



BOARD OF COMMISSIONERS

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Request for Qualifications (RFQ)

Architectural & Engineering Services

County of Hertford

Building Adaptive Reuse, Renovation & Remodeling



BUILD YOUR FUTURE ON OUR FOUNDATION

115 Justice Drive ■ Suite 1 ■ Winton, North Carolina 27986
Office 252.358.7805 ■ Facsimile 252.358.0198 ■ www.HerfordCountyNC.gov

PURPOSE

The County of Hertford, North Carolina is seeking proposals from qualified architects/firms to provide complete architectural and engineering services for the design, adaptive reuse, renovation and remodeling of an existing facility/site for optimization. The contract services will include complete design services: site investigation/assessment, schematic design, design development, construction documents, bidding, public representation, construction administration and supervision, state, local and all other code and permitting compliance, close out, project management consulting with specific expertise in quality assurance/value engineering, constructions feasibility review, cost loaded scheduling, cost estimating and scheduling.

Architect(s)/Firm(s) shall direct any questions and inquiries concerning this request to David B. Cotton, County Manager by email david.cotton@hertfordcountync.gov or 252.358.7805 and Brad Vann, Facilities & Grounds Maintenance Director by email bradford.vann@hertfordcountync.gov or 252.358.7867. The deadline for submitting sealed proposals is Monday, April 10th, 2023 at 12:00 pm eastern standard time.

PROJECT OVERVIEW

The project building site is located at the intersection of First Street and Talmage Avenue in Ahoskie. The existing building identified for adaptive reuse, remodeling and renovating is a former elementary school with approximately 28,770 square feet of interior space situated on approximately ten (10) acres. The anticipated building uses will include: economic development, small business incubator space(s), catering, office, conference/training room(s), interior storage space(s), auditorium, etc. The anticipated site uses will include: passive open space, walking trail, paved parking, amphitheater, etc. The selected architect/firm will analyze the existing elementary school and property to determine the highest return on investment based on the identified uses. The analysis and final design will incorporate a phased implementation based on availability of funding. The total budget for the project is \$3.5 million.

The selected architect/firm will work with a local civil engineering and surveying firm, which is contracted to complete design survey, topography contours, erosion control, stormwater best management practices design/permitting and grading plans (if necessary).

OBJECTIVES

The County of Hertford, North Carolina proposes to retain a highly qualified and experienced architect/firm to provide complete design services as outlined in the first paragraph of the **PURPOSE** above, for a fixed cost. The selected architect/firm must have a commitment to designing a facility, which functionally meets the current and expected growth in the area while adhering to local architecture and history. Therefore, the selected architect/firm shall be familiar with local design requirements, themes and development processes. The County of Hertford is the owner, as such all financial and contract decisions will be made by the County.

SUBMITTAL REQUIREMENTS

- Name, email address, phone number and physical address of the designer/architect. In the event of a firm, the names of the officers, directors and owners along with the email addresses, phone numbers and physical address of the firm.
- Names and certificate numbers of those offices, directors and owners who are registered architects and professional engineers.
- Demonstrated architect/firm experience in facility design, adaptive reuse, renovations and remodeling, including experience in architectural and public space planning, design and construction management.
- Resumes of the project architect and key personnel who will be involved with this project: their qualifications and experience related to the scope of work detailed above as well as their anticipated assignments related to this project. Specific information on their background, training and experience with similar projects should be included.
- List of all public projects undertaken in the past five (5) years in North Carolina as well as current projects.
- List of at least five (5) client references for related projects with contact name, telephone number and email address.
- Document any history of litigation associated with project performance and/or professional liability and all matter settled out of court.
- Hourly rate of pay for personnel proposed for this project.
- Financial statement from certified public accountant stating he/she has examined the applicant's internal auditing controls.
- A statement in which the applicant certifies that the information provided is correct and accurate, under penalty of perjury.
- Submit five (5) copies of applicant's response to RFQ and a digital pdf copy.

All RFQ(s) must be received by Monday, April 10th, 2023 at 12:00 pm eastern standard time at the address below:

County of Hertford
Attention: David B. Cotton, County Manager
115 Justice Drive
Suite 1
Winton, North Carolina 27986

REQUEST FOR PROPOSAL (RFQ) TIMELINE

Advertisement of RFQ	March 13 th , 2023
RFQ Review Meeting ¹ (Optional)	March 23 rd , 2023
Submittal of Question(s) Deadline ²	March 27 th , 2023
Response(s) to Question(s) Deadline ³	April 3 rd , 2023
RFQ Submission Deadline	April 10 th , 2023
Interview(s) with Selected Architect(s)/Firm(s)	April 12 th & 13 th , 2023
Selection of Architect/Firm	April 17 th , 2023

¹ - An optional/voluntary RFQ Review Meeting will be held on Thursday, March 23rd, 2023 at 10:00 am in the Hertford County Administration Conference Room located at 115 Justice Drive Winton, NC 27986. Attendance will not be a variable in the selection process matrix. Please RSVP your attendance to K. P. Parker, Administrative Assistant at kawania.parker@hertfordcountync.gov or 252.358.7805.

² - All questions must be submitted in writing or by email no later Monday, March 27th, 2023 at 3:00 pm.

³ - Hertford County staff will respond to all questions no later than Monday, April 3rd, 2023 at 1:00 pm. The responses will be posted as an addendum to the RFQ on the County's website www.hertfordcountync.gov

EVALUATION CRITERIA

Applicants will be evaluated on their ability to demonstrate:

- Experience: Previous experience and qualifications of the firm as well as personnel as they relate to this project.
- Quality of Work: Previous projects will be viewed and/or customers interviewed to determine the quality of and commitment to work provided.
- Public Sector Knowledge: Previous experience and knowledge of current North Carolina public construction laws, bid specifications and bidding procedures.
- Sustainable Design: Previous experience and knowledge of sustainable and logistical design.
- Capacity: The ability of the applicant to undertake and complete the project in the timeframe established.
- Professional references.

SELECTION PROCESS

Hertford County staff will evaluate each submitted RFQ and may select Architect(s)/Firm(s) to interview. Upon selection, a recommendation will be made to the Hertford County Board of Commissioners for consideration and formal action.

The County of Hertford reserves the right to reject any and all proposals received as well as waive any irregularities, and to modify any stated timelines or deadlines.