



January 2, 2018

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

I. Project

Forsyth County Courthouse & Administrative Building

II. Goal

Forsyth County requests responses from licensed professional design firms interested in being considered to provide architectural (including FF&E design) and engineering services (A/E Services) related to the design and construction of the proposed new courthouse and administrative building. The purpose for the solicitation is to secure responses from A/E Service Providers who have prior experience in planning, designing, engineering and construction oversight of facilities similar in scope and scale.

Forsyth County is looking to develop a collaborative team and approach to manage all phases of the Project. The team should harness the innovation and talents of all project team members, to eliminate waste and optimize outcomes and efficiency. The County will be utilizing the Construction Manager at Risk construction delivery method in accordance with North Carolina General Statutes 143-128.1 and 143-64.31. The County is looking for a fully integrated project team between the Architect/County/Construction Manager. The A/E Service Provider shall be responsible for the performance and coordination of the work of their team members under the contract for A/E Services for the Project. These subconsultants include but may not be limited to:

- Structural Engineering Services
- Mechanical Engineering Services
- Electrical Engineering Services
- Low Voltage / Technology Engineering Services (Audiovisual, consulting and electronic security consulting)
- Civil Engineering Services
- Landscape Architect

It is the County's desire that the A/E Service Providers team consider how best to utilize available funding in the bricks and mortar, technology, furniture, fixtures and equipment for this Project. The A/E Service Provider 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

- A. Forsyth County, a North Carolina Local Government, (“Owner”) is seeking qualifications from A/E Service Providers for the construction of a new Courthouse Administrative Building and a connector/tunnel to the existing Detention Facility. The project sites are located at 175 N. Chestnut Street and 121 N. Church Street, Winston-Salem, NC 27101. The new Courthouse will be approximately 195,000 Sq. Ft. situated on approximately 1.2 +/- acres, and the new Administrative Building will be approximately 137,000 Sq. Ft. situated on approximately 1 +/- acres. [See Courthouse Program and other info.](#)
- B. Construction \$96,767,150 (Includes FF&E but excludes Parking deck) Coordination with owner's separate parking deck designer/contractor is included and the option for the parking deck design may be added to this designers work scope at a later date.
- C. The A/E Service Provider will be responsible for working with the County’s Project Managers to develop plans and specifications for the Project. In addition, the A/E Service Provider will be expected to contribute and attend public presentations and to provide information for the Forsyth County website updating the Project throughout design and construction for the benefit of the public.
- D. The selected A/E Service Provider’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.
- E. The A/E Service Provider under consideration shall specifically address the services required and provide the Owner with a well-considered response for those services. The Owner is looking for a “turnkey” approach, where the A/E Service Provider will provide the following services (not listed in order of preference):
 - Obtaining approvals of government agencies having jurisdiction over the project;
 - A conceptual plan for the building, incorporating the latest thinking concerning courthouse and support services design;
 - Refining existing program-looking for efficiencies and cost savings;
 - Schematic Design;
 - Cost estimating insuring design meets budget;
 - Life Cycle cost analyses and evaluation of various alternative energy conservation options;
 - Assist with the selection of the Construction Manager;
 - Design Development;
 - Preparation of Construction Documents;
 - CM@Risk bidding phase assistance, attending pre-bid conference and bid opening, including review of the bids;
 - Security and communications design;
 - Inventory and documentation of existing FF&E for reuse consideration;
 - Interior Design (furniture layout, FF&E, signage, etc.);
 - FF&E bidding phase assistance, generating FF&E bid specs, working with City/County/Purchasing Dept;

- Construction administration and periodic inspection;
- Project close-out and warranty assistance; and
- Other services customarily furnished by an Architect and its consultants on similar projects utilizing the Construction Management at Risk construction delivery method.

IV. Selection Process & Submission

A. Process

The A/E Service Provider will be selected by a 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 court 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 "shortlist" will be expected to make a short presentation to the Selection Committee that conveys their qualifications for this Project and be available for questions. After interviews, the Selection Committee will make its selection and provide written recommendations to the County Manager. The contract will be with the lead design firm.

Following the County Manager's review, contract terms, conditions and fees will be negotiated with the selected firm on the basis of demonstrated competence, qualifications and evaluation criteria for the type of professional services required. In the event contract negotiations prove unsuccessful, the Selection Committee will select the next ranked firm with which to begin contract negotiations.

After contract negotiations are completed, The Board of County Commissioners will be presented the contract for approval and release for design work to commence.

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	01.02.18
Deadline for Respondent Questions	01.16.18 (noon)
Proposal Submission Deadline	02.05.18
Selection Committee meeting to determine short list	02.20.18
Selection Committee presentation/interviews sessions*	
Firm Selection Notification*	
Establish GMP	Summer 2019
Substantial Completion	Fall 2021

**To be determined.*

C Submission of Proposal Packages

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).

Submission of a complete response to each of the Evaluation Criteria is required.

Seven (7) complete hard packages (including a digital copy) must be received at the following address by 12:00 noon on Monday Feb 5, 2018.

County of Forsyth, General Services Department
Attention: Mr. Gary Key, Design & Construction Manager
Forsyth County General Services
201 North Chestnut Street
Winston-Salem, North Carolina 27101

Email Address: keygg@forsyth.cc

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

V. Evaluation Criteria

The following criteria will be the basis on which firms will be selected for further consideration. To ensure the Committee evaluates each of your responses appropriately, please submit the information numbered and ordered as below:

1. Specialized, appropriate expertise for this type of Project.

a. For your last three (3) courthouse or other similar featured 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

b. Considering the existing program, list three (3) projects you believe are indicative of what Forsyth County can expect for its new courthouse. 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

2. Organizational chart and project team expertise.

- a. Identify all firms proposed for the design team, including the organizational and contractual relationship between the lead principal firm and associate firms.
- b. 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.
- c. List professional consultants outside your firm you propose to provide services not available in your firm. Provide information documenting their work on similar projects
- d. What processes and/or procedures do you use to assist in utilizing Design/Consultant HUB participation?

3. Current workload of firm's personnel.

- a. Provide a list of all projects your firm currently has in progress and the status of each, noting those projects with team members identified for this project.
- b. Identify our primary point of contact with your firm and describe the percentage workload commitment of assigned staff that the County can expect on these projects.
- c. Are you able to adjust your workload enabling highlighted team members to work on the project? () Yes () No
- d. The team submitted will be available for all design and construction phases () Yes () No

4. Proposed design approach and innovative design solutions for Projects of this type.

- a. Initial Programming is complete for this Project. Describe your process for utilizing initial programming data and developing the project schematic design recommendation for approval.
- b. Describe in detail the process you will follow from schematic approval through approval of the final design.
- c. Describe the process by which you will inventory and document existing FF&E considered for reuse in this Project
- d. Describe your team's approach to maintenance considerations in the design process
- e. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA) and provide examples
- f. Describe your approach to project design that will assure the functional, aesthetic, quality and budget requirements are satisfactorily addressed.

5. Project quality control plan including recent experience with cost control, change orders, and maintaining design and construction schedules.

- a. Explain your team's procedures for documenting quality control and coordination of the various disciplines of work in preparing construction documents
- b. Planning and design phase schedule - Explain and provide examples of management tools, techniques and procedures your team uses to stay on schedule.
- c. Using projects from item 1 above, explain how your team will control cost to assure the project budget is not exceeded.

6. Contract Form, Conceptual Schedule and Prior Work Record

- a. Have you read the AIA Contract additions and amendments to the Standard Form Agreement between Owner and Architect. [See Courthouse Program and other info.](#) Do you agree to provide the architectural services as described in the AIA contract as amended? Yes () No ()
- b. If No, list and describe those concerns you have with the contract.
- c. Do you have any concerns regarding the initial Conceptual Schedule Yes () No ()
- d. If yes, list and describe those concerns you have with the Conceptual Schedule.
- e. In the past 10 years have you had projects with Legal or Technical issues? Yes () No ()
- f. If yes, please list all items and describe those issues.

7. Capabilities and proven experience in extensive evaluation of facilities energy consumption and life cycle analyses during design of similar projects.

- a. 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 analysis)
- b. Identify in detail the specific studies which will be undertaken during the various phases of the project to assure the building is energy efficient.
- c. 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.
- d. Identify the projects in Item 1 above that are ENERGY STAR or LEED Certified. List "green"/LEED features completed in prior projects and/or above listed projects

8. Construction Administration - Illustrate your approach and provide examples

- a. Explain how your team manages the process of reviewing subcontractor submittals, substitutions, clarification requests, issuance of bulletin drawings.
- b. Describe your role in review of jobsite plan discrepancies, contractor's' cost proposals, and change orders.
- c. Describe your process for payment requests, final inspections and assembly of the project close-out documents.
- d. Describe in detail and give examples of the 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.

9. Experience working on projects utilizing the Construction Management at Risk construction delivery method.

- a. Has your firm been involved with the Construction Management at Risk construction delivery method? Indicate percentage of projects performed as CM@Risk
- b. Indicate CM@Risk projects in Item 1 above and describe the experience.
- c. At what point (percentage) of the schematic design phase would you recommend the CM@Risk become involved?
- d. Describe the Designers role in securing the Guaranteed Maximum Price.
- e. Describe your role in the Bidding Phase.

10. Familiarity with the State and Piedmont Triad Area Building Codes and Regulations.

- a. Identify projects listed in Item 1 above within a 2 hour drive of the Piedmont Triad Area
- b. List similar projects in the state of North Carolina

11. Compliance with Proposal format requirements.

12. Other factors that may be appropriate for the Project.

- a. Other relevant information which the design consultants believe demonstrates their qualifications for the project such as exceptional design features for Courthouses Detention or Governmental Offices designed by your firm
- b. Explain why you believe your team is the most qualified firm to provide the requested services for this Project.

VI. 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. Gary Key at keygg@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 January 16, 2018.
- 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.

VII. 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.