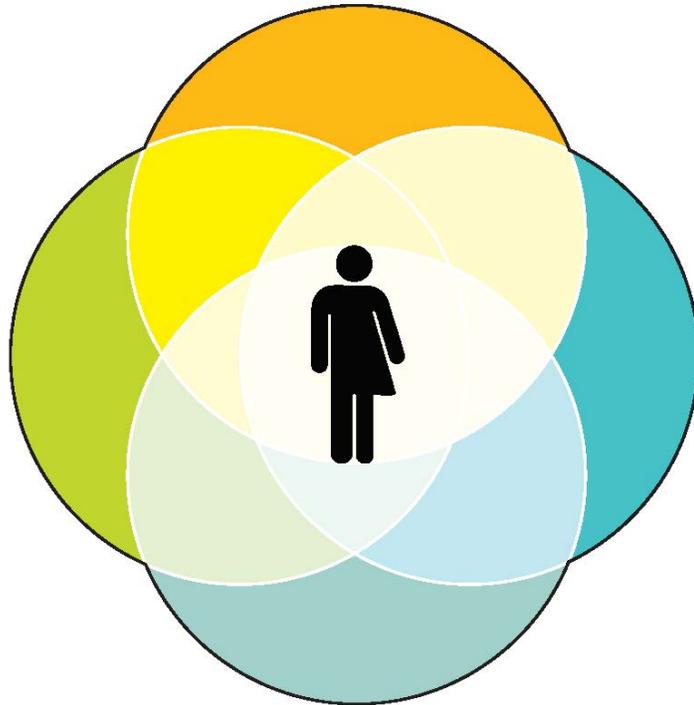


**REQUEST FOR QUALIFICATIONS FOR  
ARCHITECTURAL & ENGINEERING SERVICES  
WAKE COUNTY WESTERN REGIONAL CENTER (RFQ#23-018)**



**DEADLINE FOR SUBMISSIONS  
2:00PM(EST), Tuesday, March 7th, 2023**



County of Wake Facilities Design & Construction  
Wake County Office Building, 11<sup>th</sup> Floor  
P.O. Box 550  
Raleigh, NC 27602



## REQUEST FOR QUALIFICATIONS - ARCHITECTURAL & ENGINEERING SERVICES FOR WAKE COUNTY WESTERN REGIONAL CENTER

### **I. Project**

Wake County Western Regional Center

### **II. Project Summary**

The Wake County Health & Human Services department consists of programs and services that include social services, public health, job search assistance, child support, housing and transportation. The department mission, with assistance from **community partners**, is to facilitate full access to high-quality and effective health and human services for Wake County residents. Wake County population is projected to continue to grow and thus the service delivery and facilities where services are rendered must adjust accordingly, to take full advantage of developing technologies and changing policies. Anticipating striking projected population increase over the next twenty years, it is imperative that the Wake County Health & Human Services Department understand the increasing service demands to plan for efficient and effective service delivery models and space to accommodate additional staff. In response to this growth a Master Plan has been developed which identifies current and projected service delivery and facility needs for the next twenty (20) years.

Leveraging tools from the Wake County planning department, demographic and hot spot mapping were modeled to describe where clients will be located within Wake County in future years. The models informed the project team that growth in the fringes of our County would be quite drastic. The Regional Centers currently in the building portfolio capture many of these fringe clients but may not be adequate to support the additional growth. The strategy of building facilities along identified public transportation routes in future growth areas, limits the distance and time residents need to travel to receive these needed services.

The 20-Year Human Service & Facilities Master Plan (HSMP) identified the need for a future Regional Center in the Northwest quadrant of the county to complement the existing Southern, Eastern, and Northern Regional Centers. This proposed facility is anticipated to be approximately 30,000 SF and will be a two-story structure with abundant parking due to the adjacency to Dorcas Ministries facilities, one of Wake County's close partners. The building will have a single point of public and staff entry. Upon review of several planning strategies, the direction is to provide all public services on the first floor with the majority of staff workplaces on the second floor. This strategy meets several of the goals identified in the HSMP, in which services surround the client, limiting the need for the client to navigate throughout the facility, and creating a more efficient workflow for staff. The proposed strategy also more easily aligns with the Wake County Safety & Security Space Standards. Programming meets the current Wake County 2.0 metrics and includes a 1.5% per year growth for the 20-year projection identified in the HSMP. The use of standardized modular interview rooms and office sizes creates flexibility for future programming changes should these be driven by future mandates or opportunities that may align with Wake County Partners.

Similar to the other County Regional Centers, other ancillary services beyond Social and Public Health will be provided. For example, Inspections and the Sheriff’s Department could be co-located in the facility. The primary goal is for this facility to embody a Network of Care where the approach is person-centric. The program will be adaptable to the changing needs of the citizens and partners of Wake County, without the need to leverage large capital investment for renovations, which in most cases require interruption of service to clients.

The selected 3.4-acre site at 151 High House Road, proved to meet the hotspot mapping criteria for the new facility. In addition, this site is currently shared with one of Wake County’s long-time community partners, Dorcas Ministries. Building on this lasting relationship, the new Western Regional Center will be able to serve our clients

### **III. Project Budget**

The estimated total project cost to complete the project including professional fees, materials testing, site development, building construction, furniture, furnishings, automation, equipment, and signage is **\$14.5 million**, which translates to approximately \$13 Million in construction cost. Initial funding for this CIP project was approved in the **FY2023 County Capital Improvement Plan**.

### **IV. Scope of Professional Services**

Wake County government hereby requests qualification packages from architectural and engineering consultant firms for providing all architectural and engineering services required to satisfactorily complete all phases of an assigned project within the time limitations as stipulated herein. The architect shall take the lead project management role of the design team. In addition to building and site design, services will include landscape design, and interior design (modular workstations, furniture, signage, finishes, etc.), and building systems design (plumbing, mechanical, electrical, data, and, if required, fire protection).

#### **Pre-Design Services**

- Update Existing Programming and Adjacency Diagrams
- Space Schematics and Flow Diagrams
- Regulatory Agency Consulting

#### **Site Analysis**

- Site Development Planning
- Site Utilization Studies
- Traffic Studies
- Utility Studies (on-site/off-site)
- Campus Surface Parking Analysis/Design
- Research of Regulatory Requirements

#### **Design**

- Schematic Design
- Design Development
- Construction Documents
- Detailed Cost Estimating (ea design phase)
- Public Presentations
- Energy & High Performance Design Analysis
- Environmental Design Studies
- Life Cycle Cost and Value Analysis
- Materials Research
- Renderings & Public Presentation Materials

### **Procurement**

- Securing Regulatory Approvals / Permits
- Separate Bid Packages for:  
Site/Construction/Landscaping/Signage/Furniture
- Prebid Conferences
- Evaluation of Bids
- County/State DOI/DOT/Agency Approvals
- Prequalification Packages
- Analysis of Substitutions/Alternates
- Clarifications and Addenda

### **Construction Phase**

- Construction Contract Administration
- Project Meetings
- Quality Assurance
- Contractor Submittal / Shop Drawing Reviews
- Participation in Bldg. Systems Commissioning
- Contractor Pay Request Review/Evaluation
- Contractor Claim /Change Order Reviews

### **Project Closeout/Warranty**

- Punch List Inspections
- Start-Up Assistance / Owner Training/Cx
- Record Drawings
- MWBE reporting
- Final Regulatory Approvals
- Warranty Claim Review and Inspection

## **V. Consultant Qualifications**

The architectural and engineering consultants' staff proposed to be assigned responsibilities on this Project must be experienced in all phases of the planning, design and construction of similar public facilities; have extensive knowledge of the regulations governing the design, bidding, construction and operation of such facilities in the State of North Carolina; and have a proven capability to effectively and efficiently manage a project of this complexity to produce a facility consistent with and meeting the needs and goals outlined by Wake County.

## **VI. Project Durations**

A schedule will be negotiated and established at the completion of Schematic Design Phase of the project.

## **VII. Proposal Submission Requirements**

Submittal shall be provided on 8½" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The package shall not exceed (40) pages single-sided or twenty (20) pages double-sided (front/back covers, Table of Contents and Tab pages are excluded from these totals). A digital version in a commonly accepted format such as Portable Document Format (.pdf), shall also accompany the bound submission. All materials not clearly labeled "Trade Secret" shall become property of Wake County and will be considered public documents.

(Reference Section XII - "Confidentiality of Documents"). Complete responses to each of the following categories are required.

#### **A. Qualifications and Experience**

1. Letter of Interest identifying all firms proposed for the design team, including the organizational and contractual relationship between the principal and associate firms. Discuss the responsibilities to be fulfilled by each design team member who will be assigned to the Project. Provide detailed resumes and list of completed projects for staff proposed. Identify current weekly contract commitments of staff to be assigned to the Project.
2. Summary of at least three (3) similar projects for which the designer was responsible. Each of the project summaries shall include the following:
  - a. Description of facility, including size, functions housed, original project budget, actual project cost and year completed; costs to be categorized as follows:
    - (1) Original project budget
    - (2) Total final project cost
    - (3) Construction costs
    - (4) Design fees
    - (5) Furniture, Furnishings, Equipment
    - (6) Other project costs
  - b. Description of services rendered by designer.
  - c. Degree of involvement (principal or associate).
  - d. Associate firms involved and their assigned responsibilities.
  - e. Key principal and associate staff involved, along with their assigned responsibilities.
  - f. Brief summary of client's program along with key design elements and how they were addressed by the designer.
  - g. Indicate construction delivery method (single prime, multi-prime, CMAR, etc.)
  - h. Project references including names, addresses and telephone numbers.
3. Submit an hourly billing rate schedule for all professional staff of principal and associate firms that will be assigned to work on this project.
4. History of liability claims:
  - a. Attach a list by case name, case number, location and listing all parties for all cases of dispute
  - b. Resolution, mediation, arbitration or litigation pending or resolved within the past ten (10) years wherein the firm or any staff member was involved.
  - c. Identify any contract for the firm's services that has been considered in default, suspended or terminated within the past ten (10) years; Include pertinent details.

5. Listing of projects currently underway and schedule for completing them.
6. Other relevant information which the design consultants believe demonstrate their qualifications for the project.

### **VIII. Selection Process**

The Wake County Board of Commissioners has established a policy to be followed in selecting professional consultants. This policy is for the purpose of ensuring that consultants are selected in a fair and uniform manner, that those selected for work are qualified and experienced in providing the desired services, and to ensure that every qualified consultant has the opportunity to be considered for providing professional services for the Project. The selection process for the Project will involve three stages:

#### *Stage One: Request for Qualifications*

The initial phase has commenced with the establishment of a Selection Committee. A Request for Qualification Package is being sent to firms identified on the County's current "Capital Improvement Program - List of Design Consultants" who have previously expressed interest in being considered for providing services for this type of project. Upon receipt of the packages from respondents, Selection Committee members will review and select ("short-list") at least (3) three firms for further consideration who appear to be most favorable to provide services for the Project.

#### *Stage Two: Presentation & Interviews*

Separate interview sessions will be scheduled with the "short-listed" firms to permit Selection Committee members to further evaluate each firm's qualifications and proposal. Promptly after the interviews the Selection Committee will make their selection.

#### *Stage Three: Contract Negotiations*

Following the selection committee's decision to negotiate with a specific firm, the Facilities Design & Construction office will be directed to begin negotiations. In the event negotiations of specific contract terms, conditions and fees prove unsuccessful with this firm, Selection Committee will select the next highest rated firm with which to begin negotiations.

**IX. Project Schedule**

<b>Task/ Activity</b>	<b>Completion Date*</b>
RFQ Published and Distributed	02/07/2023
Deadline for Respondent Questions	03/01/2023
<b>Proposals Submission Deadline</b>	<b>03/07/2023</b>
Selection Committee meeting to determine shortlist	03/28/2023
Selection Committee presentation/interviews sessions	04/18/2023
Firm Selection	04/27/2023
Anticipated Notice to Proceed with Design	05/12/2023
Project completion	Winter 2026

-Dates are tentative and subject to change.

**X. Evaluation Criteria**

- A. The following criteria will be the basis on which consultants will be selected for further consideration, relative to this Request for Qualifications:
1. Specialized or appropriate expertise Consulting Team has in this particular type of project.
  2. Past performance of the lead firm, any consultants, and their employees on similar projects.
  3. Qualifications and experience of members of the lead firm and consultants proposed for the project.
  4. Recent experience with cost control and maintaining project schedules.
  5. Current workload of the lead firm and any consultants proposed.
  6. Proposed preliminary approach to planning, design and construction of the project.
  7. Proven ability of the consulting team to successfully administer the construction phase of publicly funded projects.
  8. Proximity to and familiarity with the area where the project is located.
  9. Consulting Team's record of successfully completed projects without major legal or technical problems.
  10. Consulting Team's capabilities and proven experience in extensive evaluations of facility energy consumption and life cycle cost analysis as part of design of similar projects.
  11. Design consultants list of hourly rates for performing required work.  
(this is for reference only and not a significant evaluation criteria)
  12. Other factors that may be appropriate for the project.

## **XI. Questionnaire**

A. Respondents are required to provide responses to the following questions. Each question is to be listed in italics, followed by the response in normal type style.

1. Provide an overview of your team's philosophy toward the design.
2. Describe your team's approach toward renovation and expansion projects
3. Describe the process by which you will inventory and document existing space.
4. Identify specific studies which will be undertaken during the various phases of the project to assure the building is energy efficient and complies with Wake County's "Guidelines for Design and Construction of Energy Efficient Facilities". A link to these guidelines is noted in section XIII.F
5. Describe how environmentally friendly and energy efficient design was incorporated into the summary of your team's most similar projects, described earlier in this RFQ. Please highlight where renewable energy was incorporated, what type, and challenges it created.
6. Describe the team's approach to maintenance considerations during the design and construction phases of a project.
7. Explain the firm's procedures for document quality control and coordination of the various disciplines of work in preparing construction documents.
8. Explain the management tools, techniques and procedures your team uses to maintain the schedule for the programming, planning and design phases.
9. Describe your approach to the project design and materials/systems research that will assure the functional, aesthetic, and quality requirements are satisfactorily addressed for this project.
10. How do you manage the time and quality aspects of the process of reviewing subcontractor submittals, clarification requests, issuance of bulletin drawings, review of contractors' cost proposals, review and justification of change orders, payment requests, commissioning, final inspections and assembly of the project close-out documents?
11. Describe your team's commitment to the success of this project and why you believe your assembled team is the best choice for this project.

## **XII. Submission of Qualifications and Experience Packages**

Nine (9) complete proposal packages must be received at the following address by 2:00 p.m. on Wednesday, March 7, 2023 at the following location:

County of Wake  
Facilities Design & Construction  
336 Fayetteville St., Suite 1100  
Post Office Box 550  
Raleigh, NC 27602  
Attention: Mr. John de Haro  
Facilities Project Manager  
Phone: 856-6361

### **XIII. General Comments**

- A. Any cost incurred by respondents in preparing or submitting a proposal for the Project shall be the respondents' sole responsibility.
- B. All responses, inquiries or correspondence relating to this RFQ will become the property of Wake County when received (Subject to Section XIV Confidentiality of Documents).
- C. Respondents are requested to refrain from contact with the Selection Committee members.
- D. Any questions regarding the RFQ should be directed to John de Haro, Facilities Project Manager, Wake County Facilities Design & Construction ([john.deharo@wakegov.com](mailto:john.deharo@wakegov.com)) or by telephone (919) 856-6361. If a question of general concern is asked by any firm with regards to this RFQ, a copy of the written response will be included in an addendum which will be posted on the website where the RFQ was download. Please check the website prior to submission.
- E. Please refer to the following website location for a copy of the RFQ#23-018 and any other related information.

<https://www.wakegov.com/departments-government/finance/current-business-opportunities>

- F. The following reference documents can also be found with the RFQ (**RFQ#23-018**) link above:
  - A-E Agreement for Professional Services
  - Guidelines for Design and Construction of Energy Efficient Facilities
  - **Health Services Site Due Diligence Study**
  - **Advanced Planning Document for the Wake County Western Regional Center.**
- G. Wake County has sole discretion and reserves the right to reject any and all responses received with respect to this RFQ and to cancel the process at any time prior to entering into a formal agreement. The County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the RFQ.

### **XIV. Confidentiality of Documents**

In general, documents that are submitted as part of the response to this RFQ will become public records and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the Design Team follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret", the County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.

If the County determines that a document that the Design Team has designated "confidential" or "trade secret" is not entitled to protection from public disclosure, the County will provide notice of that determination to the contact person designated by the Design Team, in any reasonable manner that the County can provide such notice, at least five business days prior to its public disclosure of the document. If the Design Team does not designate anyone to receive such notice, or if, within five business days after the designated person receives such notice, the Design Team does not initiate judicial proceedings to protect the confidentiality of the document, the County will not have any obligation to withhold the document from public disclosure.

By submitting to the County a document that the Design Team designates as "confidential" or "trade secret", the design Team agrees that in the event a third party brings any action against the County or any of its officials or employees to obtain disclosure of the document the Design Team will indemnify and hold harmless the County and each organization's affected officials and employees from all costs, including attorney's fees incurred by or assessed against any defendant, of defending against such action. The Design Team also agrees that at the County's request the Design Team will intervene in any such action and assume all responsibility for defending against it, and that the Design Team's failure to do so will relieve the County of all further obligations to protect the confidentiality of the document.