



FINANCE DEPARTMENT

Request for Qualification #: 320-251022APG REBID

Battle Park Trailhead Facility Design-Build

Date of Issue: 12/07/2022

RFQ Due Date: 01/04/2023

2:00 p.m.

Direct all inquiries concerning this RFQ to:

Antionette Goodwyn

MWBE Coordinator

Email: Antionette.Goodwyn@rockymountnc.gov

Phone: 252-972-1236

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Request for Qualification # 320-251022APG

For purchasing division processing, please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

This page is to be filled out and returned with your bid.

Failure to do so may subject your bid to rejection.

ID Number:

Federal ID Number or Social Security Number

Vendor Name

“All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. All prospective design-build teams shall be responsible for complying with state law and local ordinances.”

NOTICE

As provided for under General Statute section 143-128. IA., The City of Rocky Mount (“The City”) has elected to use design build as the contracting method for the construction of a new facility and amenities to be located at Trailhead at Battle Park located at 1308 Falls Road (Falls Road parking lot at Battle Park), Rocky Mount, NC 27804. All respondents to this Request for Qualifications (RFQu) are subject to the instructions communicated in this document and are cautioned to completely review the entire RFQu and follow instructions carefully.

PROJECT OVERVIEW

Background

The City of Rocky Mount (“The City”) is requesting statements of qualifications from licensed design-builders in the State of North Carolina in compliance with G.S. 143-128. IA. for design and construction of a facility.

This is a time-sensitive project. Qualified and Interested firms should have prior experience supporting related facility projects. They should also have the capacity to complete the design and construction and be open to the public no later than October 1, 2023. Please note that Battle Park will remain open to the public for the duration of the project. Project must be completed, opened to the public and invoiced no later than October 1, 2023.

(1) The project site.

1308 Falls Road. Battle Park, Falls Road parking area. South of the parking area, north of the greenway.

(2) The project scope. (Old Reedy Creek Road Trailhead may be used as a reference / type facility)

Design and construction of The Trailhead at Battle Park, to include:

1. Approx 25' x 25'. Half shelter. Half three-room restroom & janitor's chase / closet. Project is to include connection to City utilities (water, sewer, electric, fiber).
2. Installation of:
 - a. Security features
 - i. Cameras on building (TBD, like existing City, FUSUS ready)
 - ii. License plate readers (2)
 - iii. Cameras on BP Lane (2, like existing City, FUSUS ready)
 - b. Bike rack (like existing City)
 - c. Bike repair rack (per City specification)
 - d. Bike wash station (per City specification)
 - e. Picnic tables (like existing City)
 - f. Park benches (like existing City)

Must be invoiced in format as directed by the City to comply with funding sources.

(3) The anticipated project budget.

\$235,000.00

(4) The project schedule.

Project must be completed, opened to the public and invoiced no later than October 1, 2023.

(5) The criteria to be considered for selection and the weighting of the qualifications criteria.

Selection will be based specific examples (three or more) of the Rocky Mount Team's designed and constructed projects. Points listed are Nominal (yes / no), Ratio (how well they meet / exceed expectation)

PROJECT OBJECTIVES

The delivery method for this construction project will be design-build, with a guaranteed maximum price and a single prime design-build agreement between the City and the identified design-build contractor.

The prime design-build contractor will be expected to fulfill the terms of the design-build contract through the delivery of finished, fully usable, operational and code compliant facilities that satisfy the City and project team requirements.

- The project objectives include but are not limited to:
- Establishing a collaborative relationship between the City and the Design-Build team for the purpose of delivering a well-designed building to adequately meet the needs of the City’s Parks and Recreation Department.
- Delivery of constructed facility to the agreed upon time frame.
- Work within the established budget.
- Consider all necessary controls in the design of the building that work to create a safe, recreational environment.
- Consider industry best practices as well as all applicable codes and ordinances.
- Incorporation of high performance, energy efficient HVAC, plumbing, electrical, security, and other controls deemed necessary.

Evaluation, Scoring, and Selection Process

This RFQu provides information necessary to prepare and submit qualifications for consideration and ranking by the City. Notice of any rules, ordinances, or goals established by the governmental entity, including goals for minority- and women-owned business participation and small business participation.

See items VIII to XII below.

- Other information for potential design-builders in submitting qualifications for the project - List of all team members and firms that may assist with the project. Failure to include these members or firms may result in their addition being denied.

Prospective Design-builders should be familiar with public facilities, like the Old Reedy Creek Road Trailhead shelter & restroom as well as the use of mountain modern exterior design in NC State Parks (Lake James SP Paddy Creek shower & restroom facility, Gorges SP visitor center and campground shower & restroom facility, etc.).

Timely completion is a priority on this project. Preferred consideration will be given to teams that are able to deliver the project within the expected timeline. Success record on this aspect must be clearly reflected on the submittal.

Criteria	Max Pts.
<p>Design-builders shall submit images, sketches and details of three or more of their facilities demonstrating:</p> <ul style="list-style-type: none"> • Low maintenance design and construction • Small (approx. 25’ x 25’ – can you do small well?) • Mountain modern exterior design • Sits well in natural setting • Prioritize natural light inside the building 	50
<p>Design-builders shall submit a brief narrative detailing the role of each team member or firm in each provided example, their basic information and <u>their role in the Rocky Mount project.</u></p>	30
<p>Design-builders shall submit a brief narrative detailing their:</p> <ul style="list-style-type: none"> • Plan to stay on budget and on schedule • Comprehensive approach to interior and exterior facility security 	20

Design-builders shall submit a brief narrative detailing their:

- Plan to stay on budget and on schedule
- Comprehensive approach to interior and exterior facility security

Each design-builder shall submit in its response to the request for qualifications an explanation of its project team selection, which shall consist of either of the following:

- A list of the licensed contractors, licensed subcontractors, and licensed design professionals whom the design-builder proposes to use for the project's design and construction.
- An outline of the strategy the design-builder plans to use for open contractor and subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the General Statutes.

NOTICES

Licensing

All individuals and firms working on this project shall be properly licensed under the North Carolina laws governing their trades.

Non-Collusion

Firms submitting Statement of Qualifications (SOQ) shall have no association with elected or appointed officials that could be considered a conflict of interest. Any such relationship will subject the firm to immediate disqualification in consideration for this project.

PROCUREMENT PROCESS

Request for Qualifications (RFQu)

- This RFQu is an invitation to interested Design-Build Teams to submit Statements of Qualifications (SOQ) detailing their technical, management, and financial qualifications to design, manage, permit, construct, commission, and closeout the construction of a parking lot facility.
- All deliverables required by the RFQu will be set forth at the time and in the manner set forth in Content and Format of Proposal section.
- The city will evaluate the submissions to determine if the submission is complete and meets minimum requirements.
- If minimum requirements are met, the SOQ will be evaluated according to the selection criteria listed in Evaluation and Scoring Matrix section.
- No more than three teams/firms will be selected as short list firm, who may be invited for interviews with City staff.
- The results of the evaluation of the SOQ can be considered in the final selection process.
- Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondent's sole responsibility.

Interview Short Listed Firms/Teams

After reviewing the submitted qualifications, the City may interview select firms or may make a direct selection from the proposals received. The purpose of the interview will be to clear up any issues with the SOQ and to get a feel for how the team will work with City staff. The interview will also serve as a place for City staff to ask further questions designed to establish which of the firms is the best fit for the project.

Negotiations

The City reserves the right to negotiate and contract with the firm(s) deemed suitable to provide the requested services. The City reserves the right to reject any and all statements of qualifications and to evaluate at its discretion the statements of qualifications. The City reserves the right to award the contract based on the selection criteria, statements of qualifications, references and demonstrated knowledge and ability which best serves the City and its interests.

ANTICIPATED SCHEDULE

Event/Process	Responsibility	Date and Time
Issued RFQu	City	12/07/2022
Submit Written Questions for Clarification No Later Than	Designer	12/16/2022 5:00 PM
Response to Questions/Addendum	City	12/20/2022 5:00 PM
Submit Statement of Qualifications No Later Than	Designer	01/04/2023 2:00 PM

QUESTIONS

Written questions shall be e-mailed to Antionette.Goodwyn@rockymountnc.gov no later than 5:00 pm on December 16, 2022. Contractors will enter "RFQu #320-251022APG REBID – Questions" as the subject for the email.

Questions received prior to the submission deadline date, responses, and any additional terms deemed necessary by the City of Rocky Mount will be posted in the form of an addendum to the Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, the Historically Underutilized Businesses, <https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub>, and the City of Rocky Mount website and shall become an Addendum to this RFQu. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise concerning this RFQu, shall be considered authoritative or binding. Vendors shall rely only on written material contained in an Addendum to this RFQu.

STATEMENT OF QUALIFICATIONS SUBMITTAL

As Noted above, the deadline for firms submitting qualifications is 2:00 PM on January 4th, 2023. No submissions or supporting documents will be accepted after this deadline. Note the firm (s) name, address, and phone number of contact person on the cover of the envelope.

Physical Acceptance/Mailing Location:

City of Rocky Mount
Attn: RFQu #320-251022APG REBID
Purchasing- Antionette Goodwyn
331 S. Franklin Street
Rocky Mount, NC 27804

Submittal packages should be enclosed in a sealed envelope marked REQUEST FOR QUALIFICATIONS – Battle Park Trailhead Facility to the attention of MWBE Coordinator, in the Finance Department.

All proposal packages and materials submitted hereunder become the exclusive property of the City and shall be subject to the provisions of the North Carolina public records laws. The City of Rocky Mount reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications.

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Appendix A – General Contract Conditions

The selected firm will report directly to the city. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements. The selected firm will be responsible for providing engineers, technicians, and sub-consultants with the appropriate skills and qualifications to ensure contract compliance. The firm will be directly responsible for oversight of the project for the city.

The selected firm will be notified by the City and will enter into contract negotiations for receiving this work. A contract will be negotiated with the selected contractor based on the proposed scope of work outlined in their proposal. The City's standard professional services agreement will serve as a basis for any contract with the selected firm/contractor. A copy of this agreement is available upon request.

To the maximum extent allowed by law, the firm/team shall defend, indemnify, and hold harmless the City, its agents, officers, and employees, from and against all charges that arise in any manner from, in connection with, or out of the acts or omissions of the firm/team or subcontractors or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable except for damage or injury caused solely by the negligence of the City, its agents, officers, or employees. In performing its duties under this section, the firm/team shall at its sole expense defend the City, its agents, officers, and employees with legal counsel reasonably acceptable to the City. As used in this subsection –“Charges” means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, expenses, interest, reasonable attorney’s fees, and amounts for alleged violations of North Carolina law or federal law, including but not limited to, sedimentation pollution, erosion control, pollution, or other environmental laws, regulations, ordinances, rules, or orders. Nothing in this section shall affect any warranties in favor of the City that are otherwise provided in or arise out of this contract. This section is in addition to and shall be construed separately from any other indemnification provisions that may be in this contract. This section shall remain in force despite termination of this contract (whether by expiration of the term or otherwise) and termination of the services of the Contract under this contract. To the extent this Contract includes the furnishing of “design professional services” as defined in N.C.G.S. § 22B-1(f)(6), nothing in this section shall require a “design professional” as defined in N.C.G.S. § 22B-1(f)(4) to defend the City against liability or claims for damages or expenses, including attorney’s fees, proximately caused or allegedly caused by the professional negligence of such design professional.

Method Of Award

Responses will be reviewed by the City of Rocky Mount and evaluated based on the stated criteria. Submitting firms may be asked to supplement their initial response with additional written material. Depending on the results of the response evaluations, the City of Rocky Mount may make a selection solely on the responses or may develop a short-list of firms for interviews. The number of firms selected for interview, if any, will be based on the recommendation of the selection panel taking into consideration all available information.

The City reserves the right to award this contract to the firm that it believes best demonstrates the ability to fulfill the requirements of the project. The successful firm(s) will be chosen based on the qualifications, selection criteria evaluation as demonstrated in the response, possible interviews and other available information. All firms submitting a response will receive notification once the contract has been awarded.

The firm(s) selected will be given the first right to negotiate an Agreement acceptable to the City. A detailed scope of work will be collaboratively developed by the selected firm and the City to base the fee schedule upon for the City’s consideration. In the event that an Agreement satisfactory to the City cannot be reached, the City may enter into negotiations with one or more of the remaining firms. The successful firm shall commence work only after execution of an acceptable Agreement and approval of insurance certificates. The successful firm(s) will perform all services indicated in the response in compliance with the negotiated Agreement.

Equal Opportunity Rights

The City of Rocky Mount does not discriminate in any of its projects and activities. The Consultant

awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, on the basis of race, sex, religion, age, national origin, or disability.

City Of Rocky Mount Rights

The City of Rocky Mount reserves the right to reject all or portions of any or all responses, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the City. The City may, at its sole discretion, modify or amend any and all provisions herein. The City will not pay for any information herein requested, nor is it liable for any costs incurred by the participating firm.

The City of Rocky Mount reserves the right to extend the Request for Qualification submittal deadline if needed. All changes and/or clarifications will be distributed to all firms indicating interest in the form of addendums. A list of firms and others who have been issued Request for Qualification documents will be made available upon request.

Insurance Requirements

Prior to the commencement of performance, the successful firm / joint venture shall furnish to the City of Rocky Mount a certificate of insurance for workers' compensation and professional liability, (errors and omissions) with limits of not less than \$1,000,000.

Conflict of Interest Statement

It is the policy of the City that the conduct of officers, directors, project managers, and/or all other persons acting as its representatives should be at all times in the best interests of the City, its members and the general public. In performing their duties, City representatives should not be influenced by desire for personal gain. Conflict of interest is defined as a situation in which professional judgment or behavior concerning a primary interest (in this case the integrity of City) has been improperly influenced by a different interest (such as for financial gain). The prompt disclosure of possible conflicts of interest or of those situations where such a perception could reasonably be anticipated to arise helps to avoid injury to an agreed upon primary interest. Firm(s) selected for these advertised services shall become aware of and comply with state laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. 14-234, N.C.G.S 133-1, and N.C.G.S. 133-2. Firm(s) selected for Planning and Design Services by the City will be required to disclose any conflicts of interest for 18 months prior to the submission of the Proposal package to the City.

If a conflict of interest is not disclosed by the contractor and a conflict of interest is determined by the City to exist at a later time, the contractor will not be compensated for their prior work and will be required to reimburse the City for any payments received. The contractor would be immediately dismissed from the contract.

Changes in Personnel

Changes to personnel on project team(s), particularly a project manager, are to be avoided wherever possible. The Contractor must request in writing to the city for all changes to project team members. The city will consider requests and may accept the new personnel changes, or may deny the request and consequently, the Contractor may no longer be considered for Planning and Design Services with the City.

Public Records Notice

Records received by the city in response to a bid solicitation or a request for proposal/qualifications are public records and subject to public inspection and copying. Some bid records are public as soon as received by the city, others become public at bid opening and others at bid award.

The Public Records law (N.C.G.S. 132-1 et seq.) authorizes the City to withhold from public inspection and copying legitimate and properly marked 'trade secrets'. If a record meets all of the following conditions, then the City may withhold that particular trade secret from a public record inspection request:

- It is a "trade secret" as defined in G.S. 66-152(3); and
- It is the property of a private "person" as defined in G.S. 66-152(2); and
- It is disclosed or furnished to the City in connection with a bid or proposal; and
- It is marked as "confidential" or as a "trade secret" at the time of its initial disclosure to the City.

If as part of your bid or proposal, you submit to the City any record, or portion of a record, that you consider to be a trade secret meeting the definition contained in G.S. 66-152 (2), you may clearly mark the particular record, or portion of the record, that meets the definition of trade secret as TRADE SECRET or CONFIDENTIAL TRADE SECRET, and the City will be authorized to withhold that particular record or portion thereof, from public inspection. In the event the City receives a public records request for records you designate as 'trade secret' the City will notify you and give you the opportunity to, within one week of such notification, confirm in writing that the specific record, or portion of record, that you designated as TRADE SECRET meets the requirements of G.S. 132-1.2 and G.S. 66-152, and the reasons, therefore. The City will require that you indemnify the City in the event a challenge is brought for the withholding of a record based on your having designated it a trade secret.

Addenda Notice

If you have received this solicitation from a source other than the city, it is the respondent's responsibility to ensure that all addenda have been received. Please visit: <https://rockymountnc.gov/services-finance-bids> for the most current information.

HUB/MBE Participation

In accordance with Uniform Guidance Procurement Policy 2 C.F.R. § 200.321 and with G.S. 143-128.2 (effective January 1, 2002) these guidelines establish goals for minority participation in single-prime bidding, separate-prime bidding, construction manager at risk, and alternative contracting methods such as Design Build, on City construction projects in the amount of **\$235,000**. The legislation set by the Federal Government, provides that the City shall have a verifiable goal for participation by minority businesses in the total value of work for each project for which a contract or contracts are awarded. These requirements are published to accomplish that end. For this project the city is seeking ten percent (10%) HUB/MWBE participation. Criteria established by good faith efforts should be followed for the purpose of acquiring HUB/MWBE participation. Please complete and return necessary affidavits, which can be found here: <https://rockymountnc.gov/services-finance-vendor-registration> under Related Documents.

Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

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Appendix B – Supplemental Vendor Information

HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this IFB. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

a) Is Vendor a Historically Underutilized Business? Yes No

b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? Yes No

If so, state HUB classification:

NEW VENDOR REGISTRATION

New vendors must complete a vendor registration form using the link below. If you are a current vendor that needs to update, contact information you may also complete the online vendor registration form. Once registration is complete email a copy of your W9 to the contact person listed on the coversheet. <https://rockymountnc.gov/services-finance-vendor-registration>

HOW TO DO BUSINESS WITH THE CITY OF ROCKY MOUNT

Becoming a Vendor <https://youtu.be/MGOjZxl4iQc>

Competing in the Bid Process <https://youtu.be/yy8dYzPOCUsPurchase>

Order, Payment and Performance <https://youtu.be/wA5zVTizZQM>