# REQUEST FOR QUALIFICATIONS

## Architectural and Engineering Services

**For Renovation and Additions to Halifax County Court Services Building**

Agency: Halifax County, North Carolina

Project: Renovations to first and second floors of Halifax County Court Services Building and upfit of third floor for use.

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## ANNOUNCEMENT Date: November 15, 2022

* 1. Pursuant to G. S. 143-64.31 Halifax County (the County) will receive qualifications from Architectural and Engineering firms to update building plans for renovation of the first and second floors of the Halifax County Court Services Building and upfit of the third floor for use.
	2. Interested and qualified firms can submit their qualifications to the following: Halifax County

Attn: Dia Denton, County Manager

10 North King Street

P. O. Box 38

Halifax, NC 27839

* 1. An authorized representative of Halifax County will receive qualifications until 4:00

p.m. (local time) on Thursday, December 1, 2022. **Qualifications received after this date and time will not be accepted.**

* 1. Qualifications shall be enclosed in envelopes that clearly indicate “Qualifications for Architectural and Engineering Services.”
	2. Firms will be required to meet qualifications set out in this Request for Qualifications (RFQ) document, which include the following:
		+ Experience renovating government buildings
		+ Errors and Omissions Insurance
		+ Ability to provide experienced staff

# INSTRUCTIONS TO FIRMS

* 1. Preparation of Proposals
		+ Firms are expected to comply with all specifications, terms, conditions, and instructions contained in this RFQ. Failure to do so will be cause for rejection.
		+ Qualification packages shall be prepared with brevity, providing a concise description of a respective firm’s capabilities to satisfy the requirements of this RFQ. Emphasis should be placed on completeness and clarity. Each copy and all documentation submitted should be bound in a single volume. The County will not be responsible for any costs incurred by firms in preparing or presenting qualifications.
	2. Number of Copies

Firms shall furnish one (1) original bound and three (3) bound hard copies of the qualification packages.

* 1. Form of Agreement

Firms submitting qualifications shall submit a proposed form of agreement for consideration by the County.

* 1. Proposed Site

The address of the site is 357 Ferrell Lane, Halifax, North Carolina.

# ARCHITECTURAL AND ENGINEERING FIRM QUALIFICATIONS

Firms submitting qualifications shall adhere to the following:

* 1. Be knowledgeable of all current federal, state, and local applicable statutes and codes related to government building projects in North Carolina.
	2. Maintain Professional Liability insurance with minimum coverage as stated in the Standard Form of Agreement Between Owner and Architect AIA A101.
	3. Provide in the qualifications package one related project renovating an existing government building in the past three (3) years to include current references for the project presented. Providing three (3) projects in the past five (5) years studying the renovation of government buildings to include current references for the project presented is preferable.

# SELECTION OF FIRM

Selection will be made in accordance with N.C.G.S. 143-64.31 on the basis of demonstrated competence and qualification for the services described in this announcement without regard to fee other than unit price information. Halifax County reserves the right to select or reject any firm based on criteria set forth herein. Halifax County will evaluate submitted firms’ qualification packages and may conduct interviews with up to three (3) firms. The County will negotiate a contract with the firm deemed by the county to be best qualified. If a contract cannot be negotiated with the best qualified firm, the County will initiate negotiations with the next best qualified firm. For clarification, it is the intent of the County to retain the services of the selected firm for completion of the desired renovations and third floor upfit.

# PROJECT DESCRIPTION

* 1. The Halifax County Court Services Building was constructed in 1987. The building consists of three floors, each spanning 18,000 square feet. The first and second floors are occupied by both state and local government offices including four courtrooms. The third floor remains unfinished and is currently used as storage space.
	2. Halifax County obtained plans in 1999 showing a proposed layout for re-organizing all three floors and upfitting the third floor for use. The selected Architectural and Engineering firm will work with Halifax County staff to update these plans to meet current building codes and to meet the needs of the building tenants including cost estimates, a projected timeline for completion of the renovations and preparation of bidding documents for construction. For clarification, it is the intent of the County to retain the services of the selected firm for completion of the desired first and second floor renovations and third floor upfit.

# SELECTION SCHEDULE

The schedule for selection of a firm is as follows:

* 1. RFQ Issued: November 15, 2022
	2. Qualification Packages Due: December 1, 2022

(Firms may be shortlisted following submission of proposals for interviews.)

* 1. Interviews, if necessary, will be held in December 2022.
	2. The County anticipates hiring the selected firm in December 2022.

# SUBMISSION REQUIREMENTS

Firms are required to provide clear and concise answers to the RFQ requirements described below, each with a tabbed section in the bound proposal document previously described.

Proposal content requirements are as follows:

* 1. Firm Identification

Please provide the following information about your firm:

*Firm Name*

*Address of office where the work will be conducted Phone Number*

*Fax Number*

*Designated Project contact Contact e-mail address*

*Number of years the firm has been in business*

* 1. Firm Overview

Please provide a brief description of your firm to include the firm’s operating philosophy. Please include a statement describing any recent experience with renovating government buildings.

* 1. Sub-consultants

If outside consultants are utilized to perform any of the architectural engineering services, please list the firms and the services they will provide. Please provide a brief firm description and the same information as required in Item A above.

* 1. Team Organization and Résumés

Please provide an organization chart that illustrates the role the key team members will play in this project, as well as their résumés. Key team members include the Principal-in-Charge, Project Manager, Project Architect, and key team members of each discipline correlating to these same positions.

* 1. Firm Experience

Please provide the information below for one (1) government building renovation project in the past three (3) years to include current references for the project presented. Providing three (3) projects in the past five (5) years studying the renovation of government buildings to include current references for the project presented is preferable.

*Name of the Project Location of the Project*

*Name of Owner’s Representative with address and telephone number for references*

*Architect’s Construction Estimate*

* 1. Litigation and Claims
		+ Please provide the firm’s North Carolina Architectural License number.
		+ Please list any claims filed by an Owner against your firm or individuals in your firm for which you provided professional services over the last five (5) years. Please provide the name of the plaintiff, a brief description of the claim, the value of the claim and the outcome (if resolved) or current status.
		+ Please identify if any architect or licensed professional employed by your firm has had their license revoked or suspended in the last ten years. If so, provide the name and the situation.
	2. Insurance Coverage

Each firm should provide a declaration of insurance with limits for general commercial liability, professional liability and other insurance coverages as appropriate.

* 1. Summary Statement

Please provide a summary statement, of not more than one page, which summarizes the reasons your firm is best suited for this project.