B Senior Center Outdoor Seating/Rec
Existing Facilities	3 Town Hall Restrooms and HVAC	C Additional Paved Parking/Stormwater
New Buildings/Additions	4 Restroom/Concession/Picnic Building	D Accessible Concrete Sidewalks
Site Improvements	5 Stadium Seating Cover and Stage Pad	E Walking Trails
New Concrete Sidewalk	6 Maintenance/Equipment Shed	F LED Light Replacement
New Trail		G Downtown Connector Walkway
LED Light Replacement		H Stormwater and Sidewalk along Washington Street*
		Current Site Area: 9.7 acres
		Acquisition Area: 5.0 acres
		Total Site Area: 14.7 acres