

# **COUNTY OF CHATHAM REQUEST FOR QUALIFICATIONS FOR ARCHITECT SERVICES**

## **Project Description**

The County of Chatham is requesting statements of qualifications for architect services and construction management for the following project: Chatham County Annex West-side renovations.

The Work in this proposal includes the interior renovation to approximately 10,600 SF of the West side and central breezeway of the Chatham County Courthouse Annex Building. The design will incorporate the installation of a central air handler system for the entire West half of the building, replacing the existing HVAC system currently being utilized by the building, and replacement of windows to match the windows just installed in the renovation of the east side. The Annex West side includes two floors and three departments.

## **Scope of Work**

The work elements for the RFQ shall include, but will not be limited to, the following:

- provide architectural and engineering services required to satisfactorily complete all phases of the design of the Annex West Side renovations and replacement of the HVAC system;
- Prepare all documents and plans for a single-prime construction bid, pre-qualify bidders at the county's option, oversee the bid process and make a recommendation to the County;
- Assist the County with the furniture plan, office designs and preparing bid documents for this phase;
- Perform duties of Construction Administration including contract closeout; Chatham County desires to retain an architect that will provide daily oversight of the construction site.
- Conduct any necessary meetings with or presentations to County Management or Board of Commissioners;
- Finally, the architect will be responsible for ensuring the schedule is met and the budget is not exceeded.
- Additional services and details may be determined and worked out with the selected architect firm.

## **Proposed Schedule:**

October 31, 2013	Responses Due (see below)
November 19, 2013	Award contract to successful proposing architect
February, 2014	Design complete
December, 2014	Construction completion

## **E-Verify Requirement**

Pursuant to legislation action 09/04/13, legislation specifically prohibits governmental units from entering into certain contracts “unless the contractor and the contractor’s subcontractors comply with the requirements of Article 2 of Chapter 64 of the General Statutes. All vendors submitting an RFQ must show they have complied with this requirement by completing the E-Verify affidavit included within this document, confirming your company has either complied with the E-verify requirement or you are exempt from the requirement. The affidavit must be included with the required signature in the RFQ submittal. Failure to submit the E-Verify affidavit will result in declaring the RFQ as non-responsive.

## **Registration**

In order to be considered, interested Architects must register with Ms. Robin James by October 25, 2013 by e-mail ([robin.james@chathamnc.org](mailto:robin.james@chathamnc.org)). The email should contain the name of the architecting firm, the primary contact, email address, phone number, and physical address.

## **Requirements**

1. Architects must submit five (5) written, bound responses and one electronic copy by 4:00 pm EST on October 31, 2013. Written responses should be delivered to Robin James, 12 East Street, P. O. Box 608, Pittsboro, NC 27312. The electronic copy should be submitted in .PDF format and emailed to [robin.james@chathamnc.org](mailto:robin.james@chathamnc.org). Both the written and electronic copies must be received by the deadline above. Responses received after this time will not be accepted.
2. Responses submitted should be concise and address the objectives requested by the County.
3. Responses shall be limited to a maximum of 15 pages.
4. All respondents to the Request for Qualifications shall address the following, as a minimum and should conform to the numbering system used below:
  1. Letter of transmittal identifying the contact person
  2. Statement substantiating the firm's understanding of project objectives and task assignments.
  3. Company background and history.
    - i. A brief history of the firm
    - ii. Resumes of principles
  4. List similar work performed by the company over the past 3 years.
    - a. Include as a minimum: size, scope, cost, location, dates, time adherence, and owner contact.
5. Identify your proposed project Architect (person directly responsible for the design and production of working drawings) and also your proposed principle-in-charge and/or project manager, if different from the project architect.
  - a. Include five projects your firm’s proposed project architect completed in the last three (3) years for the type of projects above in which you have interest.

- b. Include resumes of project architect and project manager.
6. List the individual who will perform the design work on each of the disciplines listed below or will be responsible for the close supervision of this design work:

Architectural/Interior Design

Electrical

HVAC

Plumbing

Structural

- A. Indicate whether in-house or consultant.
- B. If a consultant, identify both the consulting firm and the individual that will do the work.
- C. Include resumes of the above individuals.
7. Provide three (3) client references (other than items 4 and 5 above). Local government references are preferred. Provide one reference from a financial institution.
8. Describe your workload in terms of project size, percent complete, and completion dates. Indicate the percent of time that will be devoted to this project by each staff member.
9. Respond to the proposed schedule. Include a statement of whether your firm will be able to meet the proposed schedule, including starting on time and ending on time. If the firm wishes to propose an alternative schedule, please include that as Attachment A.
10. Describe the levels of technology used in your office
11. Provide a schedule of professional fee rates as Attachment B.
12. Describe previous litigation or arbitration in which your firm has been involved and the outcome during the past five (5) years.
13. Describe your firm's approach to construction management. How will you ensure the contractor meets the owner's objective in terms of schedule, cost control, and quality control? List the person who will be providing construction management and include a resume.
14. State any history or present condition that would put the firm in conflict of interest in the design and/or construction of the project.
15. Attach any other supporting material to your response.
16. Provide your architect's license number.

## **PROPOSAL INSTRUCTIONS**

1. **Deadline and Number of Submittals:** Architects must submit five (5) written, bound responses and one electronic copy by 4:00 pm EST on October 31, 2013. Written responses should be delivered to Robin James, 12 East Street, P. O. Box 608, Pittsboro, NC 27312. The electronic copy should be submitted in .PDF format and emailed to [robin.james@chathamnc.org](mailto:robin.james@chathamnc.org) or included on CD with the response packet. Both the written and electronic copies must be received by the deadline above. Responses received after this time will not be accepted.
2. **Withdrawal of Proposals:** Proposing vendors may withdraw their proposals any time before the deadline for submission on October 31, 2013 but the withdrawal must be submitted in writing and signed by the proposing vendor.

3. Inquiries and Corrections: All inquiries relating to this request should be in writing and addressed to:  
Robin S. James, Purchasing Agent  
Chatham County Finance Office  
PO Box 608  
Pittsboro, NC 27312  
919-545-2417 (fax)  
robin.james@chathamnc.org
4. Discrepancies and omissions: If a proposing vendor finds discrepancies in or omissions from the specifications or should require additional clarification of any part, a written request for interpretation shall be submitted to Robin James. Any interpretation of or changes made to the RFQ will be made by written addendum to each proposing consultant and shall become part of the request for any contract awarded. The County will not be responsible for the accuracy of any other oral explanations, interpretations, or representations. All inquiries must be made at least five business (5) days before the proposal deadline. All questions must be submitted by 12:00 Noon on Friday, October 18, 2013. It shall be the responsibility of each proposing organization or individual to verify that every addenda has been received prior to submitting proposals.
5. Vendor Certification: The submission of proposal shall be deemed a representation and certification that the proposing vendor:
  - Has carefully read and fully understands the information provided by Chatham County in this RFQ;
  - Is financially solvent and as the capability to successfully undertake and complete the responsibilities and obligations of the proposal submitted;
  - Represents that all of the information contained in the submitted proposal is true and correct;
  - Did not in any way collude or conspire with any other parties, directly or indirectly, in regard to the amount, terms or conditions of this proposals;
  - Acknowledges that Chatham County has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by proposing vendors and hereby grants Chatham County permission to make these inquiries; and
  - Acknowledges that any proposal cannot be modified after its submission for any reason.
6. Late Proposals: Late proposals will not be accepted under any circumstance and will not be opened or reviewed. We will not accept proposals by fax or any method. The sender must allow ample delivery time for the selected shipment or transmission methods.
7. Definition and Context: Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular.

## **County Conditions**

- All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal. However, Chatham County reserves the right to change the conditions, requirements and specifications as it deems necessary.
- The proposal must be signed by a duly authorized official of the proposing organization or individual submitting the proposal.
- No proposals will be accepted from any person or organization that is in arrears for any obligation to Chatham County, or that otherwise may be deemed irresponsible or unresponsive by county staff or the Chatham County Board of Commissioners.
- Chatham County is not obligated to enter into any contract as a result of the RFQ.
- Chatham County reserves the right to reject any and all proposals or any part thereof and to select the most responsive proposal that is deemed in the best interest of Chatham County.
- Only one proposal can be awarded as the result of the RFQ.
- Chatham County may approve or disapprove the use of specific proposed subcontractors in any proposals.
- Chatham County reserves the right to enter into an agreement with another proposing vendor in the event that the originally selected vendor fails to execute a contract with the County or defaults on their contract.
- All proposals shall be prepared in a comprehensive manner as to content, but we do not require specific types of binders or promotional material for submissions. Promotional material will not be considered part of the proposal and will not affect the evaluation of proposals.
- Chatham County reserves the right to negotiate with any, none or all of the proposing company.
- All costs, including travel and expenses, incurred in the preparation of this proposal will be borne solely by the proposing company.
- The County will not return proposal materials to those submitting proposals.
- The proposer shall complete and sign the Vendor Information & Signature Form.
- The architect will enter a contract with the County using the AIA Standard Form of Agreement along with the County's Rider to Owner Architect Agreement. A County Rider sample is attached.
- No agreements with any selected vendor shall be binding until a contract is signed and executed by the Board of Commissioners or County Manager and authorized representatives of the vendor.
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Chatham County is an Equal Opportunity Employer and does not discriminate on the basis of sex, marital status, race, color, creed, national origin, age or disability.

### Selection and Award

Chatham County may or may not interview one or more firms before making a final selection.

Chatham County shall award the contract to the most qualified firm and reserves the right to reject any of and all responses based on the stated criteria:

1. Demonstrated understanding of the project.
2. Demonstrated experience with similar projects.
3. Proximity to the project site.
4. Ability of the firm to meet the project schedule.
5. Such other appropriate information as the County deems advisable.

### Questions:

Robin James, Purchasing Agent  
Chatham County Finance Office  
12 East Street  
P. O. Box 608  
Pittsboro, NC 27312  
919.545.8364  
[robin.james@chathamnc.org](mailto:robin.james@chathamnc.org)