**TOWN OF SMITHFIELD, NC**

**REQUEST for QUALIFICATIONS (RFQ)**

TITLE: **Police Department Building and Parking Expansion**

ISSUE DATE: **October 28, 2020**

SUBMITTAL DEADLINE: **November 18, 2020 at 3:00 PM**

ISSUING AGENCY: **Town of Smithfield, NC**

This RFQ is to solicit responses from qualified firms to provide professional consulting and construction services to the Town of Smithfield, NC:

Electronic RFQs should be submitted in .pdf format.

**LOIs SHALL be received ELECTRONICALLY, BY MAIL, OR HAND-DELIVERY no later than 3:00 PM on November 18, 2020.**

**The address for electronic deliveries is**: [rkpowell@smithfieldpd.org](mailto:rkpowell@smithfieldpd.org)

**The address for mailings and hand deliveries is:**

**Smithfield Town Hall**

**350 East Market Street**

**Town of Smithfield, NC 27577**

**RFQs received after this deadline will not be considered.**

Any firm/company wishing to be considered must be a licensed to practice in the State of North Carolina. It will be the responsibility of the selected private firm/company to verify the license and/or registration of any corporate subsidiary or subcontractor prior to submitting.  It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

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 $1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

**SCOPE OF WORK**

The **TOWN OF SMITHFIELD, NC** is soliciting proposals for the services of a firm/team for the following contract scope of work:

**PROJECT DESCRIPTION:**

The project will consist of the design, permitting and construction for an approximately 3,500 SF addition to the existing Police Department building. Preliminary design has been completed and the proposed floor plan, site plan and rendering of the front side view is included as an attachment to this RFQ. In general, the building additions shall include:

* 1 Evidence Security Room
* 4 Offices
* 1 Armory
* 2 ADA Accessible Restrooms
* 1 Fire Rated Records Storage Room
* 2 Drive-in Bays with Overhead Door and Fire Separation
* Additional Parking

**PROPOSED CONTRACT SCOPE:**

**Design Phase:**

1. Engineered drawings for the site and building.

* PME Drawings
* Civil Drawings
* Structural Drawings

1. Construction Management services to acquire building permits including management of the permitting approval process.
2. Interior Design services including flooring, wall and ceiling finishes.

**Construction Phase:**

Site Package:

* Erosion Control
* Grading
* Utilities
* Wastewater
* Concrete
* Asphalt
* Landscaping

Building Scope:

* 3000 psi Concrete Slab
* Structural Steel
* Masonry Exterior
* Masonry/Drywall Interior Walls
* Acoustical Ceilings
* Asphalt Shingle Roofing

**PROPOSED CONTRACT TIME:**

The Town of Smithfield will develop a project schedule with the selected team.

**PROPOSED CONTRACT PAYMENT TYPE:**

The method of payment for this contract shall be Lump Sum with a line item schedule of value submitted with each monthly pay application. The firm will provide a project status summary with each payment request.

**SUBMITTAL REQUIREMENTS**

All RFQs are limited to twenty (20) pages inclusive of the cover sheet, and shall be typed on 8-1/2” x 11” sheets, single-spaced, one-sided.

*Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred.*

RFQs containing more than twenty (20) pages will not be considered.

***Four (4) total copies of the RFQ should be submitted unless submittal is via pdf electronic file.***

**Firms submitting RFQs are encouraged to carefully check them for conformance to the requirements stated above. If RFQs do not meet ALL of these requirements they will be disqualified. No exception will be granted.**

**SELECTION PROCESS**

Following is a general description of the selection process:

* The Town of Smithfield Selection Committee will review all qualifying RFQ submittals.
* The Town of Smithfield Selection Committee MAY, at the Town’s discretion, shortlist a minimum of two (2) firms to be interviewed.
* In order to be considered for selection, consultants must submit a complete response to this RFQ prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

**SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The Town of Smithfield encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work.

**SELECTION CRITERIA**

**All firms who submit responsive qualifications will be considered.**

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. Firm's experience, knowledge, familiarity and past performance with the Town of Smithfield – 20%
2. The experience of the firm's proposed staff to perform the type of work required – 50%
3. Firm’s understanding of the project specific issues and their responsibility in delivering services for the advertised project – 30%

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

**SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS**

The RFQ should be addressed to **Town of Smithfield, Attention: Keith Powell, Police Chief** and must include the name, address, telephone number, and e-mail address of the prime consultant’s contact person for this RFQ.

The RFQ must also include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

* + - Expression of firm’s interest in the work;
    - Statement of whether firm is registered;
    - Statement regarding firm‘s possible conflict of interest for the work; and
    - Summation of information contained in the letter of interest.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If sub consultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm’s North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Town is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant’s Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team’s organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFQ.

All submissions, correspondence, and questions concerning this RFLOI should be directed to either:

Keith Powell

Smithfield Chief of Police

919-989-1069

[rkpowell@smithfieldpd.org](mailto:rkpowell@smithfieldpd.org)

IF APPLICABLE, questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed.

**SUBMISSION SCHEDULE AND KEY DATES**

RFQ Release – October 27, 2020

Deadline for Questions – November 13, 2020

Issue Final Addendum – November 16

Deadline for RFQ Submission – November 18, 2020

Firm Selection and Notification – December 1, 2020

Anticipated Notice to Proceed – December 7, 2020

**\*\*** Notification will **ONLY** be sent to selected firms.

END RFQ