



October 27, 2016

**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL AND ENGINEERING SERVICES**

**I. Project**

Children's Museum of Winston-Salem / SciWorks Museum

**II. Goal**

Forsyth County seeks an innovative design team to create a children's museum and science center facility of the future. The team will be expected to challenge current concepts in program delivery, assist us in imagining a new museum concept and create a facility that inspires wonder, curiosity and lifelong learning for all our community.

A successful project will require a design team that understands both the history of these two merging museums, and has a unique ability to visualize what technological and functional changes might hold for the future of children's museums and science centers. It is our desire that the design team take a strong leadership role and challenge the preconceptions of County staff and our citizens in how best to utilize available funding in the bricks and mortar, technology, furniture, fixtures and equipment in this new building. The successful design team will need to integrate the impacts on staff and other operational resources into the plan to maximize not just the construction dollars, but also the operating and maintenance costs that will follow.

**III. Project Summary**

Forsyth County, a North Carolina Local Government, ("the Owner") is seeking qualifications from professional firms/teams to provide architectural and engineering services for the construction of the new museum. The project site is located at 120 West Third Street, at the Southeast corner of the intersection of Town Run Lane and West Third Street, Winston-Salem, NC 27101. The site consists of two County owned land parcels with a combined total of approximately 0.63 acres. The northernmost parcel consists of approximately 0.26 acres and a building that is the former location of the Forsyth County Sheriff's Office. The building consists of four floors and has a total gross area of approximately 40,200 square feet. The southernmost parcel is approximately 0.37 acres in size and contains a paved parking area consisting of 43 parking spaces. In addition, the 0.56 acre land parcel immediately to the east of the former Sheriff's Office building is anticipated to be incorporated into the museum project though it is not currently owned by Forsyth County. Once completed the new

museum is anticipated to have approximately 70,000 gross square feet; however, the project's square footage is of less importance than how the space is used. Forsyth County will use the Construction Management at Risk construction delivery method for this project.

#### **IV. Request**

The intent for this Request for Qualifications (RFQ) is to have the professional architectural firms under consideration specifically address the services required and provide the Owner with a well-considered response for those services. It is anticipated that an initial base contract will be negotiated with the successful firm on the basis of demonstrated competence and qualifications for the type of professional services required. The contract will be with the lead design firm. The Owner is looking for a "turnkey" approach, where the architectural firm will provide the following services (not listed in order of preference):

- Inventory and documentation of existing space;
- Explore opportunities to incorporate the existing building, in part or in whole, into the project. Determine cost effectiveness and feasibility of reusing all or a portion of the current building as a cost saving measure without impacting the functionality of the proposed facility;
- Programming and space planning;
- Obtaining approvals of government agencies having jurisdiction over the project;
- A conceptual plan for the building, incorporating the latest thinking concerning museum design;
- Schematic Design;
- Assist with the selection of the Construction Manager;
- Life Cycle cost analyses and evaluation of various alternative energy conservation options;
- Design Development;
- Interior Design (furniture layout, FF&E, signage, etc.);
- Preparation of Construction Documents;
- Bidding phase assistance, attending both pre-bid conference and bid opening, including review of the bids;
- Construction administration and periodic inspection;
- Cost estimating;
- Project close-out assistance; and
- Other services customarily furnished by an Architect and its consultants on similar projects utilizing the Construction Management at Risk construction delivery method.

#### **V. Consultant Qualifications**

The selected architectural and engineering firm's assigned Project staff 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, construction and operation of such facilities in the State of

North Carolina; and have a proven capability to effectively and efficiently produce a facility consistent with and meeting the needs and goals outlined by Forsyth County.

## **VI. Proposal Submission Requirements**

Hard copies of the proposal shall be submitted on 8 1/2" x 11" paper, side bound with Table of Contents and reference tabs for key sections and an electronic copy submitted by email. The package submitted shall not exceed twenty (20) pages single-sided, or ten (10) pages double-sided (front/back covers, Table of Contents, Tab pages and photographs are excluded from these totals). Complete response to each of the following categories is required.

### **A. Organization of Design Team**

1. Letter of Interest identifying all firms proposed for the design team, including the organizational and contractual relationship between the principal and associate firms. Provide resumes of all personnel who will be assigned to the Project. Provide specific information as to their experience on projects similar to this one. Describe the percentage workload commitment of assigned staff that the County can expect on these projects.
2. Provide a list of all projects your firm currently has in progress and the status of each.
3. For your last three (3) museum projects, provide the following:
  - Name of Project
  - Client Contact
  - New Construction or Renovation
  - Owner's Total Initial Budget
  - Total Project Cost
  - Number of Change Orders
  - Total Cost of Change Orders
  - Date of Bid
  - Scheduled Completion Date
  - Actual Completion Date
4. List three (3) projects you believe are indicative of what Forsyth County can expect for its new museum. List the project personnel, including consultants for those projects including the following:
  - Name of Project
  - Client Contact
  - Owner's Total Initial Budget
  - Total Project Cost
  - Number of Change Orders
  - Total Cost of Change Orders
  - Date of Bid
  - Scheduled Completion Date
  - Actual Completion Date
5. List professional consultants outside your firm you propose to provide services not available in your firm. Provide specific information documenting their work on similar projects.

6. Other relevant information which the design consultants believe demonstrates their qualifications for the project such as exceptional design features for children's museums and science centers designed by your firm.
7. Explain your firm's museum programming expertise.
8. Has your firm been involved with the Construction Management at Risk construction delivery method? How many projects and describe the experience? At what point (percentage) of the design phase would you recommend the Construction Manager become involved?

**B. Design Approach**

1. Describe the process by which you will inventory and document existing space.
2. Describe the process by which you will explore opportunities to reuse all or a portion of the current building as a cost saving measure without impacting the functionality of the proposed facility and the process for determining cost effectiveness and feasibility of reuse;
3. Describe the process by which you will develop an architectural program and alternative schematic designs for a typical Project.
4. Describe your approach to project design that will assure the functional, aesthetic and quality requirements are satisfactorily addressed for new construction and renovations.
5. Explain the management tools, techniques and procedures your team uses to maintain the programming, planning and design phase schedule.
6. Explain your team's procedures for documenting quality control and coordination of the various disciplines of work in preparing construction documents.
7. Efficient energy usage is a concern of the Owner. Describe how your firm incorporates this aspect of design into its work and provide examples. Explain the design team's use of whole building energy analysis (including life cycle cost analyses) and identify in detail the specific studies which will be undertaken during the various phases of the Project to assure the building is energy efficient. Identify specific ASHRAE standards which will be followed and the specific computer software which will be used for energy analysis to ensure efficient facility design. List "green"/LEED Certified features completed in prior projects.
8. Describe your team's approach to maintenance considerations in the design process.
9. Explain how your team will control project cost to assure the project budget is not exceeded.
10. Describe in detail steps which will be taken by your team to guard the Owner against defects and deficiencies in the work of the contractors during the construction phase.
11. Explain how your team manages 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, final inspections and assembly of the project close-out documents.

12. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.
13. Describe in detail the process you will follow from schematic approval through approval of the final design.
14. Explain why you believe your team is the most qualified firm to provide the requested services for this Project.

**VII. Selection Process**

**A. Process**

The design consultant will be selected by committee in a fair and uniform manner based in part on appropriate qualifications, experience for this type of project and current workload. The Selection Committee is comprised of County staff and Museum representatives that may or may not be directly associated with the Project.

Upon receipt of proposals from respondents, the Selection Committee members will review the proposals in detail and identify a "short list" of those firms that appear to be most qualified to provide services for the project. Separate presentations and interview sessions will then be scheduled with the "short-listed" firms to permit the Selection Committee to further evaluate each firm's qualifications and proposal.

Firms that make the "short list" will be expected to make a presentation to the Selection Committee that conveys their ability to innovate and guide the delivery of futuristic children's museum and science center programming to the entire community. After interviews, the Selection Committee will make its selection and provide written recommendations to the County Manager for his approval. Following the County Manager's approval, contract terms, conditions and fees will be negotiated with the selected firm. In the event contract negotiations prove unsuccessful with the selected firm, the Selection Committee will select another firm with which to begin contract negotiations.

**B. Timeline**

The key activities and milestone dates for the selection process are listed below:

<u>Activity</u>	<u>Milestone Date</u>
RFQ Published and Distributed	10.27.16
Deadline for Respondent Questions	11.18.16
Proposal Submission Deadline	12.2.16
Selection Committee meeting to determine short list	12.16.16
Selection Committee presentation/interviews sessions*	1.6.17
Firm Selection Notification	1.20.17

*\*May be adjusted to multiple dates depending on quantity of short-listed firms.*

**VIII. Evaluation Criteria**

The following criteria will be the basis on which firms will be selected for further consideration:

1. Specialized, appropriate expertise for this type of Project.
2. Organizational chart and project team expertise.
3. Proposed design approach and innovative design solutions for Projects of this type.
4. Project quality control plan including recent experience with cost control, change orders, and maintaining design and construction schedules.
5. Current workload of firm's personnel.
6. Record of successfully completed projects without major legal or technical problems.
7. Capabilities and proven experience in extensive evaluation of facilities energy consumption and life cycle analyses during design of similar projects.
8. Compliance with Proposal format requirements.
9. Experience working on projects utilizing the Construction Management at Risk construction delivery method.
10. Proximity to and familiarity with Forsyth County area.
11. Other factors that may be appropriate for the Project.

**IX. Submission of Proposal Packages**

Six (6) complete packages (including a digital copy) must be received at the following address by 12:00 noon on Friday, December 2, 2016:

County of Forsyth, General Services Department  
Attention: Mr. Scott Angell, Director  
201 North Chestnut Street  
Winston-Salem, North Carolina 27101

Email Address: [angellsw@forsyth.cc](mailto:angellsw@forsyth.cc)

*Comments: Proposals received after this date and time will be deemed nonresponsive and will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.*

**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 RFQ will become the property of Forsyth County when received.
- C. Respondents are requested to refrain from contact with the Selection Committee members. Any questions regarding the RFQ should be submitted by email and directed to the Forsyth County General Services Department, Attn: Mr. Scott Angell at [angellsw@forsyth.cc](mailto:angellsw@forsyth.cc). If a question of

general concern is asked by any firm with regards to this RFQ a copy of the written response will be sent to all firms. The deadline for all inquiries is noon on November 18, 2016.

- D. Forsyth 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.

## **XI. CONFIDENTIALITY OF DOCUMENTS**

In general, documents that are submitted as part of the response to this Request for Qualifications 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 architectural/engineering consultant 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.