



TOWN OF STALLINGS REQUEST FOR QUALIFICATIONS

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| Request for Qualifications: | Stallings Town Hall HVAC Design |
| Project Manager: | Kevin Parker, P.E., Engineering Director |
| Phone Number: | (704) 821-0309 |
| Date of Advertisement: | May 1, 2023 |
| Qualifications Due Date: | Friday, June 2, 2023 at 5:00 P.M. |
| Direct Inquiries To: | Kparker@stallingsnc.org |

The Town of Stallings invites qualified private engineering firms (PEF) to submit qualifications to provide HVAC design consulting services for Stallings' Town Hall. The consulting firm selected for design of this project will serve as an extension of the Town of Stallings staff. This contract seeks to redesign the HVAC system at Stallings Town Hall to provide sufficient capacity and appropriate HVAC routing throughout Town Hall.

Submittals are due **no later than 5:00 P.M. local time on Friday, June 2, 2023** to the following address:

RFQ – Stallings Town Hall HVAC Design
c/o Kevin Parker, P.E., Engineering Director
Town of Stallings
Engineering Department
315 Stallings Road
Stallings, NC 28104

Section II contains the formatting, content, and other requirements for a submittal. Any submittals received after the date and time listed above will be rejected and returned unopened.

I. DESCRIPTION OF SERVICES AND DELIVERABLES

I.A. DESCRIPTION OF SERVICES

This is a contract for professional services, primarily HVAC analysis and design. The scope is outlined below, and the fee will be determined upon award of the contract, prior to the notice to proceed (NTP). At the direction of the Town, project scope may include, but not be limited to, an analysis and full design for the Town of Stallings' Town Hall and existing HVAC capacity and design. Please see below for additional details.

- Perform consultations with Town staff and other appropriate agencies.
- Examine the existing HVAC system in Stallings' Town Hall and Public Works Garage and troubleshoot existing capacity and distribution issues.
- Perform full HVAC design that includes equipment and distribution design to provide sufficient heating, ventilation, and air conditioning while optimizing efficiency.
- Provide a comprehensive cost estimate(s) and schedule(s) for construction of the fully designed HVAC system.
- Assist with construction documents, bidding, and support.

The selected firm will report directly to the Town of Stallings. The selected firm will administer the contract and ensure that all work is performed in accordance with the contract requirements. The PEF will be responsible for providing engineers, planners, landscape architects, and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for project oversight on behalf of the Town. The Town of Stallings reserves the right to modify the scope of this Stallings Town Hall HVAC Design at any time during the contract.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Professional Engineers, Professional Landscape Architects, and Land Surveyors. Any proposed corporate subsidiaries or subcontractors must also be properly registered with the appropriate NC Board of Registration for their role in the project. The engineers or landscape architects performing the work and in responsible charge of the work must be registered Professional Engineers or Landscape Architects 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 qualifications package.

The firm and subconsultants shall not discriminate on the basis of race, religion, color, national origin, age, disability, or sex in the performance of any contract entered into under this pre-qualification process. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project. The proposed method of payment for these contracts will be lump sum or cost-plus. Payment type will be determined after the scope of work is defined for each project. The selection of a PEF(s) to provide the desired services on this specific project will be handled in accordance with the process described in Section III.

I.B. DELIVERABLES

The deliverable, as identified by the Town of Stallings shall include, but not be limited to a comprehensive Town Hall HVAC Design that includes:

- A complete design of the Town Hall and Public Works HVAC system which utilizes appropriate equipment and distribution design to provide sufficient heating, ventilation, and air conditioning while optimizing efficiency.
- Comprehensive cost estimate for construction.
- Construction Schedule
- Construction Bidding Document(s)

II. SUBMITTAL REQUIREMENTS

The Town reserves the option to select directly from the submitted qualifications or create a short list of firms and conduct oral interviews.

A digital and physical submittal is required, submittals must conform to the following parameters:

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| Page # | No more than 10 pages (if double sided, front and back equals 2 pages) |
| Page Size | 8.5" x 11" |
| Page Orientation | Portrait, landscape, or both |
| Margins | No less than 0.5" |
| Font Size | No less than 11-point font |
| Font Type | No requirement |
| # of Print Copies | 1 (no original signatures required) |
| # of Electronic Copies | 1 (in PDF format on USB or CD) |
| Tabbing | Divide with tabs, organized in accordance with the outline provided in Section IV. Tabs do not count towards the page limit. |
| Binding | Side bound. No binder clips, paper clips, etc. (can use spiral binding, comb binding, etc.) |

Firms submitting qualifications packages are encouraged to carefully check them for conformance to the submission requirements. If they are delivered to any other office other than the Town of Stallings Engineering Department, they will be disqualified. No exception granted.

- **Award:** The selected firm shall provide consulting services as described in Section I.
- **Notification:** The firm selected will be notified by email. Email notification will not be sent to firms not selected. The Town reserves the right to reject any and all submittals.

III. SUBMITTAL CONTENT

A firm interested in submitting a Stallings Town Hall HVAC Design qualifications package must address the firm's qualifications and expertise in the general services.

Complete responses to each of the following categories are required:

Table of Contents

The Table of Contents will not be counted towards the page limit.

1. Cover Letter

Provide a cover letter addressed to Kevin Parker P.E., Engineering Director. The cover letter is limited to one (1) page and should contain the following information:

- Expression of firm's interest and why you feel your firm is best suited for the Stallings Town Hall HVAC Design services contract.
- Statement regarding firm's possible conflict(s) of interest for the work.
- The name, phone number, and email address of the person who the Town should contact if questions arise regarding the firm's submittal.

2. Organization of Consultant Team

- Provide a team organization chart showing all firms and names of specific staff proposed for this project, including their titles. Although there is no required goal, the Town encourages use of any minority-owned, women-owned, and small business enterprises (M/W/SBE). Please identify M/W/SBE firms, if any.
- Statement indicating how the work described in this RFQ will fit into the total workload of the firm.
- Detailed resumes for key staff. Please include the office location in which each individual is located.

3. Qualifications and Experience

- Provide a summary of at least three (2) projects similar to those that may be identified under this contract. Please only include projects within the last five (5) years for which the Consultant was primarily responsible. Each of the project summaries shall include the following:
 - a. Description of the project including size and scope. Please indicate if the project was publicly funded.
 - b. Description of services rendered by the Consultant.
 - c. Key staff involved, along with their assigned responsibilities.
 - d. Project duration.
 - e. Project references including current names, addresses, telephone numbers, and email.

4. Core Services

- Provide a brief description of the firm's capability to perform the following:

- a. Provide examples of your firm's successful track record for timely project completion. Completing projects efficiently and timely is imperative.
- b. Discuss experience developing construction plans, specifications, and cost estimates in coordination with a municipality as part of a turn-key design service from feasibility study through preparation of final construction documents.

5. Project Management

- Describe the project team's method of quality control.

Appendix – Consultant Certification Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. The RS-2 pages are excluded from the total page count. Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08)
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm

Complete and sign each Form RS-2 (instructions are listed on the form)

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS- 2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

IV. EVALUATION CRITERIA

The following criteria will be the basis on which consultants will be selected for further consideration (in no particular order):

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| Team organization and structure | 10% |
| Project personnel qualifications, experience, knowledge, familiarity and past performance with the desired services, similar experiences with local governments | 30% |
| Specialized experience of firm and related experience on similar projects within the last five years for other municipalities (NC municipalities preferred) | 20% |
| Core services experience; HVAC Planning and Design | 30% |
| Firm commitment to provide personnel resources and capacity | 10% |

V. SELECTION PROCESS

Pursuant to North Carolina General Statute 143-64.31, the Town of Stallings uses a "qualifications-based" selection process without consideration of fee proposals in the initial stage for selecting consultants. The selection process and schedule will be as follows:

- Advertisement: An advertisement for the RFQ will be posted on the following websites: <https://www.stallingsnc.org/>

<https://www.ips.state.nc.us/IPS/Default.aspx>

- Over the next week, the Town of Stallings will review the submitted RFQs.
- The firm will be selected on Friday, June 9, 2023 and will be notified via email.
 - The Town of Stallings will **not** reach out to the firm(s) that were not selected.

VI. GENERAL PROVISIONS

- A. SUBMITTAL OWNERSHIP/COSTS:** All responses, inquiries or correspondence relating to this RFQ will become property of the Town of Stallings when received. Drawings, tracings, specifications, reports, models, computer discs, renderings, copyrights, and all other documents to be prepared and furnished by the Consultant pursuant to specific projects undertaken by the successful proposer, are the sole property of the Town of Stallings, whether the project for which they are made is executed or not, and may be used by the Town of Stallings as they see fit. If such documents are used on another project or for another purpose by the Town of Stallings, the Consultant shall not be responsible for such use, and shall not receive additional compensation. All costs for development of the written submittal and the oral presentation are entirely the obligation of the Consultant and shall not be remunerated in any manner by the Town of Stallings.
- B. NON-WARRANTY OF REQUEST FOR QUALIFICATIONS:** Due care and diligence has been used in preparing this RFQ. However, the Town shall not be responsible for any error or omission in this RFQ, nor for the failure on the part of the Consultants to ensure that they have all information necessary to affect their submittals.
- C. REQUEST FOR CLARIFICATION:** The Town of Stallings reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either orally or in writing.
- D. ACCEPTANCE/REJECTION OF SUBMITTALS:** The Town of Stallings reserves the right to accept or reject any or all submittals in whole or in part, with or without cause; to waive technicalities; or to accept submittals or portions thereof which, in the Town's judgment, best serve the interest of the Town. The Town of Stallings reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the period of contracts which result from this RFQ.
- E. COLLUSION:** The Consultant, by submitting qualifications, declares that the submission is made without any previous understating, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and that it is in all respects fair and in good faith without any outside control, collusion, or fraud.
- F. CONSIDERATION OF SUBMITTALS:** Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFQ. The firm must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to the Town. The Town reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms, and conditions before recommending any award.
- G. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE:** The Town of Stallings will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The Town of Stallings will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Town of Stallings programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any

program or services, participants are encouraged to notify Town staff. All work shall comply with the ADA along with Chapter 11 of the 2009 NC Building Code and the 2003 edition of ICC/ANSI A117.1.

- H. MINORITY/WOMEN/SMALL BUSINESS ENTERPRISE:** It shall be the practice of the Town of Stallings Government to provide M/W/SBE as well as other responsible vendors with fair and reasonable opportunity to participate in Town of Stallings's business opportunities including but not limited to employment, construction development projects, and material/services, consistent with the laws of the State of North Carolina. The policy of the Town of Stallings prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of the Town of Stallings to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.
- I. INSURANCE AND INDEMNITY REQUIREMENTS:** To the extent permitted by law, the Consultant shall indemnify and save harmless the Town of Stallings, its agents and employees and assigns from and against all loss, cost damages, expense and liability caused by injury, sickness and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the Consultant in the performance of professional services provided to the Town. The Consultant further agrees to purchase and maintain during the life of any contracts entered with the Town the following insurance with an insurance company acceptable to the Town of Stallings and authorized to do business in the State of North Carolina.