



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
PROFESSIONAL ENGINEERING SERVICES**

I. Project

Forsyth County Courthouse Parking Structure

II. Project Background

Forsyth County seeks to engage a licensed professional engineering firm (Provider) to provide parking design, coordination, bidding, and construction administration services for the new Forsyth County Courthouse Parking Structure Project (“Project”). This Project includes up to a 660 space multi-story parking structure located at the southern end of the city block, as shown in the aerial image below, bounded by First Street, Church Street, Second Street, and Chestnut Street in downtown (or another comparable site) Winston-Salem, NC. The Project will provide parking for courthouse staff, juror parking, as well as visitor/public parking. The Construction Budget is \$11,000,000.00 (does not include soft costs or contingencies). It is Forsyth County’s goal to achieve substantial completion in calendar year 2019.



Figure 1: Project Location (Winston-Salem, NC)

The Provider will be responsible for working with the County's Project Managers and other designers and consultants associated with the total new Courthouse Project to develop plans and specifications for the Project. In addition, the Provider will be expected to contribute and attend public presentations.

The construction delivery method has not been selected at this time. The County is seeking a fully integrated project team between the Engineering Firm (Provider), County, Construction Manager. The Provider shall be responsible for the performance and coordination of the work of their team members under the contract for engineering services for this Project.

III. Design Services

The design services provided by the Engineering Firm and any sub-consultants for this Project shall include, but not be limited to the following:

- Parking and Transportation Consultation
- Structural Engineering
- Site/Civil Engineering
- Architectural Design Services
- Landscape Architecture
- Mechanical/Electrical/Plumbing/Fire Protection Engineering
- Environmental Engineering

- Geotechnical Services
- Surveying Services

The firms must demonstrate they have knowledge of design and construction of parking structures of a similar size while incorporating seamlessly into the surrounding landscape and streetscape; being mindful of the cost and delivery times. All sub-consultants for this Project must be properly licensed in the State of North Carolina.

IV. Scope of Work

The proposed Project contains, but is not limited to, the following design elements for the proposed new construction:

- Perform the necessary field surveys of existing site conditions.
- Evaluate existing utilities and determine any necessary modifications to the utilities.
- Parking and Transportation Consultation
- Traffic Impact Analysis/Study
- Schedule Preparation/analysis and cost estimating
- Building Information Modeling (BIM) Requirements
- Develop construction documents for a pre-cast or cast-in-place ground plus 5 elevated level parking structure (up to 660 spaces) that meets all applicable NC Building Codes and local ordinances.
- Preparation and submission of applicable packages through the County's development approval system.
- Preparation and submission of all required permit applications and packages.
- Preparation of a complete set of signed and sealed construction documents (drawings, materials specifications, materials testing requirements, etc.).
- Provide bid phase administration and plan issuance.
- Provide construction observations and administration services.

Project phases which will be required from the selected design team are:

- Planning/Concept Design Phase
- Schematic Design Phase (SD)
- Design Development Phase (DD)
- Construction Document Phase (CD)
- Bidding Assistance
- Construction Administration

V. Schedule

The following schedule contains estimated milestones for the RFQ process for this Project, and may be modified by the County as deemed appropriate:

- Advertisement - 10.15.18
- Deadline to submit questions to County - 10.22.18
- Responses to questions - 10.24.18
- RFQ response due no later than by 3:00 PM on 10.31.18
- County Selection of design firm - 11.02.18
- Begin Negotiations with Selected Proposer - TBD County Commissioners (Briefing) - Three (3) Weeks Contract
- Routing - Four (4) Weeks
- Notice to Proceed - TBD

VI. Selection Criteria and Process:

The successful Firm will be selected in accordance with North Carolina General Statute 143-64.31. Please do **not** submit fee information with your submittal. The County selects firms to provide professional services based on demonstrated competence and qualification. The County may, at its sole discretion, directly select a single firm from the respondents to the RFQ without proceeding to shortlist interviews. Once a firm is selected, the County will enter into contract negotiations with that firm; and, as part of that negotiation, will determine a fair and reasonable fee for the services to be provided. The County reserves the right to terminate negotiations with the selected firm(s) and proceed to negotiate with other firm(s) should contract/fee negotiations fail. Once a firm is selected, a detailed scope of services (broken down by specific milestone events/deliverables), and associated fee proposal, and implementation schedule will be refined, agreed to and once signed, will be identified and attached to the County's standard professional services agreement form.

The Engineers performing the work and in responsible charge of the work must be registered in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00 per claim and any other coverages as required by the County's Risk Manager. The firm must have an adequate accounting system to identify costs chargeable to the project.

All qualified firms who submit responsive qualifications will be considered. The evaluation of these firms will be based on the firm's overall experience, past performance, knowledge, and familiarity with the type of work required, the experience of proposed staff to perform specific work required. Priority consideration will be given to firms that maintain an office in North Carolina and staffed with an adequate number of employees deemed by the County to be capable of performing a majority of the work required.

Forsyth County in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation,

Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

VII Format for Statement of Qualifications

The qualifications submittal should be limited to twenty (20) pages, including the letter of transmittal. Qualifications submittals containing more than 20 pages may not be considered. In order to reduce printing costs and to facilitate recycling, we request that only electronic qualifications submittals in PDF format be submitted prior to the deadline. The PDF copy should be e-mailed to:

Gary Key

keygg@forsyth.cc

Section One – Letter of Transmittal

All qualifications submittals must be signed and notarized, certifying that the individual is authorized to submit the submittal on behalf of the engineering firm. The engineering firm, by making the submittal, authorizes the County to contact any or all references.

Section Two – General Information

Provide identifying information about the lead firm, including the name; year established; address; phone number; and the name and email address of the contact person.

Section Three – Organization Chart and Key Personnel

The organizational chart shall identify the lead firm's principal who will be responsible for the work and project team members. The organizational chart should include all subconsultants and be accompanied by information detailing the team members' roles for the project and their qualifications with emphasis on related experience; and their office locations.

Section Four – Relevant Experience

Description of the project team's experience and capabilities in the following areas:

- a) The engineering firm must demonstrate prior experience in designing parking structures. Specific experience in designing facilities that are successfully integrated into a dense urban environment is preferred.
- b) The engineering firm must include a Professional Engineer licensed in the State of North Carolina, whose expertise is structural engineering for parking structures and a qualified Parking Consultant.

Section Five – References

References for two recent similar projects shall include the date and type of services performed and contact information for an owner's representative having knowledge of the lead firm's work.

Section Six – Firms Anticipated Schedule

Forsyth County seeks to negotiate and complete a satisfactory scope of work expeditiously. The lead firm's estimate of the time required to complete the work will be considered in the firms selection process. The proposal shall include a statement or chart showing the anticipated schedule.

The schedule shall include the general components of the scope of work as well as any other tasks deemed necessary or preferable.

Firms submitting qualifications are encouraged to carefully check them for conformance to the requirements stated above. If submittals do not meet these requirements, they may be disqualified.

All questions concerning this RFQ or the scope of this work should be directed to:

Mr. Gary Key, Forsyth County Design & Construction Manager

General Services Department

Construction Management Division

201 N. Chestnut Street

Winston-Salem, NC 27101-4120

Email: keygg@forsyth.cc

The firm selected will be notified by telephone. Notification will be given to those firms that were not selected by e-mail.

VIII General Comments

- A. Any costs incurred by respondents in preparing or submitting a response to the RFQ for this Project shall be the respondents' sole responsibility.
- B. All responses, inquiries or correspondence relating to this RFQ will become the property of Forsyth County.
- C. 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 altering the terms of the Request for Qualifications.

End of Request for Qualifications