



Town of Morehead City
Public Services Department
706 Arendell Street
Morehead City, NC 28557
Phone: (252) 726-6848
Fax: (252) 726-2267

Request for Qualifications (RFQ)

Charles Wallace Municipal Campus

Date of Issue: December 14, 2017
Qualifications Due Date: February 1, 2018

I. PURPOSE FOR RFQ

Through this RFQ, notice is hereby given that the Town of Morehead City, North Carolina, Public Services Department, is seeking a consulting firm to provide Conceptual Design Services for the renovation of the former Charles Wallace School Building to a Municipal Campus.

This Municipal Campus will accommodate all Administration Offices in the Town of Morehead City. The entire project from Conceptual Design to final design and completed construction will operate under a five (5) million dollar maximum budget.

II. PROFESSIONAL SERVICES

This RFQ provides complete information on the services being sought, the submittal requirements, and timeline. Copies of the RFQ may be downloaded directly from this site: <https://moreheadcitync.org/bidding-opportunities/>

Interested firms may submit a Statement of Qualifications meeting the requirements defined in this RFQ to:

Dale Price, PE
Town of Morehead City, Owner
Public Services Department
704 Arendell Street Ste. E
Morehead City, NC 28557
Phone: (252) 726-6848 Ext. 120
Email: Dale.Price@moreheadcitync.org

Statements of Qualifications must be received by 2:00 p.m. Feb. 1, 2018.

To ensure receipt of any addenda to the RFQ, please contact the person listed above to register as an interested firm. The Town is not responsible for providing updated information/changes to firms not known by the Town as holding a copy of this RFQ.

Any questions regarding this RFQ must be received in writing prior to January 23, 2018 by 4:00 p.m. Questions must be submitted in writing to Dale Price, PE at Dale.Price@moreheadcitync.org All written questions will be answered in an addendum posted on the Town's website. Questions received after this date may not receive a response or be the subject of addenda. Firms who are registered as interested firms will receive the addendum via email.

This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of a response. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services. The Town of Morehead City reserves the right to reject any and all submittals. The Town of Morehead City is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

III. REQUEST FOR STATEMENTS OF QUALIFICATIONS

1. BACKGROUND AND NEEDS – Charles Wallace School Building

The Charles Wallace School Building, located at 1108 Bridges Street, was built in 1930, is approximately 39,643 sq. ft., and has undergone many renovations over the years.

The Town plans include demolition of the existing gymnasium (approximately 8,000 sq. ft.), HVAC, lighting, electrical, plumbing, and interior renovations as well as roof, and exterior windows and lintel replacement for the Municipal complex.

2. SCOPE

The scope of conceptual design services shall include all elements required to provide completed work spaces for all Town of Morehead City Administration Departments and staff, as follows: Billing and Collections (6), Finance (5), Municipal (6), Public Services (4), Planning and Inspections (8), Information Technology (2), as well as provide space for a Council Chambers, a Fireman's Museum (approximately 4,000 sq. ft.), two (2) conference rooms, a drive up kiosk, and all required parking.

An interior space needs analysis and a structural analysis has been completed and is provided in appendix B of this RFQ.

- Charles Wallace Building
 - Demolition of the Gymnasium
 - Mitigation of Hazardous Material
 - HVAC
 - Plumbing
 - Electrical
 - Mechanical
 - Lighting
 - Interior Renovation
 - Exterior Windows/Lintels
 - Roof Replacement
 - Parking Needs

3. PRE-SUBMITTAL MEETING

There will be an onsite pre-submittal meeting for interested firms on **Thursday, January 4, 2018 from 2 – 3 p.m. at Charles Wallace Building, 1108 Bridges Street**. Attendance at the pre-submittal meeting is strongly encouraged but not required. The Public Services Department staff will present details about the project and submittal requirements and be available to answer any questions. A site tour of the Charles Wallace Building will be included.

Submittals must contain the following information:

1. Letter of interest that includes a synopsis of the prime firm and sub-consultants, the team's qualifications, the project manager and primary contact, the project principal representing the contractual authority of the firm. Provide a brief statement indicating when the firm will be able to start working on this project.
2. A project organization chart. Identify team composition if a team is proposed. Define key staff members who will be working on the project and explain their roles in the project. Describe how the work flow will go through the organization. Include a statement indicating the firm's commitment to maintaining continuity of the assigned staff throughout the project and an indication that other qualified staff would be available should that not be the case.
3. Provide information about each firm in the project team. Identify capabilities and experiences, the number of employees and location and number of years in business under its current name. Identify the scope of services to be provided under this project. Indicate the technical services the firm specializes in including any retro/recommissioning.
4. Provide resumes of the Key Staff, including the project manager and task leaders. Include resumes for staff identified as having a major role in the project. Be specific about what tasks each person will be responsible for. Provide sufficient information to demonstrate that minimum qualifications are met. Resumes should focus on education, professional credentials and relevant experience. They should include a brief work history. Length of services with the firm and current client references. Also use the resume to describe each individual's unique technical training and experience.
5. Provide a description of the proposed approach to the project. Include a response to the preliminary scope but do not simply restate the scope. Describe how the work will be organized, managed and administered so that specified requirements are met. Identify key risks/challenges/concerns you anticipate and any mitigation steps to achieve successful delivery. Provide a proposed project schedule, showing tasks, milestones and deliverables, including review meetings with the Town team and facility management. Using the systems list provided, indicate the type of work the bidder's firm is proposing to perform, such as the types of components or systems the firm will

commission under the RFQ. Indicate the firm's technical experience with these systems.

6. Describe prior work performed during the last five (5) years that is similar to the work being proposed under this RFQ. In particular provide:
 - A list of projects, such as government buildings
 - A brief description of each project,
 - Include current client references with names, phone numbers and e-mail addresses,
 - The dates services were provided;
 - Specific services provided;
 - Size and type of the project; and the project costs at completion.
 - List three (3) client references serviced in the last 24 months, including name, address, phone number, e-mail and type of work performed.
 - Present information that illustrates your track record delivering owners' improvement scopes of work that meet budget parameters.

4. SELECTION CRITERIA

The committee shall screen the proposals based on the information included above. The Town may choose to invite selected firms for presentation/interviews to further discuss qualifications. The Town reserves the right to reject any or all submittals.

5. ATTACHMENTS:

Appendix A: E-Verify, W-9, and Workman's Compensation Documents

Appendix B: Space Needs Analysis Summary & Structural Analysis

RFQ for Charles Wallace Municipal Campus
Appendix A

All Documents are **REQUIRED** for consideration.

STATE OF NORTH CAROLINA

AFFIDAVIT of COMPLIANCE
with N.C. E-Verify Statutes

COUNTY OF _____

I, _____ (hereinafter the "Affiant"), duly authorized by and on behalf of _____ (hereinafter the "Employer") after being first duly sworn deposes and says as follows:

1. I am the _____ (President, Manager, CEO, etc.) of the Employer and possess the full authority to speak for and on behalf of the Employer identified above.
2. Employer understands that "E-Verify" means the federal E-Verify program operated by the United States Dept. of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with N.C. Gen. Stat. §64-25 (5).
3. _____ Employer employs 5 or more employees in the State of North Carolina, and is in compliance with the provisions of N.C. Gen. Stat. §64-26. Employer has verified the work authorization of its employees through E-Verify and shall retain the records of verification in accordance with N.C. Gen. Stat. §64-26.
OR
_____ Employer employs fewer than 5 employees in the State of North Carolina and is therefore not subject to the provisions of N.C. Gen. Stat. §64-26.
4. All subcontractors engaged by or to be engaged by Employer have or will have likewise complied with the provisions of N.C. Gen. Stat. §64-26.
5. Employer shall keep the Town of Morehead City informed of any change in its status pursuant to Article 2 of Chapter 64 of the North Carolina General Statutes.

Further this affiant sayeth not.

This the _____ day of _____, 20____.

Affiant

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me, this the _____ day of _____, 20____.

Notary Public

[SEAL]

My commission expires: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
 See Specific instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What Is Backup Withholding*, later.

Instructions for Completing Workman's Compensation Documentation Requirements.

Insurance document is required to be submitted directly to the Town of Morehead City from your insurance carrier before consideration.

Contact your insurance carrier to add the Town of Morehead City as certificate holder. The address needed is 706 Arendell St, Morehead City, NC 28557. Your insurance carrier can provide this information via E-mail to Assistant Public Services Director Dale Price, PE at Dale.Price@moreheadcitync.org

If you have any questions please contact our office.

RFQ for Charles Wallace Municipal Campus
Appendix B
Space Needs Analysis Summary & Structural Analysis