



FINANCE DEPARTMENT
Request for Qualification #: 320-280223APG

Business Services Center
HVAC Project

Date of Issue: 03/22/2023

Proposal Due Date: 04/18/2023

2:00 p.m.

Direct all inquiries concerning this RFQ to:

Antionette Goodwyn

Email: Antionette.Goodwyn@rockymountnc.gov

Phone: 252-972-1236

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I. PROJECT DESCRIPTION

The City of Rocky Mount ("The City") is requesting statements of qualifications from professional design firms licensed in the State of North Carolina to evaluate the existing HVAC systems and provide a report to include viability and near-term capital investment requirements. To is also to include:

- Design of replacement Air handler to replace failed unit.
- Design of new HVAC controls system
- Construction and bid administration services.

II. OBJECTIVE OF THE REQUEST

The purpose of this RFQu is to select the firm determined to be best able to provide the required Professional Architectural/ Engineering Services based on the criteria specified herein and to generally set forth the terms and conditions whereby the City of Rocky Mount will contract with the selected firm. The Request for Qualifications packet submitted, and possible subsequent interviews shall serve as the basis for selection. The information provided in the RFQu package from the City is intended to give information to the prospective firms concerning the required services and the basis for awarding of the agreement for engineering services. It is not necessarily intended to completely define the selection criteria or contractual relationship to be entered into by the City of Rocky Mount and the successful firm(s).

The contracted services may include, but are not limited to the following, in conjunction with the project:

- Design services
- Bid Administration Services
- Construction Administration services

III. PROJECT SCHEDULE

Event	Responsibility	Date and Time
Issue RFQu	City	Wednesday, 03/22/2023
Pre-Bid / Site Visit	City	Wednesday, 04/06/2023 at 11:00 am
Submit Written Questions No Later Than	Designer	Friday, 04/07/2023 by 5:00 pm
Provide Response to Questions/Addendum	City	Friday, 04/10/2023 by 5:00 pm
Submit Qualifications No Later Than	Designer	Tuesday, 04/18/2023 at 2:00 pm
Estimated Start Date	Designer	TBD

IV. Urged and Cautioned Site Visit

Date: April 06, 2023

Time: 11:00 am Eastern Time

Instructions: Interested parties are URGED and CAUTIONED to attend this event and apprise themselves of the conditions and requirements that will affect the performance of the work called for by this Invitation for Bid. A non-mandatory site visit is scheduled for 11:00 am Eastern Time at 224 S. Franklin St, Rocky Mount, NC 27804, Business Service Center, on March 21, 2023. Submission of a bid shall constitute conclusive evidence of Contractor's understanding of the purpose and significance of this event, and no allowance will be made for unreported conditions that a prudent Contractor would recognize as affecting the performance of the work called for in this bid. This conference is the only occasion on which this information shall be made available. Contractor is cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this Invitation for Bid, must be confirmed by written addendum before it can be considered as a part of this bid.

V. QUESTIONS

Written questions shall be e-mailed to Antionette.Goodwyn@rockymountnc.gov by the date and time specified above. Contractors will enter "RFQu #320-280223APG – 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.

Inquiries should be submitted no later than the date and time noted in the schedule on page 3. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

VI. SELECTION CRITERIA

Respondents should address each of the evaluation criteria listed below and provide specific examples of projects they have undertaken that demonstrate their qualifications. Response document shall be no more than 25 pages (single sided). The page limit does include the coversheet but does not include any issued addenda.

Section I: Project Details

- A. Work Plan Approach: Provide a narrative or other form to explain your general approach to development of similar projects, development of design specifications, and bid/construction administration services.
- B. Experience: Provide examples of project related experience. Evaluation of experience will be based on the following:
 - a) Resumes of the proposed members of the program and design team who will be committed to the project(s). Resumes must include a description of the person's qualifications, professional licensing and past experience with similar projects. The project manager and other key team members should be clearly identified. If subcontractors are to be used for any portion of the work, they should be identified, and their qualifications included.
 - b) Project related experience of the managing firm and subcontractors. Provide specific examples of similar or larger projects and all applicable contact information, including owner, contractor, and other parties.
- C. Project Scope: Provide a recommended scope of work to include a design plan to address the following key components:
 - Evaluation of existing HVAC systems and report to include viability and near term capitol investment requirements.
 - Design of replacement Air handler to replace failed unit.
 - Design of new HVAC controls system

As well as:

- a) Construction and bid administration services.
 - b) Design Concept with Proposed budget
 - c) Bid Administration Services
 - d) Construction Administration Services
- D. Schedule: Provide the following:

- c) Discussion of current workload including current project commitments for the project team and resources available for the projects.
- d) Provide a sample project schedule based on your recommended project approach. Project schedule should include key milestones, reasonable review times for the City, and estimated man-hours per task.

Section II: General Management

- A. Project Management and Implementation: Describe your process for project management and implementation and ensuring that the project stays within budget and is completed within the contracted time.
- B. Quality Assurance and Quality Control: Discuss the firm's quality control/quality assurance procedures related to management of data collection and condition ratings.
- C. Legal Issues: Note if any lawsuits; Federal, State or Local tax liens; or any potential claims or liabilities pending against you, your firm, or the officers of the firm at this time. If yes, please explain.

VII. SUBMISSION CRITERIA:

Firms interested in performing the professional services requested must submit the following information:

- 1. Email one (1) PDF electronic copy of their RFQu response. RFQu responses shall not exceed 25 pages in length (excluding issued addenda).

AND/OR

- 2. Mailed or hand-delivered qualifications shall be addressed to:

Attn: RFQu #320-280223APG
City of Rocky Mount
Purchasing- Antionette Goodwyn
331 S. Franklin Street
Rocky Mount, NC 27804

Note the firm (s) name, address, and phone number of contact person on the cover of the envelope. All RFQu responses, regardless of delivery method, shall be received by the date and time noted in the schedule on page 3. RFQu responses may be sent via US Mail, FedEx, UPS, emailed or hand delivered. Faxed RFQu responses will not be accepted.

VIII. 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.

IX. 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.

X. 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.

XI. 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.

XII. 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:

XIII. MINORITY BUSINESS PARTICIPATION

For professional service contracts, firms submitting responses to this solicitation have the responsibility to make a good faith effort to solicit minority sub-contracting proposals and to attain the aspirational ten percent (10%) goal. We encourage all firms even MWBE/HUB firms to obtain the ten percent (10%) goal where sub-contracting opportunities exist.