

REQUEST FOR QUALIFICATIONS

NEW FIRE STATION #3

MOREHEAD CITY, NORTH CAROLINA

Issued: October 23, 2023



Request for Qualifications  
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Town of Morehead City  
Fire Station #3 (New)

Pursuant to N.C. Statute Sec. 143-128.1(A), the Town of Morehead City is soliciting proposals from qualified design-build teams interested in providing professional design and construction services for the new Fire Station 3 facility for the Morehead City Fire Department. This RFQ provides complete information on the services being sought, the submittal requirements and timeline.

The complete Request for Qualifications (RFQ) may be viewed at [www.moreheadcitync.org](http://www.moreheadcitync.org) and copies may be downloaded directly from this site which is the only official source for this document. Acquiring from a different source could mean that this document has been superseded by a later version. Only those requesting this document from the advertised source will be included on a mailing list for updates. The City is not responsible for any reader's failure to heed this notice.

Responses to this RFQ from unregistered Design-Build Teams will not be considered. To register, email the Team's name and address as well as a prime contact name with his/her phone number, email address and fax number to the City contact listed below. Questions, requests for information and responses to this RFQ shall be addressed and delivered to: John J. Wade, Vice President, Arendell Engineers, 1004 Arendell Street, Morehead City, NC 28557, (252) 622-4338.

Sealed proposals must be received by 3:00 PM on November 21, 2023 by the Town of Morehead City Public Services Department at 1100 Bridges Street, Morehead City, North Carolina, 28557. Late Qualifications, amendments and/or responses received after the time and date listed above shall not be considered for evaluation and will be returned to the Respondent unopened. The Town of Morehead City reserves the right to reject any and all submittals. This RFQ does not obligate the City to pay any cost incurred by respondents in the preparation and submission of a response nor does it obligate the City to accept or contract for any expressed or implied services.

The selected design-build team will be required to adhere to the Town of Morehead City's standards which encourage innovative construction practices that perform above minimum energy code standards and promote sustainable, high performance design and building measures including energy and water efficiency and conservation features, minimization of construction waste and the use of renewable, recycled or reused building materials.

## TABLE OF CONTENTS

1.0 Definitions .....	4
2.0 Project Background, Goals, and Objectives .....	6
3.0 Scope of Work	
3.1 Purpose of the RFQ and Lead Design-Builder Responsibilities .....	7
3.2 Project Location .....	7
3.3 Project Phases.....	7
3.4 Building Elements .....	10
3.5 Site Elements.....	13
3.6 City Permit Fees Waived by Town .....	14
4.0 Evaluation of Design-Build Team	
4.1 Design-Build Team Experience Requirements and Responsibilities .....	15
4.2 Design-Build Team Minimum Qualification Statement of Qualifications.....	15
4.3 Scoring Clarifying Qualification During Evaluation Criteria and Scoring .....	16
4.4 Design-Build Firm / Team Final Selection .....	18
4.5 E-Verify Compliance .....	18
5.0 Checklist for Qualifications Submittal	
5.1 Physical Submittal.....	19
5.2 Statement of Qualifications Provisions .....	19
5.3 Minimum Number of Responses .....	19
6.0 Required Statement of Qualifications .....	21
7.0 Pre-Submittal Meeting.....	27
8.0 Design-Build Team Declaration Statement.....	28
9.0 EEO Provisions and ADA Requirements.....	29
10.0 Provided by Town (Appendices) .....	31

## 1.0 DEFINITIONS

- 1.1 Unless the context suggests otherwise, the terms “Design Builder”, “Firm/Team”, “Contractor”, “Proposer”, “Bidder”, “Submitter”, “Consultant”, or “Vendor” as used in this RFQ (whether capitalized or not) shall refer to the same legal entity that submits qualifications and is responsible for responding to this RFQ.
- 1.2 Whenever the term “City” is used, it means Morehead City, North Carolina.
- 1.3 Similarly, unless the context suggests otherwise, the terms Statement Qualifications shall refer to the formal response given to this RFQ by the submitting entity incorporating all required elements of this RFQ necessary for the City to determine whether the submitting entity is a responsible, responsive Firm/Team.
- 1.4 Whenever the term “RFQ,” is used, the reference is to this Request for Qualifications or portions thereof, together with any exhibits, attachments, or addenda it may contain. Whenever the terms “shall,” “will,” “must,” or “is required” are used in the RFQ, the referenced task is a mandatory requirement of this RFQ. Failure to meet any mandatory requirement will be cause for rejection of a submittal.
- 1.5 Whenever the terms “can,” “may,” or “should” are used in the RFQ, the referenced specification is discretionary. Therefore, though the failure to provide any items so termed will not be cause for rejection, the Selection Committee may consider such failure in evaluating the quality of the submittal.
- 1.6 Whenever the terms “apparent successful” or “top-ranked” or “highest ranking” firm/company or offerer are used in this document, the reference is to the firm that the Selection Committee ultimately judges to have submitted the case best satisfying the needs of the Owner in accordance with the RFQ. The selection of an apparent successful firm/company does not necessarily mean the Selection Committee accepts all aspects of the firm’s submittal or proposal.
- 1.7 Whenever the term “submittal” is used in the RFQ, the reference is to the response offered by a firm or corporation in accordance with the RFQ. The submittal responds only to the RFQ.
- 1.8 Whenever the term “Selection Committee” or “Review Committee” is used in the RFQ, the reference is to the Owner’s representatives responsible for administering and conducting the evaluation and selection process of the RFQ.
- 1.9 “Design-Build” refers to the construction project delivery method in which, among other things, the Owner holds a single contract with a business entity that has responsibility both to design and to construct a project, and that holds the trade contracts.
- 1.10 “Lead Design-Builder” refers to the design-build team member that will contract with the Owner for all work and holds all responsibility of project success, performance, and completion.
- 1.11 “Design Professional” (an inclusive term for all licensed building professionals), “Architect of Record,” an/or “Engineer of Record” all refer to the project’s architect(s) and/or engineer(s), whose responsibilities generally include programming, design, code compliance, and detailing of the facility.
- 1.12 Under the Design-Build delivery methodology, the Design Professional is an integral part of the Request for Qualifications – Fire Station 3 issued by the City dated October 23, 2023.
- 1.13 Design-Builder entity under single contract with the Owner. This entity also operate under legal definitions of the State of North Carolina with statutory liability and responsibility.
- 1.14 “Building Commissioning” refers to a formal and systematic process of documentation, adjustment, testing, verification, and training, focused on quality assurance and

- performed specifically to ensure that the finished facility operates in accordance with the Owner’s documented project requirements and the construction documents.
- 1.15 “Commissioning Provider” refers to the entity or person providing building commissioning services for a project.
- 1.16 “Owner’s Criteria” is a written document that details the specific and functional requirements of a project, sustainable objectives and the expectations of how the project will be used and operated.
- 1.17 “Qualifications Submittal” and “Initial Written Submittal” both refer to a firm’s response to the RFQ.
- 1.18 “Qualifications-Based Selection” and “QBS” both refer to a procurement process for the selection of professional construction services for public projects. It is a competitive contract procurement process whereby consulting firms submit qualifications to a procuring entity (Owner) who evaluates and selects no less than three of the most qualified firms for interviews. The highest ranked firm will negotiate the scope of work, schedule, budget and price with the City.
- 1.19 “Firm” shall be interpreted as referencing the design entity, the construction entity, or the combined (e.g., joint venture) entity, as is reasonable.
- 1.20 “Fixed Fee” shall be proposed by the Design Builder and shall be defined as a specific dollar amount (stated as a lump sum) and agreed upon by all parties at the time of Contract Negotiation. This fee shall not be a percentage of the cost of the work.

## 2.0 PROJECT BACKGROUND, GOALS, AND OBJECTIVES

The Town of Morehead City is soliciting Requests for Qualifications to solicit proposal from qualified Design-Build (DB) teams to design and construct the new Fire Station #3 at 151 Brooks Street in Morehead City, North Carolina. The property has recently been purchased by the Town and annexation of the property into the Town's city limits has been approved.

The Town is in need of a replacement fire station for current Fire Station #3 that was heavily damaged by Hurricane Florence in 2018. A project site was identified at 151 & 161 Brooks Avenue that also has a connection to Arendell Street (Highway 70).

The following goals and objectives have been identified by the Town:

1. Utilize a design complimentary to the surrounding residential neighborhood and to provide the Fire Department with a new facility that incorporates the necessary program elements adequate to prepare, operate, house, and maintain a high quality workforce and adequate response times for the fire district.
2. Complete the project in a timely fashion without undue delays and within the City's funding resources available for the project.
3. Incorporate energy efficient HVAC, plumbing, electrical, exhaust, mechanical, security and fire alarm systems and controls that will allow all staff to work in a safe, comfortable, operational facility.
4. Design and construct a facility that responds to the City's maintenance resources and long term maintenance funding by minimizing operating and maintenance cost, maximizing energy efficiency and utilizing efficient ground maintenance.
5. Morehead City intends to utilize best commercial practices to accomplish the goals of this project, expects the Design-Builder to proactively address risks and challenges in the process and participate in improvement activities to achieve project success.
6. The City also expects to work with the Design-Builder to devise and implement appropriate processes for this project that will maximize efficiency, overall quality and cost savings.

Anticipated Schedule:

Preliminary Project Schedule	Date	Time
Issue/Advertise RFQ	October 23, 2023	N/A
Pre-Submittal Meeting	November 7, 2023	2:00 PM
Deadline for SOQ Submission	November 21, 2023	3:00 PM
Owner Completes Qualification Review & Notifies Shortlist of Firms Remaining	December 19, 2023	N/A
Complete Interviews with Short-Listed Firms	January 18, 2024	N/A
Notify Selected Design-Build Firm	January 25, 2024	N/A
Complete Contract Negotiations with Design-Build Firm	February 5, 2024	N/A
City Council to Award Contract	February 13, 2024	N/A
Notice to Proceed Issued	February 20, 2024	N/A
Project Completion	May 17, 2025	N/A

### 3.0 SCOPE OF WORK

- 3.1 Purpose of the RFQ and Lead Design-Builder Responsibilities
  - 3.1.1 The Morehead City Public Services Department is soliciting Qualifications for Design-Build project delivery services for the new Fire Station 3. This facility will provide proper fire department response times in support of the rapid growth in western Morehead City.
  - 3.1.2 This facility will utilize a building design with a program comprised of an approximately 13,000+/- square foot, single story, 4-bay building with sleeping accommodations, an exercise room, offices, toilet rooms and showers, day room/dining area and kitchen and other support facilities.
  - 3.1.3 Construction on the new facility is slated to begin in 2024. The lead Design-Builder will be expected to provide concurrent design and construction turnkey activities for this project resulting in a finished, fully usable facility that satisfies all project requirements and contract terms.
  - 3.1.4 The Design-Builder, as the sole responsible source for total project compliance and construction related performance (including architectural and engineering programming, design, and construction services) will hold all design professionals, testing services (with the exception of Special Inspections by Owner), trade contractors and trade supplier contracts.
  
- 3.2 Project Location
  - 3.2.1 The location of the work is: 151 & 161 Brooks Avenue in Morehead City, North Carolina.
  - 3.2.2 Throughout the duration of the project, the City WILL NOT provide workspace for the Design Build Team. The selected Design Build Team is responsible for/must provide its own workspace.
  
- 3.3 Project Phases
  - 3.3.1 Conceptual Design
    - 3.3.1.1 Site investigations, including survey, subsurface utility investigations, environmental engineering, to verify existing conditions if necessary.
    - 3.3.1.2 Preliminary evaluation of proposed site use, material selection, building systems and equipment and provide recommendations on constructability, time, labor and scheduling factors related to project cost.
    - 3.3.1.3 Prepare written report summarizing Owner's Criteria.
  - 3.3.2 Schematic Design
    - 3.3.2.1 Prepare site, architectural, structural, mechanical, plumbing and electrical schematic design plans based on Owner's Criteria document and prototype information (provided by Owner in AutoCAD digital format) for City Staff consideration.
    - 3.3.2.2 SD Phase plans and Preliminary Design report will minimally include:
      - 3.3.2.2.1 Site Development and Design criteria including site access, easements, circulation and vehicular access, setback requirements, area of safe refuge, parking areas, general landscape concept, tree protection

- measures, lighting areas, utility routing and connections and storm water measure locations.
- 3.3.2.2.2 Building Design information including: reconfirming building prototype program and design intent, space requirements and planning criteria, preliminary selection of building systems and materials, utility load review, code compliance, security plan expectations, building system integration with storm water plans and outline specification to integrate systems, products and procedures for architectural, structural, MEP, civil and landscape.
  - 3.3.2.3 Work in digital format: AutoCAD or Building Information Modeling (BIM) software.
  - 3.3.2.4 Develop preliminary estimate of construction cost setting forth in detail quantities of materials, labor, profit, overhead, insurance etc. for the project including all site work.
  - 3.3.2.5 Attend owner and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.
  - 3.3.2.6 Prepare Preliminary Design Report (PDR) confirming design criteria, agreed upon program elements, alternative schemes, recommended scheme with construction phasing options and cost model.
  - 3.3.2.7 Develop Design-Builder's Proposal detailing contract sum, estimated trade costs, proposed date of substantial completion and list of key Design-Build personnel and suppliers.
  - 3.3.2.8 Conduct regular, design meetings.
  - 3.3.2.9 Update the design schedule.
  - 3.3.2.10 Present to required departments/agencies for review; Responsible for all State, County, and City permit applications and approvals.
- 3.3.3 Design Development
- 3.3.3.1 Based on the approved SD plans, satisfactorily resolve all review comments from prior design phases and further refine the design to include the following revised and additional information:
    - 3.3.3.1.1 Site Design: demolition and clearing plans, grading and drainage plans, sedimentation and erosion control plans, layout and staking plans, elevations and sections, construction details, lighting and signage, planting plans and details.
    - 3.3.3.1.2 Building Design: review and confirm building plan configuration and elevation elements including exterior building skin materials and colors, foundation, roof and structural systems, building fenestration and openings, overall dimensions, materials testing requirements, review MEP design including systems, equipment and calculations, prepare energy and performance modeling, review and coordinate systems integration to include all utilities and controls.



- 3.3.3.2 Expand outline specification to Design Development level and integrate systems, controls, products and procedures for architectural, civil and landscape
- 3.3.3.3 Documents produced in digital format: AutoCAD or Building Information Modeling (BIM) software.
- 3.3.3.4 Conduct regular, biweekly, design meetings.  
Conduct one community meeting to solicit community input.
- 3.3.3.5 Review and confirm total original budget from Schematic Design phase review. Review any proposed V-E items, final strategy and reconcile variances.
- 3.3.3.6 Review and confirm sustainability goals and prepare life cycle cost analysis.
- 3.3.3.7 Review, update and confirm project schedule.
- 3.3.3.8 Attend owner and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.
- 3.3.4 Permitting, Reviews & Approvals
  - 3.3.4.1 Review and/or present design concepts to the City Staff and any other regulatory agencies whose approval is necessary for the development of the site.
  - 3.3.4.2 Submit plans and applications to regulatory agencies.
  - 3.3.4.3 Secure approvals from all other local and state agencies as required for the site development.
  - 3.3.4.4 Attend meetings as necessary for all approvals. Provide responses and modifications to regulatory comments.
- 3.3.5 Construction Documents
  - 3.3.5.1 Based on the approved DD plans, satisfactorily resolve all review comments from prior design phases and prepare and finalize all construction drawings and specifications to minimally include: building systems, site utilities and components that will form the basis for the project's Construction Documents sufficiently complete to support the prepared budget, obtain necessary permits and construct the project.
  - 3.3.5.2 Documents produced in digital format: AutoCAD or Building Information Modeling (BIM) software.
  - 3.3.5.3 Prepare a construction documents level cost estimate and updated project schedule; reconcile cost estimate with construction estimate.
  - 3.3.5.4 Incorporate bid alternates as necessitated by the project budget.
  - 3.3.5.5 Conduct regular, monthly, design meetings.
  - 3.3.5.6 Conduct a final community meeting to present final design.
- 3.3.6 Construction Administration
  - 3.3.6.1 Provide construction administration and observation associated with the site improvements including a preconstruction conference, weekly site observation and meetings for processing pay requests.
  - 3.3.6.2 Provide interpretations of prepared drawings and specifications, shop drawing review and approval as well as preparation of change orders and construction change directives.
- 3.3.7 Construction
  - 3.3.7.1 Site work to include but not be limited to:

- 3.3.7.1.1 Clearing and rough grading with excess dirt and material removed from the site. Tree protection and erosion control measures to be immediately put into place.
- 3.3.7.1.2 Site utilities including fire line and domestic water, sewer, natural gas and electrical service and site lighting.
- 3.3.7.1.3 Concrete paving, walkways, utilities, landscaping and storm water retention system.
- 3.3.7.1.4 Flag pole installation
- 3.3.7.2 Building construction to include but not be limited to:
  - 3.3.7.2.1 Concrete slab on grade foundations with continuous spread reinforced concrete footings and thickened concrete floor slabs at apparatus bay areas.
  - 3.3.7.2.2 Exterior bearing walls consisting of reinforced and grouted CMU walls and metal stud framing with brick veneer.
  - 3.3.7.2.3 Roof structure consisting of cold formed steel roof trusses, corrugated metal deck and standing seam metal roof with matching fascia, rakes gutters and downspouts.
  - 3.3.7.2.4 Exterior building enclosure including insulated exterior wall cavities with appropriate thermal barriers, exterior window systems, hollow metal doors and upward acting sectional doors.
  - 3.3.7.2.5 Interior finishes including gypsum wall board on metal stud framed partitions, floor and ceiling finishes, interior doors, casework, painting, wall protection and window coverings.
  - 3.3.7.2.6 Toilet and bath fixtures and accessories.
  - 3.3.7.2.7 Specialty equipment including lockers and marker boards.
  - 3.3.7.2.8 Interior and exterior signage.
  - 3.3.7.2.9 Mechanical and electrical systems and controls.
- 3.3.8 Post Construction
  - 3.3.8.1 Prepare as-built documents based on information received from the contractor in AutoCAD or BIM format or in such other format as the owner requires.
  - 3.3.8.2 Prepare a Facility Maintenance Plan in a format selected by Owner.
  - 3.3.8.3 Assist in project closeout and establishment of warranties and guarantees.
  - 3.3.8.4 Present to required departments/agencies for review; Responsible for all State, County, and City permit applications and approvals.
- 3.4 Building Elements
  - 3.4.1 Architectural
    - 3.4.1.1 One story building with mezzanine over residential wing.
    - 3.4.1.2 There are 3 building masses. 1 residential wing, 1 apparatus bay and 1 maintenance, turnout gear storage, decontamination, hose drying and sprinkler riser wing.

- 3.4.1.3 Building is located in a residential neighborhood. Design needs to be sensitive to the scale and exterior material selections.
- 3.4.1.4 Interior finishes to match City Hall finishes where possible.
- 3.4.1.5 Provide skylights in apparatus bays.
- 3.4.2 Number of bays – 4, drive through
  - 3.4.2.1 14' x 14' doors to have a “neighborhood” design
  - 3.4.2.2 100' deep x 19' wide bays
  - 3.4.2.3 Load from Arendell Street driveway
  - 3.4.2.4 Exit to Brooks Avenue
- 3.4.3 Turnout gear storage with 21 lockers
  - 3.4.3.1 Adjacent to bays
  - 3.4.3.2 Commercial washer & dryer (gas) for gear
  - 3.4.3.3 Stainless steel sink
- 3.4.4 Bedrooms – 7 total with 3 beds each
  - 3.4.4.1 3 lockers in each bedroom
- 3.4.5 Number of full service bathrooms – 4 unisex
  - 3.4.5.1 Four (4) unisex full service bathrooms with shower, sink, & toilet
- 3.4.6 Number of half bathrooms – 1
- 3.4.7 Number of offices: 3
- 3.4.8 Records room
  - 3.4.8.1 Will have copier, computers for data input, and plugs for portable equipment and radios.
  - 3.4.8.2 Would like it to be as close to bays as possible.
- 3.4.9 Exercise room
- 3.4.10 Training / classroom
- 3.4.11 EMS supply room (~8' x ~15')
- 3.4.12 Kitchen
  - 3.4.12.1 Pantry and three (3) food lockers
  - 3.4.12.2 Three (3) Commercial Refrigerators
  - 3.4.12.3 Commercial gas stove, oven and hot water heater
- 3.4.13 Day Room & Dining Area with open concept.
- 3.4.14 Mechanical Room
  - 3.4.14.1 2 units are located in the mezzanine above the residential wing
  - 3.4.14.2 1 unit serves bedrooms only and 1 unit serves rest of the residential wing
- 3.4.15 Electrical Room with sub-panel for residential wing

- 3.4.16 Storage Room
- 3.4.17 Janitorial closet with floor drain
- 3.4.18 Laundry Room with residential washer & dryer
- 3.4.19 Maintenance Room (shop) for Flammable Storage Cabinet, Tool Air Comp/SCBA cascade, Sprinklers Riser
- 3.4.20 Hose Drying Facilities
- 3.4.21 Decontamination Room – adjacent to the bay area and include:
  - 3.4.21.1 Washdown
  - 3.4.21.2 Eye wash
  - 3.4.21.3 Floor drain
  - 3.4.21.4 Stainless steel sink
- 3.4.22 Exterior finishes
  - 3.4.22.1 Brick façade.
  - 3.4.22.2 Metal standing seam roof, 6:12 pitch minimum, 26 gauge, stand seams at 24”oc
  - 3.4.22.3 No flat roofs.
  - 3.4.22.4 Windows to fit in with neighborhood setting with windows to have brackets for storm shutters.
  - 3.4.22.5 Signage on building and Brooks Street.
  - 3.4.22.6 Entry door on both front and back into the apparatus bay adjacent to administration side of building.
- 3.4.23 Interior Finishes
  - 3.4.23.1 City Hall specifications used as a baseline.
  - 3.4.23.2 Carpet squares in bedrooms only.
  - 3.4.23.3 Terrazzo in entry corridor and hallways.
  - 3.4.23.4 VWP in kitchen, day room, dining room, offices, storage, etc.
  - 3.4.23.5 Ceramic tile in bathrooms.
  - 3.4.23.6 Rubber mat floor in exercise room.
  - 3.4.23.7 Ceiling tiles to match City Hall.
  - 3.4.23.8 FF&E N.I.C.
- 3.4.24 Structural Requirements
  - 3.4.24.1 Conventional steel framed construction
  - 3.4.24.2 Bay area – clear span
  - 3.4.24.3 Design loads. DB Team to design building and site to meet all applicable dead and live load requirements and wind and seismic load criteria.
- 3.4.25 Mechanical
  - 3.4.25.1 HVAC system includes 2 AHU one in the mezzanine area to provide HVAC to the residential wing one AHU in the apparatus bay and one AHU in the industrial wing of the

- facility. All systems will be gas fired. Unit in apparatus bay will be overhead infrared heat.
- 3.4.25.2 Provide ceiling fans in the bays.
  - 3.4.25.3 HVAC zones in residential wing will have one zone for the bedrooms and one zone for the rest of the residential wing.
  - 3.4.25.4 Vehicle exhaust system to be HEPA filtration type system.
  - 3.4.25.5 Residential kitchen exhaust to include an integral fire suppression system.
- 3.4.26 Plumbing
- 3.4.26.1 Provide new domestic water, sanitary, waste, storm drainage and natural gas for the facility in accordance with state requirements and Morehead City.
  - 3.4.26.2 Provide trench drains at each bay – center line of each apparatus.
  - 3.4.26.3 Hot water will have “instant” hot water system with recirculating pump.
- 3.4.27 Electrical
- 3.4.27.1 Provide direct burial underground primary power duct bank to pad mounted transformer,
  - 3.4.27.2 Locate main circuit breaker in the maintenance room.
  - 3.4.27.3 Provide emergency power duct bank and underground emergency power conduit and conductors from generator to automatic transfer switch in maintenance room.
  - 3.4.27.4 Provide three 4” communication conduits with pull strings, one for telecom, one for cable company and one spare.
- 3.4.28 Security System
- 3.4.28.1 To include door access pads for exterior doors and doors to truck bays.
  - 3.4.28.2 Access pad for EMS room & offices
  - 3.4.28.3 Cameras N.I.C.
- 3.5 Site Elements
- 3.5.1 State stormwater permit
  - 3.5.2 State erosion & sediment control permit
  - 3.5.3 Utilities
    - 3.5.3.1 Waterline connection at Arendell Street (2” meter & line)
      - 3.5.3.1.1 Tap & permit fees N.I.C.
    - 3.5.3.2 Fire line size & material
    - 3.5.3.3 Fire hydrants in front and rear yards
    - 3.5.3.4 Sewer connection at Arendell Street
      - 3.5.3.4.1 Possibly need a pump station
      - 3.5.3.4.2 Tap & permit fees N.I.C.
    - 3.5.3.5 Natural gas connection
    - 3.5.3.6 Generator (natural gas)
  - 3.5.4 Parking spaces required
    - 3.5.4.1 Asphalt pavement

- 3.5.5 Landscaping & screening
- 3.5.6 Sidewalks for campus accessibility
- 3.5.7 5' wide sidewalk along Arendell Street
- 3.5.8 Concrete pavement for drive aisles and aprons for fire trucks
- 3.5.9 NCDOT Driveway Connection
- 3.5.10 Town of MHC Driveway Connection
- 3.5.11 Outdoor patio and cooking area – near kitchen
- 3.5.12 Exterior roll cart storage area for garbage
- 3.5.13 Underground irrigation
- 3.5.14 Three (3) stand alone flagpoles
- 3.6 City Permit fees waived by Town.
- 3.7 Project Budget. The Town of Morehead City estimates an approximate construction budget of \$5 million dollars for completion of this project including all costs and fees. Total costs include construction related expenses, architectural programming, design and construction related services, testing services, public jurisdiction fees and charges, permits, and other building related professional service fees necessary to fully complete the project.

## 4.0 EVALUATION OF DESIGN-BUILD TEAM

### 4.1 Design-Build Team Experience Requirements and Capabilities

Responders should identify their Team's experience with public or privately bid emergency response design-build projects and specifically describe those projects that best characterize the proposers' capabilities including work quality and cost control measures. These projects must have included the completion of construction drawings, technical specifications and construction estimates that led to a complete constructed project currently in operation. Completed public sector projects and experience with the public bidding process is preferred.

At a minimum, successful submittals shall demonstrate experience and technical competence with the following requirements:

- 4.1.1 Responsively and successfully designing to a user compliant program employing a prototype basis of design.
- 4.1.2 Demonstrated history of successful collaboration constructing complex facilities utilizing a Design-build methodology.
- 4.1.3 Obtaining all applicable local and State permits
- 4.1.4 Effectively providing contract and construction administration services utilizing effective team communication and working methods.

See the Qualifications Submittal Checklist section of this RFQ for additional information which should be included

### 4.2 Design-Build Team Minimum Qualifications Statement of Qualifications

Firms must meet the criteria in the bullet points immediately below. Firms that do not meet these criteria are automatically disqualified.

- 4.2.1 Firm's "Designer(s) of Record" MUST have a current North Carolina Architectural and/or Engineering license(s) as appropriate for their portion of the design work. A copy of the license(s) is to be included in the appendix.
- 4.2.2 Firm's "Builder" MUST have a current North Carolina Contractor's license with an unlimited building classification. A copy of the license is to be included in the appendix.
- 4.2.3 The City's Risk Management Division prefers a safety Experience Modification Rate of 1.0 or less over the last three years. A builder with an EMR greater than 1.0 MUST provide a written explanation of their current safety program and safety training initiatives directed toward minimizing future work related injuries.
- 4.2.4 Lead Design-Build firm MUST have bonding capacity to provide a Labor and Material Payment and Performance bonds with coverage each equal to the total cost of the project.
- 4.2.5 Lead Design-Build firm MUST be able to get a Builder's Risk Insurance Policy for this project with coverage equal to the total cost of the project.
- 4.2.6 Lead Design-Build firm MUST agree to keep and maintain insurance for the duration of this Agreement including but not limited to commercial general liability, automobile liability, workers' compensation, employer's liability, builder's risk insurance, and umbrella coverage with at least the minimum limits shown below. Performance and payment bonds will be

required. The Contractor shall furnish the City with certificates of insurance for each type of insurance described herein. The Owner reserves the right to negotiate different limits and coverage in the final contract.)

Commercial General Liability: \$1,000,000 per occurrence

Commercial Auto Liability: \$1,000,000 combined single limit

Excess (Umbrella) Liability: \$1,000,000

Workers' Compensation: Statutory Employer's Liability: \$1,000,000 each accident/total disease/employee disease

Professional Liability (Errors & Omissions) coverage for Architect of Record and Engineer(s) of Record shall provide coverage not less than \$1 million per claim. (The Owner reserves the right to negotiate different limits and coverage in the final contract.)

All insurance companies must be authorized to do business in North Carolina with a Best rating A-VIII or higher.

NOTE: In order to be deemed eligible for evaluation, the submitting lead Design-Build firm must include the Declaration Statement (signed) included in this RFQ attesting to the above requirements and coverages in its submittal.

#### 4.3 Scoring Clarifying Qualification During Evaluation Criteria and Scoring (100 Total Points)

Submitting Design-Build Teams' responses to this RFQ will be evaluated and ranked by an RFQ Evaluation Team comprised of Town of Morehead City Employees appointed to assess submitted qualifications. Each submitter will be evaluated and short-listed based on their SOQ score (100 points maximum) as determined through the qualification review process and criteria noted in this section.

##### 4.3.1 Design-Build Team Experience and Qualifications - 30 Points

Points for this criterion will be awarded based on an evaluation of the qualifications and experience of the proposed lead Design-Builder and Design-Builder's General Contractor/Builder (if a different entity.) Evaluation criteria will focus on the submittals' clear identification of each proposed Firm/Company, the expertise each will bring to the Design-Build process, their track record with 'on-time and on budget' projects and achieving acceptable levels of quality, any current, pending or past project legal matters or litigation and submitting Firm/Company safety records and professional reputation credentials.

##### 4.3.2 Proposed Design & Engineering Professionals' Experience and Qualifications - 25 Points

Evaluation points for this criterion will be awarded based on the qualifications, experience and demonstrated availability of the proposed Project Personnel. Responses should have identified each key individual, their experience with the overall Design-Build process (including specific experience with the team's lead General Contractor) as well as experience with similar projects. Also of importance are individuals' litigation and/or arbitration records and the



design/engineering professionals'/firms' reputation, references and referrals. Submittals should also have included a listing of other firms proposed Personnel have worked for along with specific project phases, tasks and activities they are expected to contribute to this project.

#### 4.3.3 Project Understanding and Approach - 20 Points

This criterion will award points for the Firm/Team's understanding of the goals and objectives for the project and their proposed methodology for meeting those goals and objectives. Firm/Teams must have provided a comprehensive narrative statement illustrating their clear and concise understanding of the requirements of the project, potential issues (and proposed solutions) and a preliminary overall project schedule. The Team should also have clearly addressed their approach to dealing with key tasks, activities and issues (including the permitting process) required to complete each project phase including deliverables, proposed construction schedule and project coordination issues.

#### 4.3.4 Statement of WHY the Design-Build Team should be selected- 10 points

Points for this criterion will be awarded based on an evaluation of the Design-Builder's statement indicating why they should be selected, which should illustrate specific professional capacities or unique qualifications relating to this project that differentiates the Design-Builder from other qualified submitters.

#### 4.3.5 Small Disadvantaged Business Enterprise (SDBE) Participation- 5 points

Evaluation of Design-Build team's proposed participation in Small Disadvantaged Business Enterprise program and strategy to achieve the City's SDBE goals for design and construction.

#### 4.3.6 Deliverable Quality, Project Schedule and Safety Controls - 5 Points

Points for this criterion will be awarded based on the Firm/Team's proposed approach to project controls including milestone scheduling, quality control and management for deliverables and the design and construction processes, and submitted cost budgets and safety plans.

#### 4.3.7 SOQ Quality and Responsiveness – 5 Points

Points for this criterion will be awarded based on the extent to which the RFQ instructions were followed and qualities including accuracy, responsiveness, organization, clarity and completeness of the submitted Statement of Qualifications. Respondents are encouraged to prepare high quality documents that make it clear to the Evaluation Team what value their Firm/Team/Products have to offer the City.

#### 4.4 Design-Build Firm / Team Final Selection

After making final Team selection and taking into consideration quality, performance and the time specified in the Qualifications for performance of the contract [G.S. 143-129 (b)] the City will begin contract negotiations with the selected responsible, responsive Firm/Team. If successful, the Firm/Team and City will enter into a professional services contract for the work.

All respondents are considered fully informed as to intentions of City regarding the timeframe to prepare and complete contract negotiations. Respondents should be prepared to provide a detailed, written Proposal to include scope of work, staffing plans, action plan, CPM Schedule and fee proposal to GSD during negotiations.

The City may withdraw this RFQ, reject qualifications or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular qualification was not deemed to be the most advantageous to the City.

#### 4.5 E-Verify Compliance

The design-build contract will require that the design-build team and its subcontractors comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (NCGS) consistent with state law requirements for municipal contracts.

## 5.0 CHECKLIST FOR QUALIFICATIONS SUBMITTAL

- 5.1 Physical Submittal:
- 5.1.1 Submitters must submit seven (7) total copies of their written Qualification in a sealed package (including one unbound original suitable for photocopying and one in PDF digital format) to the Director of Public Services by the submission deadline noted in this RFQ.
  - 5.1.2 The name and address of the submitter should appear on the outside of the submittals and the package should include the RFQ title and reference the project; i.e. “RFQ for Design-Build Services for Fire Station 3.”
  - 5.1.3 Each submittal copy shall be identical in content. Submitters shall follow in their responses the checklist outlined in this RFQ. Responses should be concise, clear, and relevant. Submitter's cost incurred in responding to this RFQ is the submitter's alone and the Owner does not accept liability for any such costs. The Owner will not and shall not be required to return any item submitted.
  - 5.1.4 In order for the City to evaluate Qualifications fairly and completely, Firm/Teams should concisely follow the format set out herein and provide all of the information requested:
    - 5.1.4.1 SOQ's shall be bound, numbered consecutively, double-sided, on 8-1/2" x 11" sheets with maximum of 30 pages {not including the coversheet, back cover, cover letter, Table of Contents, Resumes and other City required attachments such as SBDE Forms, Form of Contract Notations/Exceptions, Insurance Certificates, Privilege License(s), Non-Collusion Form, Corporate Resolution Form and authorized signatures.}
    - 5.1.4.2 Up to a maximum of two (2) sheets may be 11" x 17" for schedules or other information necessary to depict the proposed Project Approach/Action Plan.
- 5.2 Statement of Qualifications Provisions
- The Owner intends to limit the cost that submitters incur to respond to this solicitation, therefore, submitters are encouraged to be brief and succinct. Thick volumes of background and general marketing material are not desired. Instead, submitters should highlight their responsiveness to the evaluation criteria. If multiple firms are proposed as one team, each component firm should describe its own relevant qualifications within the same submittal.
- Qualifications must confirm that the Firm/Team will comply with all of the provisions in this RFQ, and if applicable, provide notice that the Firm/Team qualifies as a Town of Morehead City certified business. Qualifications must be signed by a company officer empowered to bind the company. A Firm/Team's failure to include these items in their Qualifications may cause their Qualification to be determined to be non-responsive and the Qualification may be rejected.
- 5.3 Minimum Number of Responses
- In order to consider proposals the City must receive at least three responses to its RFQ. If the City receives fewer than three responses, it will re-advertise the RFQ in accordance with General Statute requirements. After the second

solicitation, the City may consider proposals even if three are not received and will follow the same procedures used for the initial solicitation.

It is the sincere intention of the Owner to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, the City should determine that none of the Design-Build teams submitting are advantageous to the Town of Morehead City, the City reserves the right to accept or reject any or all Statement(s) of Qualifications with or without cause.

Issuance of this Request for Qualifications does not commit the Town of Morehead City to award a contract, to pay any costs incurred in preparation of a proposal or to procure or contract for related services or supplies.

## 6.0 REQUIRED STATEMENT OF QUALIFICATIONS

Submitters must include the following mandatory checklist items as part of their SOQ:

### 6.1 Cover Letter – 1 page

Qualifications must include a Cover Letter with the complete name and address of the prime firm/company and the name, mailing address, and telephone number of the person the City should contact regarding the Qualification. If there are multiple firms proposed as one team, each firm must describe itself accordingly in the RFQ submittal. Indicate on the first page of the submittal which firm company is the lead Design-Builder, any firm/company qualifying as a minority entity and the individual whose signature grants authority to bind Submitter to the provisions of the RFQ.

### 6.2 Table of Contents – 1-2 pages

Must include corresponding tabs/dividers in the body of the submittal to identify each section. Placing multiple tabs on a single page is perfectly acceptable. If more than one item in the table of contents can be started on the same page then place all corresponding tabs on that page.

### 6.3 Executive Summary – 1 page

A brief narrative statement of understanding of the scope of work, key challenges and the submitter's overall vision and approach for the successful development of a high quality project consistent with the minimum criteria requirements outlines in this RFQ.

### 6.4 Project Background – 1 page

Include a brief description of the Firm/Team's knowledge of the Project Background and context.

### 6.5 Project Understanding and Approach – 2-3 pages

Provide a detailed statement of the Firm/Team's proposed Approach Plan to successfully complete the work. Firm/Team's plan of action should include both functional and personnel organization which indicates the Firm/Team's specific approach to accomplishing the Project Scope. Describe the challenges anticipated for performing the requested services that may impact the scope, schedule or budget and the proposed solutions to address these concerns. Include references where such solutions were utilized in the past.

### 6.6 Design-Build Team Experience and Qualifications – 4-6 pages

Section shall include a brief description and history for each firm/company on the proposed team including number of years the firm/company has been in business and its growth history, experience in projects with the Town of Morehead City and any past or current experience with the proposed Design-Build team.

Indicate:

- 6.6.1 Company / Firm name.
- 6.6.2 Physical address- and if different, mailing address & zip code.
- 6.6.3 E-mail address and name of primary contact at each company/firm.
- 6.6.4 Main telephone number and direct telephone number for contacts
- 6.6.5 Number of years in business for each company/firm.
- 6.6.6 Form of firm/company ownership including state of residency or incorporation. Include description of the submitter/s company structure:

i.e. sole proprietorship, partnership, corporation, Limited Liability Company (LLC), joint venture or other structure.

- 6.6.7 Also briefly describe projects that your firm/company has completed in the past five years that also required design-build services and were valued at or above \$3,000,000. Also briefly describe the largest project your firm/company has completed within the past five years and indicate the delivery method used on that largest project. These projects may also be described in further detail in related experience section. (See following section below for additional information.)
- 6.6.8 List any active or pending litigation with owners, subcontractors and other construction related entities and explain. List and briefly describe any and all legal actions for the past three years in which respondent has been a debtor in bankruptcy, a defendant in a lawsuit for deficient performance under a contract or agreement; a respondent in an administrative action for deficient performance, or a defendant in a criminal action. Failure to fully comply with this item will be grounds for elimination from the RFQ process.
- 6.6.9 Has the firm/company ever failed to complete any work awarded to it or has it been removed from any project awarded to the firm? If so, explain.

#### 6.07 Proposed Design & Engineering Professional's Experience – 3 pages

Provide 1/2 page descriptions for five (5) reference projects for which the Firm/Team has provided professional design and construction services of a nature, quality, size and scope specifically similar to those required in this RFQ.

Include:

- 6.7.1 Name of the organization to which services were provided.
- 6.7.2 Project location.
- 6.7.3 Start and complete dates during which services were performed.
- 6.7.4 Brief description of the project.
- 6.7.5 Cost description (which at a minimum must include: original project budget, final project cost and an explanation of any difference in original and final costs if applicable, construction value, fee for professional services)
- 6.7.6 Proposed team members that worked on the projects including their title and role on that project.
- 6.7.7 Identification of a current contact reference including organizational title, address, telephone numbers and e-mail address for each project. Obsolete contact information will be grounds for elimination from the RFQ process.
- 6.8.8 List five (5) major trade contractor references (5 total not 5 per project.) Include company name, contact name, e-mail address and telephone number.

Office Submitting Qualifications: If the firm/company has multiple offices, the qualification statement should include information about the parent company and branch office separately. Identify the office from which the project will be managed and that office's proximity to the project site. Parent company (or general office) financial information as totals will be acceptable IF "parent" (or "general office") means that it is financially responsible for the liabilities of the branch office. If the parent company is not so responsible, meaning that its

financial resources are not available to the office that will perform the contract, it will be misleading to the Owner to offer the financials of any office other than the one with the prospect of a contract with the Owner.

6.8 Project Team Personnel Selection or Proposed Selection Strategy – 1-2 pages  
Provide either of the following (and include SDBE goals / requirements where applicable):

- 6.8.1 An explanation of project team selection to accompany a list of licensed contractors, licensed subcontractors and licensed design professionals whom the design-builder proposes to use for the project's design and construction as noted in Proposed Personnel section below OR
- 6.8.2 Provide 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 State of North Carolina General Statutes.

6.9 Proposed Personnel – 8-10 pages

Provide general information about personnel capability and a list of qualified and available staff and resources including classifications, numbers of employees, respondent's ability to provide sufficient qualified personnel to this project upon award, the locations and staffing of relevant offices and an organizational chart of staff including the percentage of time they will be assigned to the project. Describe specific roles and responsibilities identifying experience and ability for key personnel and the intended interface between the design-build team, the General Services Department and any other potential consultants involved in this project. (Note: any proposed subcontractor personnel must also include additional submitted resume and/or project experience information per the requirements listed in this section for similar disciplines/trades.)

- 6.9.1 Provide a list of licensed design professionals and, if already selected, the licensed contractors and licensed subcontractors whom the Design-Build team proposes to use for the project's design and construction including a detailed list of key personnel as noted below.
- 6.9.2 The key personnel, at a minimum, are the proposed Designer(s) of Record, supporting project architects and engineers, project superintendent, Design Builder's project manager, project director, estimator, preconstruction manager and the executive in charge. Submit a resume for each individual with relevant information as described below including title, education, previous work experience, applicable training and certifications, previous projects with the firm/company and length of service with the firm/company. At this stage, firms/companies may list more than one person qualified and available for the proposed project.
- 6.9.3 Project Experience of the Design Architect should include: Relevant experience on other Design-Build projects as designer especially with buildings comparable to this project in directly applicable ways. If the designer claims experience acquired by hiring of or participation by personnel who were/are members of another firm(s) at the time of the experience, please express that fact and disclose the name of the other firm(s). Describe no fewer than five projects in order of most relevant to least relevant that demonstrate the Designer/Team's capabilities to provide design services for the project at hand. Identify whether the projects involved any of the firms/companies included in responder's

submittal for this RFQ. For each project, the following information should be provided:

- 6.9.3.1 Project name.
- 6.9.3.2 Project location.
- 6.9.3.3 Dates during which services were performed.
- 6.9.3.4 Physical description (e.g., square footage, number of stories, site area)
- 6.9.3.5 Cost description (this description, at a minimum, must include: original project budget; final project cost and explanation of any differences in the original and final costs, if applicable)
- 6.9.3.6 Brief description of project.
- 6.9.3.7 Services performed as Designer.
- 6.9.3.8 Statement of performance versus owner expectations in the areas of cost, quality, and schedule.
- 6.9.3.9 Owner reference(s).

6.9.4 Relevant Project Experience of the Builder should include:

Description of project experience with similar building types and Design-Build delivery method or performing as a general contractor on comparable types and sizes of projects. If the builder claims experience acquired by hiring of or participation by personnel who were members of another firm(s) at the time of the experience, please express that fact and disclose the name of the other firm(s). Describe no fewer than five projects in order of most relevant to least relevant that demonstrate the Builder/Team's capabilities to perform the project at hand. Identify whether the projects involved any of the firms/companies included in responder's submittal for this RFQ. For each project, the following information should be provided:

- 6.9.4.1 Project name.
- 6.9.4.2 Project location.
- 6.9.4.3 Dates during which services were performed.
- 6.9.4.4 Physical description (e.g. square footage, number of stories, site area)
- 6.9.4.5 Brief description of project.
- 6.9.4.6 Cost description (this description, at a minimum, must include: original project budget; final project cost; and why there exists a difference in the original and final costs, if any).
- 6.9.4.7 Services performed as Builder.
- 6.9.4.8 Statement of performance versus owner expectations in the areas of cost, quality, and schedule.
- 6.9.4.9 Owner reference(s).

6.10 Safety Evaluation Questionnaire – Safety Record Information – 1 page  
Complete the Safety Evaluation Questionnaire attached in this RFQ's appendix and include with the Qualification submittal. Note: Failure to include this safety information will be grounds for elimination from the RFQ process.

6.11 Firm/Team Financial Responsibility Information – 1 page

- 6.11.1 List total annual billings for each of the past three calendar years. If forming a partnership, list separately by company/firm.
- 6.11.2 List the contact persons, addresses, and telephone numbers for your insurance carrier and agent.



- 6.11.3 List the contact persons, addresses, and telephone numbers for the company/firm's bonding company and agent.
- 6.11.4 What percentage of your company/firm's work has been negotiated during the past five years?
- 6.11.5 Supply firm's Current Ratio (Current Assets / Current Liabilities) experience for the last five years, with a signed statement which shall be placed in the responder's SOQ submittal's appendix section

6.12 Project Controls / Deliverables - Quality and Schedule – 2-3 pages  
Provide information on managing the quality of proposed deliverables including a proposed milestone schedule that illustrates total project time (in weeks) from award of contract through project completion, a quality budget including Professional Services Fee and Construction Costs and a general Quality Assurance Plan and Safety Plan that identifies how quality control will be implemented throughout the design and construction process.

6.13 Equal Business Opportunity Program Forms  
Participation Goals for Design and Professional Services

Based on the specifications outlined for this project, the M/SDBE participation goal for design and professional services should be 10%.

Based on the specifications outlined for this project, the W/SDBE participation goal for design and professional services should be 10%.

In accordance with the City Ordinance, all consultants/contractors are required to provide information requested in the "SDBE Professional Services Forms" package. It is the intention of the City that proposals that do not contain the appropriate, completed "Professional Services Forms" will be deemed non-responsive and ineligible for consideration.

Per the requirements outlined in the SDBE section of this RFQ's appendix, the following forms are required of all consultants/contractors and must be completed and included in the submittal:

- 6.13.1 "Declaration of Performance"
- 6.13.2 "Participation Documentation"
- 6.13.3 "Managerial Profile"
- 6.13.4 "Equal Employment Opportunity Statement"
- 6.13.5 "Employee Breakdown"
- 6.13.6 The "Letter of Intent to Perform as a Sub-consultant/Subcontractor" must be completed for SDBEs proposed to perform on a contract and must be included in the submittal.
- 6.13.7 The "SDBE Goals Not Met/Documentation of Good Faith Efforts" form must be submitted if the goals are not met. The "Post Proposal Submission SDBE Deviation" form is not applicable at this time.

Participation Goals for Construction Based on the Cost Estimate outlined for this project, the Minority SDBE participation goal for construction should be 10%. Based on the Cost Estimate outlined for this project, the Women's SDBE participation goal for construction should be 10%.

An “Equal Business Opportunity Plan” document must be submitted with your proposal. The “Letter of Intent to Perform as a Subconsultant” should only reflect the SDBE firms and the percentage of participation. Please omit the dollar amount of the subcontracts. In place of a dollar amount indicate “to be determined or TBD.”

Indicate whether submitter is a Small Disadvantaged Business Enterprise and note any SDBE firms included on the Design-Build Team per the requirements outlined in the Equal Business Opportunity Program section of this RFQ.

In addition, taking into consideration that dollar amounts are not assigned at this initial stage of the project, outline Design-Build Team’s strategy to meet City’s SDBE goals and Good Faith efforts for construction at the projected time of negotiated contract price for the project and as described in the included EO/EA documents and forms.

6.14 Conclusion and Statement of Why the Proposing Firm Should Be Selected – 1 page  
This section provides each Firm/Team the opportunity to provide specific information that differentiates them from others in the RFQ process.

6.15 Qualification Appendix Attachments

Include copies of:

- 6.15.1 Signed Team Declaration form (see Section 8 of this RFQ) confirming certifications and submission items
- 6.15.2 Joint Venture agreement (if applicable)
- 6.15.3 Professional Architectural / Engineering and Contractor’s licenses
- 6.15.4 Financial responsibility information with signed statement of Current Assets/Current Liabilities Please do not place or ask to place in the append

## 7.0 PRESUBMITTAL MEETING

A pre-submittal meeting will be held on the date noted on the title page of this RFQ in the Town of Morehead City Town Hall Council Chambers at 1100 Bridges, Street, Morehead City, North Carolina at 2:00 PM on November 7, 2023. Attendance for those intending to submit Qualifications is not mandatory. The project will be described and key City participants will be introduced. Questions concerning the Project may be asked at the pre-bid conference; however, oral answers are not authoritative. Pre-submittal meeting questions should be submitted to the Town in writing prior to the pre-proposal meeting. Questions that arise during the pre-submittal meeting will be answered in an addendum published to all attendees of the pre-submittal meeting.

will not be recorded in the addendum. Firms who are registered as interested firms will receive the addendum via email. Except for submission of questions, discussed further below, proposers should not contact any members or employees of the Town of Morehead City regarding any aspect of this procurement until after the award of the contract.

Questions may be asked at the pre-submittal meeting. Questions not asked at the pre-submittal conference must be submitted in writing via email to: John J. Wade, Vice President, Arendell Engineers, [john@arendellengineers.com](mailto:john@arendellengineers.com). All follow-up questions from the pre-submittal conference, as well as any questions that have been submitted in writing before the deadline, will be compiled and answered in writing. The deadline for submission of questions relating to the RFQ will be determined at the pre-submittal meeting.

Answers will be distributed simultaneously by email to the contact person in the firms/teams that attended the pre-submittal conference and to the firms/teams that have made their interest in the project known.

**Submittals and Clarifications** It is the responsibility of each submitter to examine the entire RFQ, seek clarifications in writing, and review their submittal for accuracy before submitting their qualifications. Once submission deadlines have passed, all submissions will be final. The Owner will not request clarification from any individual submitter relative to their submission, but reserves the right to ask for additional information from all parties that have submitted qualifications. It is the sincere intention of the Owner to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, the City should determine that none of the Design-Build teams submitting are advantageous to the Town of Morehead City, the City shall have the absolute right to reject any and all submittals.

**8.0 DESIGN-BUILD TEAM DECLARATION STATEMENT**

Include a signed copy of this form in the submitted Statement of Qualifications appendix section.

- 8.01 We (the submitting Design-Build entity) certify that each licensed design-build team member including design professionals and sub-consultants included in this submittal was selected based upon demonstrated competence and qualifications in the manner provided in the State of North Carolina's General Statute on procurement of construction services (G.S. 143-64.31.)
- 8.02 We certify that our Design-Build entity's "Designer(s) of Record" have current North Carolina Architectural and/or Engineering license(s) as appropriate for their portion of the design work.
- 8.03 We certify that our Design-Build entity's "Builder" has a current North Carolina Contractor's unlimited license.
- 8.04 We certify that our firm/company will have and maintain liability insurance coverage for a total of \$1 million/occurrence & \$1 million/general aggregate for commercial general liability, and not less than \$1 million per claim for commercial business automobile liability.
- 8.05 We certify that we will have coverage for professional liability and errors and omissions by all Designer(s) of Record / Design Professionals of not less than \$1 million per claim.
- 8.06 We certify that our firm has sufficient bonding capacity to provide Labor and Material Payment and Performance bonds with coverage of each equal to the total cost of the project.
- 8.07 We certify that our firm can and will obtain a Builder's Risk Insurance Policy for this project with coverage equal to the total cost of the project.
- 8.08 We certify that our firm/company/personnel have/has no potential or actual conflict of interest to report and that no relationships, transactions, circumstances or positions held are believe to contribute to any such conflict of interest.
- 8.09 I hereby certify that the information set forth in this declaration is true and complete to the best of my knowledge.

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(Authorized Signature, Title, Design-Build Entity Name and Date)

- 8.10 By signature on this Qualification, responders certify that they comply with:
  - 8.10.1 The laws of the State of North Carolina
  - 8.10.2 The applicable portion of the Federal Civil Rights Act of 1964
  - 8.10.3 The Equal Employment Opportunity Act and the regulations issued there under by the federal government.
  - 8.10.4 The Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government
  - 8.10.5 All terms and conditions set out in this RFQ
  - 8.10.6 A condition that the Qualification submitted was independently arrived at, without collusion, under penalty of perjury
  - 8.10.7 That their bids, if applicable, will remain open and valid for at least 120 days.

If any responder fails to comply with sections [8.10.1] through [8.10.7] of this paragraph, the Town of Morehead City reserves the right to disregard the Qualification, terminate the contract, or consider the Firm/Team in default

## 9.0 EEO PROVISIONS AND ADA REQUIREMENTS

### 9.01 Non-Discrimination Provision

The Town of Morehead City opposes discrimination on the basis of race and sex and urges all of its Firm/Teams to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under city contracts.

### 9.02 EEO Provisions During the performance of this Contract.

9.02.1 The Firm/Team agrees to conform to the EEO provisions as described in the appendix to include the following:

9.02.1.1 The Firm/Team shall not discriminate against any employee or applicant or employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Firm/Team shall take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Firm/Team shall post in conspicuous places, available to employees and applicants for employment, notices setting forth these provisions.

9.02.1.2 The Firm/Team shall in all solicitations or advertisements for employees placed by or on behalf of the Firm/Team, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.

9.02.1.3 The Firm/Team shall send a copy of the EEO provisions to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding.

9.02.1.4 In the event of the Firm/Team's noncompliance with these EEO provisions, the City may cancel, terminate, or suspend this contract, in whole or in part, and the City may declare the Firm/Team ineligible for further City contracts.

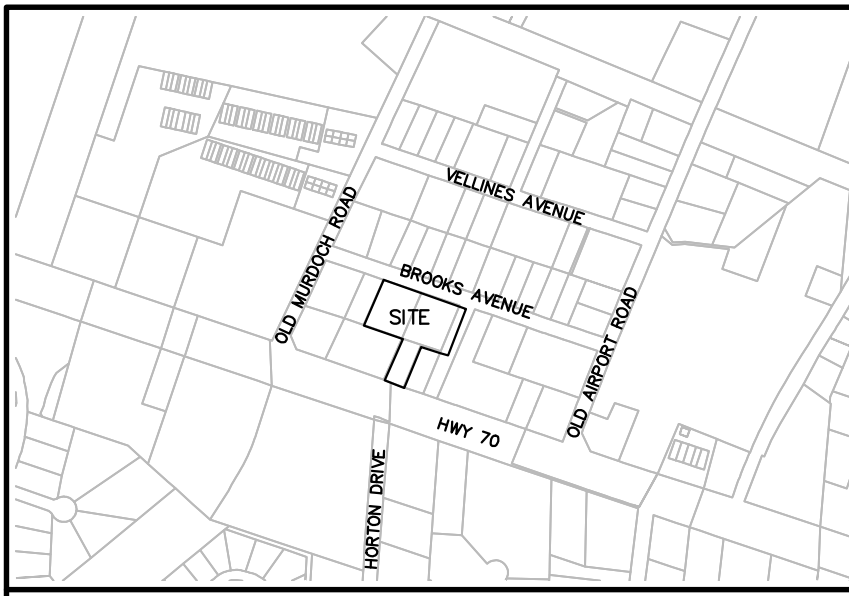
9.02.1.5 Unless exempted by the City Council of the Town of Morehead City, the Firm/Team shall include these EEO provisions in every purchase order for goods to be used in performing this contract and in every subcontract related to this contract so that these EEO provisions will be binding upon such Subcontractor and vendors.

9.03 Notices under the Americans with Disabilities Act (ADA). The Town of Morehead City will not discriminate against qualified individuals with disabilities on the basis of disability in the City's services, programs, or activities. The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities, The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all

City programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communications, or a modification of policies or procedures to participate in the City program, service, or activity, should contact the office of Sandi Watkins, Director of Planning and Inspections, Town of Morehead City at (252) 726-6848 ext. 125 or [sandi.watkins@moreheadcitync.org](mailto:sandi.watkins@moreheadcitync.org), as soon as possible but no later than 48 hours before the scheduled event.

**10.0 PROVIDED BY TOWN (APPENDICES)**

- 10.1 Parcel boundary survey
- 10.2 Interior Finish Schedule
- 10.3 Interior Finish Legend
- 10.4 Phase 1 Environmental study



VICINITY MAP (NTS)

GENERAL NOTES

- ALL BEARINGS ARE GRID BEARINGS, UNLESS OTHERWISE NOTED. (NAD 83/2011)
- ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES, UNLESS OTHERWISE NOTED.
- AREA COMPUTED BY COORDINATE METHOD.
- THIS MAP IS SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH. (I.E. EASEMENTS, TRANSFERS, ACQUISITIONS, RIGHT OF WAYS, ETC...) THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT.
- UTILITIES SHOWN HEREON (IF ANY) WERE TAKEN FROM VISIBLE STRUCTURES & GIS INFORMATION ONLY. NO PAINT MARKINGS OR OTHER INFORMATION FOUND, PROVIDED, OR LOCATED DURING SURVEY. MULTIPLE UTILITIES EXIST WITHIN THE 'SURVEY AREA' THAT ARE NOT SHOWN ON THIS SURVEY.
- SURVEY AREA SHOWN HEREON IS NOT LOCATED IN A FLOOD HAZARD ZONE. AS SCALED FROM FIRM MAP #3720635600J, PANEL 6356, DATED 7/16/2003. FLOOD INFORMATION TAKEN FROM NORTH CAROLINA FLOODPLAIN MAPPING PROGRAM WEBSITE (FRIS). FLOODPLAIN SUBJECT TO CHANGE PER UPDATED DATA. PRELIMINARY STUDY DATA DIFFERS FROM THE CURRENT FLOODPLAIN DATA.
- THE PURPOSE OF THIS MAP FOR ANNEXATION PURPOSES ONLY. IT PROVIDES THE METES AND BOUNDS OF LOTS 4,5,6,7, & 13 OF PLAT BOOK 2, PAGE 137, AS WELL AS INCLUDE THE NOW 'CLOSED' RIGHT OF WAY OF TAYLOR BLVD, TO BE ANNEXED INTO MOREHEAD CITY.
- BOUNDARY INFORMATION SHOWN TAKEN FROM FOUND FIELD EVIDENCE AND LISTED REFERENCES. (PLATS/DEEDS) AS WELL AS BOUNDARY SURVEY PERFORMED BY THE CULLIPHER GROUP, PA, DATED 12/9/2022.
- NO AREAS OF ENVIRONMENTAL CONCERN DELINEATED OR LOCATED AS A PART OF THIS SURVEY.
- NO GRID MONUMENT FOUND/LOCATED WITHIN 2000'. GPS COORDINATES SHOWN ARE FROM ACTUAL GPS OPUS OBSERVATIONS.

**LEGEND**

EIR	EXISTING IRON ROD
EIP	EXISTING IRON PIPE
EPK	EXISTING PK NAIL
ECM	EXISTING CONC. MON.
ERRS	EXISTING R/R SPIKE
NRB	NEW REBAR SET
CP	CALCULATED POINT
MHW	MEAN HIGH WATER
N/F	NOW OR FORMERLY
MB	MAP BOOK
DB	DEED BOOK
PG	PAGE
PP	POWER POLE
LP	LIGHT POLE
OE	OVERHEAD ELECTRIC
ELEC	ELECTRICAL PEDESTAL
TRANS	ELEC. TRANSFORMER
TEL	TELEPHONE PEDESTAL
TV	CABLE TV PEDESTAL
WM	WATER METER
CO	CLEAN OUT

**LINES**

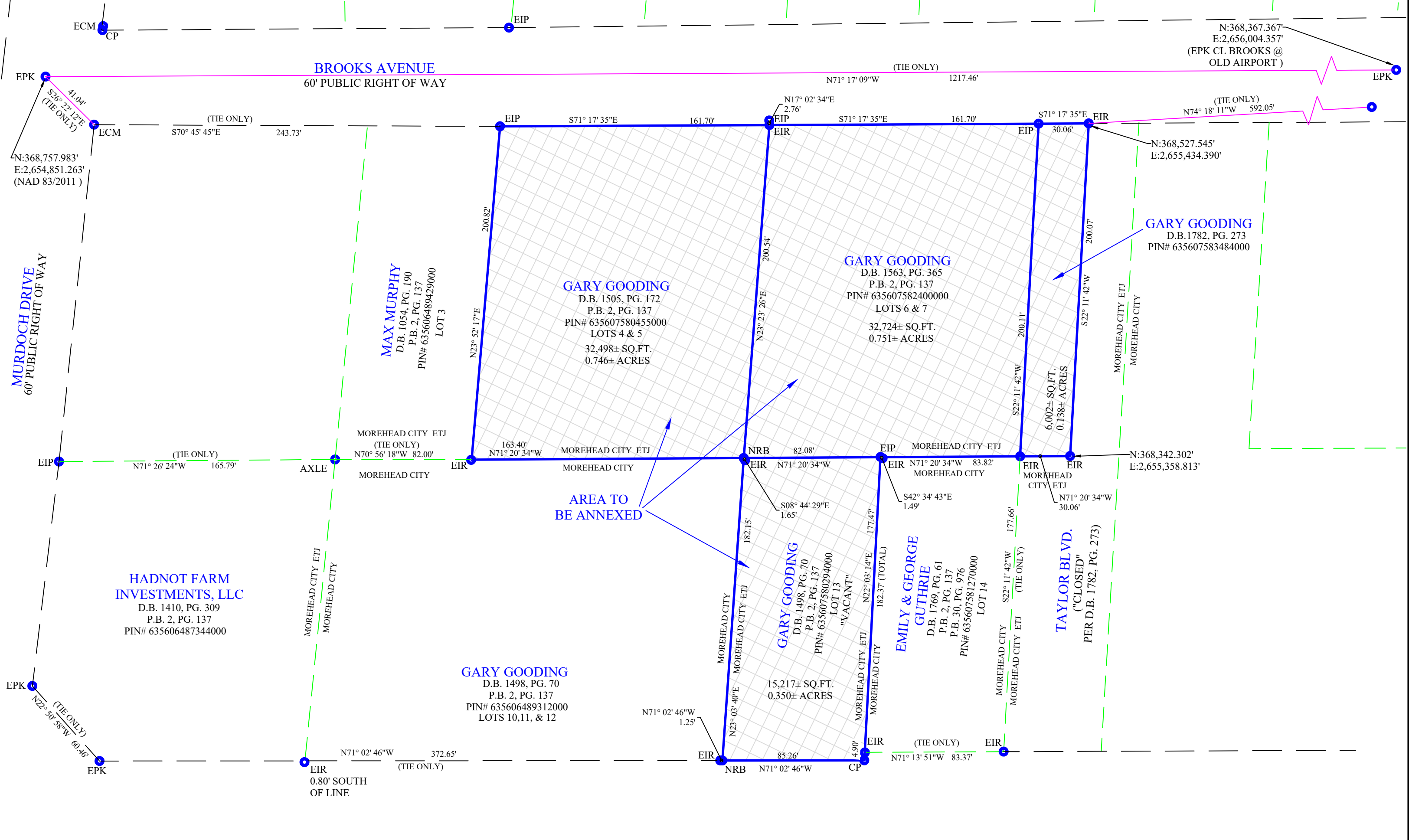
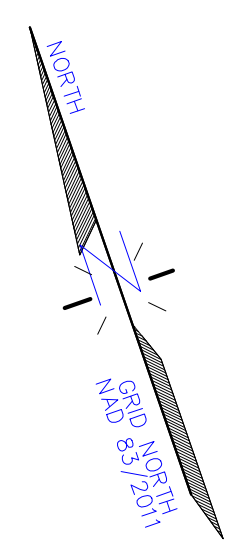
	PROPERTY LINE (SUBJECT PARCEL)
	PROPERTY LINE (ADJOINER OR NOT SURVEYED)
	OVERHEAD ELECTRIC LINE
	UNDERGROUND WATERLINE
	SANITARY SEWER LINE
	RIGHT OF WAY LINE
	WETLAND LINE
	AREA TO BE ANNEXED

**SYMBOLS**

	PROPERTY CORNER
	UTILITY POLE
	TELEPHONE PEDESTAL
	SIGN
	FIRE HYDRANT
	WETLAND FLAG

**REFERENCES**

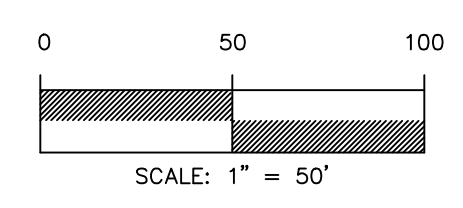
D.B. 1054, PG. 190
D.B. 1410, PG. 309
D.B. 1498, PG. 070
D.B. 1505, PG. 172
D.B. 1563, PG. 365
D.B. 1769, PG. 061
P.B. 2, PG. 137
P.B. 30, PG. 976
P.B. 34, PG. 263



I CERTIFY THAT THIS MAP WAS PREPARED UNDER MY SUPERVISION, FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, FROM DEED AND MAP SOURCES REFERENCED HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AND WERE DRAWN FROM INFORMATION NOTED HEREON; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY IS 1:10,000+; THAT THE COORDINATES SHOWN HEREON WERE DETERMINED FROM AN ACTUAL GNSS SURVEY AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY; CLASS OF SURVEY: A; POSITIONAL ACCURACY: 0.09; TYPE OF GPS: OPUS; DATE OF SURVEY: 12/6/22; DATUM: NAD83/2011; NC CORS BASE STATION NETWORK: (VARIOUS); GEIOD MODEL USED: GEIOD 18; COMBINED FACTOR: 0.99991702; UNITS: US SURVEY FEET; AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA. (21 NCAC 56.1600)

THIS 9TH DAY OF DECEMBER, 2022  
**PRELIMINARY:**

**NOT FOR SALES,  
 CONVEYANCES,  
 RECORDATION, OR  
 CONSTRUCTION**



ANNEXATION PLAT  
**LOTS 4,5,6,7,&13 BLOCK "C"**  
**WILDWOOD HOMESITES (P.B. 2, PG. 137)**  
 MOREHEAD CITY, NC  
 MOREHEAD TOWNSHIP, CARTERET COUNTY, NORTH CAROLINA

CLIENT: TOWN OF MOREHEAD CITY	SURVEYED: AJP
ADDRESS: 1100 BRIDGES STREET MOREHEAD CITY, NC 28557	DRAWN: AJP
<b>THE CULLIPHER GROUP, P.A.</b> ENGINEERING & SURVEYING SERVICES 151-A NC HIGHWAY 24 MOREHEAD CITY, NC 28557 (252) 773-0090	APPROVED: CMC
	DATE: 12/7/22
	SCALE: 1" = 50'

AARON J. PERKINSON, P.L.S.



TOWN OF MOREHEAD CITY, FIRE STATION #3, INTERIOR FINISH SCHEDULE - APPENDIX 10.3

ROOM NAME	QUANTITY	SIZE	FLOOR FINISH	BASE FINISH	WALL MATERIAL & FINISH	CEILING MATERIALS	CEILING FINISH	NOTES
APPARATUS BAY	4	100' X 19'	SC1	PAINT	CMU PNT	EXP	PNT	EXPOSED STRUCTURE, EPOXY FLOOR
MAINTENANCE	1	N/A	TERR	RB1	GWB PNT	SAPC	SAPC1	OFF OF BAY AND INC SPRINKLER RISER
DECONTAMINATION	1	N/A	TERR	ITB1	GWB PNT	SAPC	N/A	ADJACENT TO MECHANICAL
ELECTRICAL	1	N/A	SC1	N/A	GWB PNT	EXP	N/A	SERVICE ENTRANCE
TURNOUT GEAR	1	N/A	TERR	ITB1	GWB PNT	SAPC	SAPC1	21 LOCKERS
GEAR LAUNDRY	1	N/A	TERR	ITB1	GWB PNT	SAPC	SAPC3	OFF GEAR LOCKERS
JANITORIAL	1	N/A	TERR	ITB1	GWB PNT	EXP	N/A	SERVES ALL ROOMS
KITCHEN	1	N/A	VWP	RB1	GWB PNT	SAPC	SAPC3	3 REFRIGERATORS AND 3 FOOD LOCKERS
DAY / DINING	1	N/A	VWP	RB1	GWB PNT	SAPC	SAPC1	TV LOUNGE AND GAME TABLE
BEDROOMS	7	N/A	CPT1	RB1	GWB PNT	SAPC	SAPC1	3 BEDS, 3 WARDROBES
FULL BATHROOM	4	N/A	CT1	CT	CT1 AT SHOWER, GWB PNT	CT1 AT SHOWER, SAPC	SAPC3	SHOWER, SINK, UNISEX TOILET
HALF BATHROOM	1	N/A	CT1	RB1	GWB PNT	SAPC	SAPC3	SINK, UNISEX TOILET
LAUNDRY - 2	1	N/A	VWP	RB1	GWB PNT	SAPC	SAPC3	RESIDENTIAL WASHER & DRYER
EXERCISE	1	N/A	RT	RB1	GWB PNT	SAPC	SAPC1	WEIGHTS & FLOOR EQUIPMENT
TRAINING	1	N/A	CPT1	RB1	GWB PNT	SAPC	SAPC1	SPACE FOR CLASS OF 14
RECORD	1	N/A	TERR	ITB1	GWB PNT	SAPC	SAPC1	OFF BAY, CHARGERS, ETC.
OFFICES	3	N/A	CPT1	RB1	GWB PNT	SAPC	SAPC1	FLEXIBLE USE
EMS SUPPLY	1	8' X 15'	TERR	ITB1	GWB PNT	SAPC	SAPC1	NEXT TO OFFICES
MECHANICAL	1	N/A	SC1	N/A	EXP	EXP	PNT	AT MEZZANINE OVER RESIDENTIAL WING
VENDING	1	N/A	TERR	ITB1	GWB PNT	SAPC	SAPC1	OFF HALLWAY
HALLWAYS	1	N/A	TERR	ITB1	GWB PNT	SAPC	SAPC1	THROUGHOUT

TOWN OF MOREHEAD CITY, FIRE STATION #3, INTERIOR FINISH LEGEND - APPENDIX 10.4

TAG	MATERIAL	MANUFACTURER / STYLE, TYPE, COLOR	FINISH	SIZE	INSTALL	REMARKS
CPT1	CARPET TILE	TANDUS	N/A	24" X 24"	RANDOM	N/A
CT1	CERAMIC TILE	DALTILE	SEMI-GLOSS	4 1/4" X 8 1/2"	OFFSET BRICK	N/A
ITB1	INTEGRAL TERRA BASE	TERROXY	200 GRIB WB ACRYCLIC SEALER	4" H	N/A	N/A
PNT1	PAINT FIELD	SHERWIN WILLIAMS	SEMI-GLOSS	N/A	N/A	N/A
PNT2	PAINT EXPOSED FRAMING	SHERWIN WILLIAMS	SEMI-GLOSS	N/A	N/A	N/A
RB1	RESILIENT BASE	TARKETT	N/A	4" H	N/A	N/A
RT	RUBBER TILES	RUBBER FLOORING	N/A	22" X 22"	INTERLOCK	N/A
SAPC1	SUSPENDED ACOUSTIC CEILING TILE	ARMSTRONG	N/A	24" X 24"	N/A	N/A
SAPC3	SUSPENDED ACOUSTIC CEILING TILE (BATHROOM)	ARMSTRONG BEVELED TEGU'R	N/A	24" X 24"	N/A	N/A
SC1	SEALED CONCRETE	CLEAR FINISH	N/A	N/A	N/A	N/A
VWP	VINYL WOOD PLANKS	N/A	N/A	VARIES	OFFSET BRICK	N/A
TERR	TERRAZZO	TERROXY	200 GRIB WB ACRYCLIC SEALER	N/A	N/A	N/A