

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL AND ENGINEERING SERVICES**

RFQ #24-029

**NEW WAKE COUNTY GENERAL SERVICES
ADMINISTRATION FACILITY**



**DEADLINE FOR SUBMISSIONS
2:00PM (EST), MAY 17, 2024**



County of Wake
Facilities Design & Construction
Wake County Office Building, 11th Floor
Post Office Box 550
Raleigh, NC 27602

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I. Project

A new Wake County General Services Administration Facility

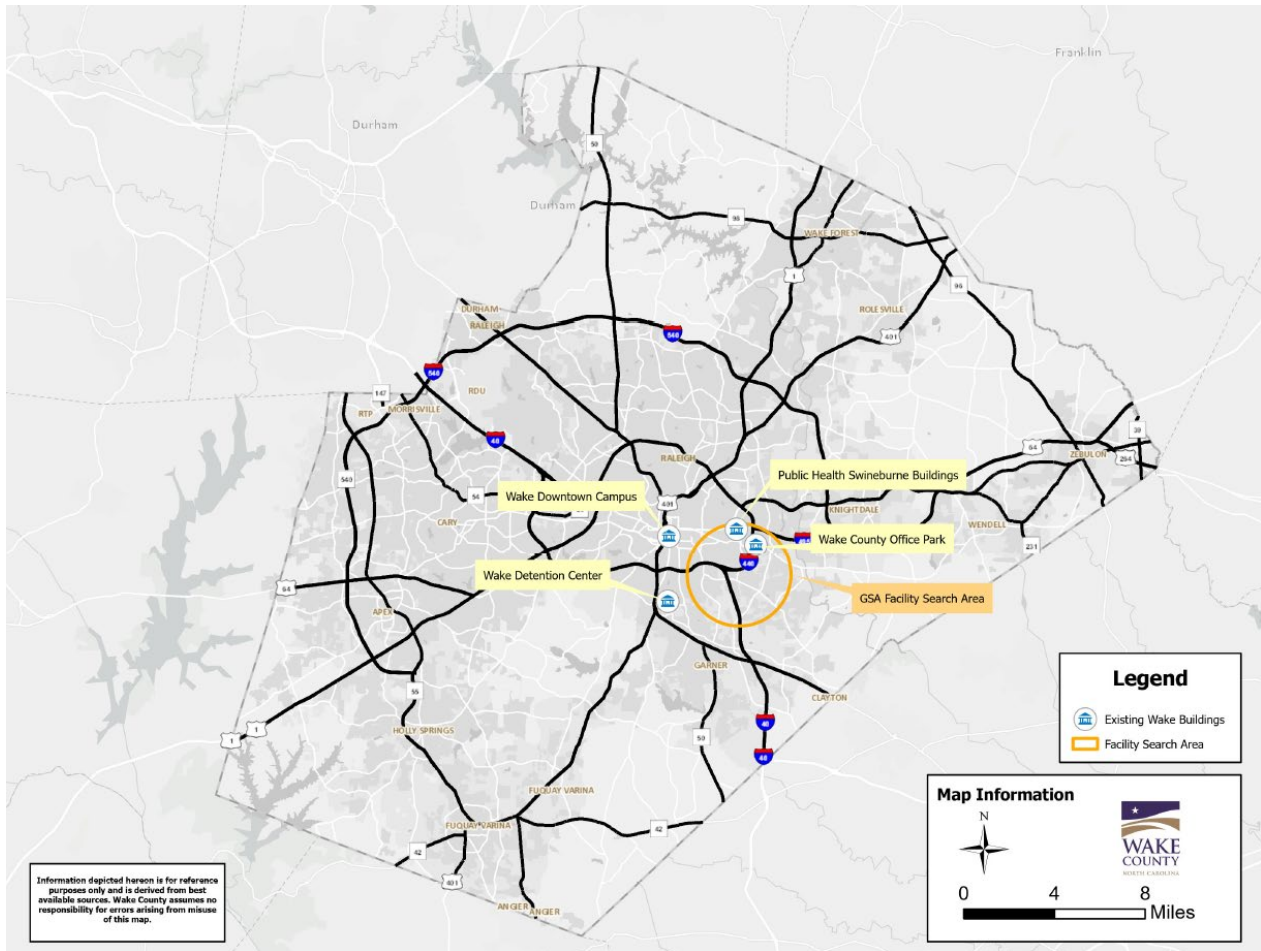
II. Project Summary

Wake County General Services Administration (GSA) manages a comprehensive and diverse portfolio of facilities and fleet for the County. The department supports all general government functions, with special emphasis on criminal justice operations. GSA is dedicated to ensuring safe and productive work environments, safe and reliable vehicles, and consistent support of County departments. GSA is organized into 5 major service delivery divisions: Administration and Support Services; Facility and Field Services; Fleet Operations; Physical Plant and Safety and Security.

General Services Administration resides in two facilities. The main headquarters facility is located just north of downtown, at 401 Capital Blvd, adjacent to the newly built Smokey Hollow development, in a 123,000 SF split level building on a 5.97-acre site. This building currently houses Administration and Support Services; Fleet Operations; Physical Plant and Safety and Security.

A second outlying GSA facility is located adjacent to the North Wake Landfill which houses the Facility & Field Services division. This facility contains an enclosed building with 15,819 SF and two open air shelters for storage. The County would like to reunite the Facility & Field Services function with the other GSA functions.

In 2023, Wake County completed an administrative master planning process for the County's downtown buildings which includes a GSA site assessment and relocation study. It was evident from current development patterns that our downtown GSA property was highly desirable for private development and that the County should eventually sell this property to allow for a higher and better use. The plan is to relocate the GSA function to a new, less congested, and more accessible location outside of downtown. The site assessment evaluated the current GSA site for a sale to a private developer. The relocation study focused on combining all five division onto one site with anticipating department growth and future needs. This effort included high level programming with various site massing diagrams that would require a site ranging in size from approximately 11-18 acres, for a future facility that is approximately 200,000 square feet or more. The study did not identify a specific site or property, but rather search criteria and considerations for a new GSA facility. GSA's service "heat map" shows a location between Downtown and the Wake County Detention Center on Hammond Road is desirable. The County owns property at the Wake County Office Park, off Poole Road in east Raleigh that is planned through this RFQ to be one of the test fits for the GSA program to determine site feasibility. This location and any other identified sites will need will be evaluated for required zoning, setbacks, buffers, tree preservation, traffic impact analysis, parking and circulation and stormwater management.



The General Services Administration Facility programming assessment identified space needs that include administrative, warehouse, vehicle service bays, exterior bulk storage, vehicle fueling and vehicle wash and both public and secure parking. The space needs will be verified and updated prior to starting design.

This Master Plan study also evaluated how other downtown departmental functions could potentially be co-located with the GSA functions, whether in one building, in multiple buildings and/or multiple locations.

II. Project Budget

The estimated total project budget to complete the project including professional fees, material testing, site development, building construction, furniture, fixtures, equipment, security and signage is \$75 million, which translates to approximately \$66 million in construction costs. This funding is included in the current Capital Improvement Plan (CIP) with design funding in the County's upcoming fiscal years of FY 2025 and construction in FY 2026.

IV. Request

Wake County government hereby requests qualification packages from design consultant firms to provide all architectural and engineering services required to satisfactorily complete all phases of the Project. The architect shall take the lead project management role of the design team.

Services desired include the following:

- Refine programmatic requirements and prepare detailed space data sheets.
- Site test fits (new GSA and other potential co-located departments)
- Site analysis and preparation of alternative site development plans.
- Environmental studies (coordinated through separate consultant)
- Site master planning
- Stormwater Control Measure (SCM) and Storm Drainage design
- Water and Sewer Utility design
- Erosion Control
- Traffic studies
- Obtaining approvals of governmental agencies having jurisdiction over the project.
- Schematic Design
- Interior Design (modular workstations, furniture, signage, finishes, etc.)
- Follow Wake County's Energy Design and Management Guidelines
- Solar PV evaluation and design
- EV Charging Stations for public and Fleet Vehicles
- Design Development
- Preparation of Construction and other bidding documents.
- Bidding Phase Assistance.
- Construction Administration and periodic inspections.
- Participate in building system commissioning (Cx agent separate consultant)
- Cost Estimating
- Project Close-out Assistance including warranty phase administration.
- All other services customarily furnished by a design team on similar projects and in accordance with the terms and conditions of the Standard County Agreement for Professional Services.

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, 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 project schedule will be negotiated and established at the completion of the schematic design phase of the project.

VII. Proposal Submission Requirements

Submittals shall be made on 8-1/2" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The package submitted shall not exceed forty (40) pages single-sided, or twenty (20) pages double-sided (front/back covers, Table of Contents and Tab pages are excluded from these totals). All pages are to consecutively numbered. All materials not clearly labeled "Trade Secret" shall become property of Wake County and will be considered public documents. (Reference section XV – Confidentiality of Documents"). Please also provide a single electronic copy (PDF preferred) of the response in addition to the hard copies. Complete responses to each of the following categories is required.

Complete responses to each of the following inquiry category are required.

A. Organization

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.
2. Provide detailed resumes and list of completed projects for staff proposed.
3. Team Organization Chart showing all firms proposed for the design team and the relationships between the principal and associate firms. Indicate in which office each staff member works.

B. Qualifications and Experience

1. Summary of at least three (3) similar projects for which the designer was responsible. Each of the project summaries shall include the following:
 - Description of facility, including location, size, functions housed, original project budget, actual project cost and year completed; cost to be broken down as follows:
 - Original project budget
 - Total final actual project cost
 - Construction costs
 - Design fees
 - Other professional fees
 - Furniture, Fixtures and Equipment
 - Other project costs
 - Original project schedule
 - Actual project schedule
 - Description of services rendered by designer.
 - Degree of involvement (principal or associate).
 - Associate firms involved and their assigned responsibilities.
 - Key principal and associate staff involved, along with their assigned responsibilities.
 - Brief summary of client's program along with key design elements and how they were addressed by the designer.

- Indicate construction delivery method.
- Project references including names, addresses and telephone numbers.
- Provide names of construction manager or prime general contractor

C. Questionnaire

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 for this type of facility.
2. Describe your team's experience in the design of buildings and site work to be used for automotive maintenance, shop areas (such as carpentry and signage), heavy equipment storage and warehousing.
3. Describe the team's approach to maintenance considerations during the design and construction phases of a project.
4. 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.
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. 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
7. Listing of projects currently underway and schedule for completing them. Identify current and projected weekly contract commitments of staff to be assigned to the Project.
8. Explain the management tools, techniques and procedures your team uses to maintain the schedule for the programming, planning and design phases.
9. Describe the Design Team's experience and construction administration approach on projects using the CMAR delivery method.
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. Wake County is committed to embracing diversity as a Core Value and actively supports diversity, equity, and inclusion in the workplace. Please indicate any initiatives your team,

- including lead firm and/or other member firms have taken in this area, in the course of your typical operations.
12. List any pending or settled lawsuits or professional liability claims in which the designer was involved during the past seven (7) years.
 13. Submit an hourly billing rate schedule for all personnel who will work with the County in providing professional services on this assignment.
 14. 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.

VI. Selection Process

The Wake County Board of Commissioners has established a policy to be followed in selecting design consultants. This policy is for the purpose of ensuring that design consultants are selected in a fair and uniform manner, that those selected for work are qualified and experienced in designing facilities desired and to ensure that every qualified design consultant has the opportunity to be considered for providing professional services for the Project. The 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 Qualifications 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 design services for this type of project. Upon receipt of the Proposals from respondents, Selection Committee members will review and select ("short-list") at least (3) three firms for further consideration which appear to be most qualified to provide services for this project.

Stage Two: 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. After the interview and reference checks, the Selection Committee will promptly make their selections and forward written recommendations for approval.

Stage Three: Contract Negotiations

Following the Selection Committee's selection, the Facilities Design & Construction office will negotiate a contract, consistent with the County's Standard Professional Services Agreement with the selected Designer. In the event negotiations prove unsuccessful with the selected firm, the Selection Committee will select the next highest rated firm with which to begin negotiations.

Selection Process Timeline

RFP Published & Distributed	April 12, 2024
Deadline for Respondent Questions	May 7, 2024
Proposal Submission Deadline	May 17, 2024
Selection Committee Reviews Proposals	June 14, 2024
Publish “Short Listed” Design Teams	June 17, 2024
Design Team Interviews (Tentative)	July 11, 2024
Finalize Selection of Design Team	July 12, 2024
Contract Negotiations Completed	Aug 2, 2024
Project Begins	Aug 23, 2024

VII. Project Timeline

The following are preliminary milestone completion dates for this project:

**dates are tentative and subject to change*

Designer Selection	July 2024
Complete Programming Confirmation, Site Determination and Schematic Design	Jan 2025
Complete Design	Nov 2025
Construction Begins »	Feb 2026
Construction substantially complete	Aug 2027
» <i>Consideration for early site package shall be given</i>	

VIII. Evaluation Criteria

- A. Criteria similar to the following will be the basis on which consultants will be selected for further consideration, relative to this Request for Qualifications:
1. Specialized or appropriate expertise Design Team has in this particular type of project.
 2. Past performance of the lead firm, any consultants, and their employees on similar projects, including reference verification findings.
 3. Qualifications and experience of members of the design team 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 Design Approach.
 7. Proven ability of the design team to successfully administer the construction and closeout phases of publicly funded projects.
 8. Proximity to and familiarity with the area where the project is located.

9. Design Team's record of successfully completed projects without major legal or technical problems.
10. Design 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 team's proposed hourly rates for professional services.
12. Other factors that may be appropriate for the project.

IX. Submission of Qualifications and Experience Packages

Nine (9) complete proposal packages and PDF copy must be received at the following address by 2:00 p.m. on Friday, May 17, 2024 at the following location:

Attention: County of Wake
Facilities Design and Construction Office
Attention: David Rutherford
Senior Facilities Project Manager

Mailing Address: Post Office Box 550
Raleigh, NC 27602

Delivery Address: 336 Fayetteville Street, 11th Floor
(hand & FedEx) Raleigh, NC 27601
(Waverly F. Akins Wake County Office Building)

X. 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 RFP will become the property of Wake County when received (subject to: Section XV Confidentiality).
- C. Wake County has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications 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 Request for Qualifications.
- D. The advertisement for this RFQ for architectural and engineering services may be viewed on Wake County Finance's website using the link below. If a question of general concern is asked by any firm, an addendum will be issued to include a copy of all written response.

<http://www.wakegov.com/finance/business/rfp/Pages/bids.aspx>

E. Below is a list of reference documents. The form of agreement for professional services was sent with this RFQ. The energy guidelines can be viewed using the link below.

- Form of Agreement for Professional Services
- [Energy Design and Management Guidelines, October 2022](#)

Respondents are requested to refrain from contact with the Selection Committee members. Any questions regarding the RFP should be directed to Patrick McHugh at the Wake County Facilities Design & Construction Office at the below listed address. If a question of general concern is asked by any firm with regards to this RFP a copy of the written response will be sent to all firms.

David Rutherford, Senior Facilities Project Manager
Wake County Facilities Design & Construction
Wake County Office Building, 11th Floor
P.O. Box 550
Raleigh, NC 27602
T (919) 856-6366
F (919) 856-6355
E David.Rutherford@wake.gov

XI. 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 consulting firm 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.

**Notice of Wake County
Electronic Contracting Processes**

All Wake County contracts are now executed and processed electronically. The successful lowest responsive responsible bidder upon award of the construction contract must be a registered Wake County vendor to start the electronic contract process. Any company not registered as a Wake County vendor must get registered. The County will contact the low bidder and offer instructions on how to register as a vendor or update their existing vendor registration info if needed.

Upon notification of contract award, contractor will be issued instructions for processing Performance and Payment Bonds, Certificates of Insurance, and issuance of the Construction Agreement

Contracts will then be transmitted via DocuSign for signing, attesting, and execution.