

**PROJECT DESCRIPTION:** The Town of Stem is seeking a qualified firm to provide comprehensive Architectural and Engineering services for the design and construction of a new Town Hall. This initiative aims to create a modern facility that will serve as the central administrative office for the town, accommodating various municipal functions and community activities.

The selected firm will be responsible for all phases of the project, including initial planning, site analysis, design development, and the creation of detailed construction documents. The firm will also need to ensure that the design meets the specific needs of the Town of Stem while complying with all relevant local, state, and federal regulations.

Additionally, the firm will be expected to engage with town officials and community stakeholders throughout the process to incorporate their feedback and ensure that the final design aligns with the town's vision and objectives. Emphasis should also be placed on sustainability and efficiency in the design, using environmentally friendly materials and practices to create an energy-efficient building.

By issuing this request, the Town of Stem aims to find a firm who can deliver a functional, aesthetically pleasing, and durable Town Hall that will serve the community.

**RFQ: 25-001**

**Town of Stem**

**PO Box 88**

**Stem NC 27581**

The Town of Stem (TOS) invites qualified architectural and engineering firms to submit their qualifications for a Request for Qualifications (RFQ) to provide design and construction services for a new Town Hall, to be located at 103 Creedmoor Road.

TOS does not discriminate on the basis of age, sex, ethnic origin, religion, or disability in accordance with applicable laws and regulations.

**SECTION 1 - FORMAT FOR SUBMITTALS**

**1.1 GENERAL INFORMATION**

The purpose of this Request for Qualifications (RFQ) is to solicit proposals for comprehensive Architectural and Engineering services from qualified firms to design a new Town Hall for the Town of Stem. The selected firm will be responsible for developing a detailed architectural plan that meets the functional, aesthetic, and operational needs of the town while adhering to relevant codes and regulations.

This project aims to create a modern, efficient, and welcoming facility that will serve as the administrative hub for the community. The design should incorporate sustainable practices and materials, ensuring the new Town Hall is environmentally responsible and energy-efficient.

Additionally, the firm will collaborate closely with town officials and stakeholders throughout the design process to ensure that the final plans reflect the vision and requirements of the Town of Stem. The scope of work

may include, but is not limited to, site analysis, feasibility studies, design development, construction documentation, and support during the bidding and construction phases.

By issuing this RFQ, the Town of Stem seeks to identify a skilled and experienced team that can deliver a high-quality design that enhances the town's functionality and serves the community for many years to come.

## **1.2 CONTRACT**

The TOS intends to award a single AIA (American Institute of Architects) contract to the selected firm. This contract will encompass all necessary architectural and engineering services related to the design and construction of the New Town Hall. The chosen firm will be expected to collaborate closely with the TOS throughout the project to ensure that all requirements and expectations are met efficiently and effectively.

## **1.3 DEFINITIONS**

1.3.1 The term "submitter" refers to those professional firms who submit their qualifications for the project set forth in this document.

1.3.2 The terms "Owner", "Board" and "TOS" refer to Town of Stem or its designated agent.

1.3.3 Where the words "shall" or "must" are used, it signifies an absolute minimum function or capacity that, if not satisfied, may result in disqualification. Where the words "should", "may", or "is desirable" are used, it signifies desirable, but not mandatory functions or capacities. Submitters who are able to provide these functions or capacities may be evaluated more favorably than those who cannot.

## **1.4 PROCUREMENT SCHEDULE**

### **Procurement Schedule:**

- |                                    |                  |
|------------------------------------|------------------|
| 1. Advertise RFQ:                  | 08/16/24         |
| 2. Questions Due:                  | 08/30/24         |
| 3. RFQ Responses Due:              | 09/17/24         |
| 4. RFQ Submission Review:          | Week of 09/23/24 |
| 5. Anticipated Contract Execution: | Week of 10/07/24 |

1.4.1 Submittals must be mailed, FEDEX or UPS to the address below. Provide Two (2) originals, two (2) signed copies of qualifications must be received no later than 5:00 PM on September 17, 2024 to:

**Esther McCrackin**  
**Town Clerk**  
**PO Box 88**  
**Stem NC 27581**

Submittals received (identified by company names only) will be announced publicly following the submittal deadline.

**1.4.2 Late Submittals**

Qualifications received by TOS after the deadline listed herein will not be considered and returned to the sender.

**1.5 INQUIRIES**

1.5.1 Submitters should email any questions or requests for clarification about the RFQ to:

[esther.mccrackin@stemnc.org](mailto:esther.mccrackin@stemnc.org)

1.5.2 The deadline for requesting information about this RFQ is: 12pm, August 30, 2024.

1.5.3 Throughout the selection process, Submitters must not contact any member of the Stem Town Board of Commissioners or the Selection Committee about this RFQ. Failure to do so will lead to immediate rejection of your submission. Questions should be submitted as outlined in section 15.1 above.

**1.6 ADDENDA TO THIS RFQ**

1.6.1 TOS will notify all firms that requested the solicitation about any RFQ revisions. Any addendum issued by TOS will be considered a formal part of the RFQ.

**1.7 SUBMITTAL EVALUATION**

1.7.1 Submitted documents will be reviewed and evaluated by a committee appointed by the Town of Stem.

1.7.2 Evaluation of proposals will be based on the following criteria:

- I. Firm's Experience & Creativity
- II. Firm's Performance, Past and Current
- III. Ability & Capability of Key Staff
- IV. Current/Projected Workload
- V. Accessibility/ Proximity to New Town Hall, Stem, NC.

See Proposal Format, Section III titled "Evaluating Factors" for additional information.

## **1.8 Review and Award Process:**

### Architectural & Engineering Projects:

In accordance with the Town of Stem Procurement Regulations, the submittals will be reviewed and scored by a selection committee. The top ranked firms will be selected to interview with the appointed committee. After the interviews are held the selection committee will recommend the most qualified firm to the Board of Commissioners for final approval.

1.8.1 Submittals must clearly respond to each of the five (5) evaluation factors of this RFQ. All responses must refer to each section of this document by number and address compliance and/or exceptions to that section. TOS reserves the right to disqualify any firm which does not follow such a format. Additional general narrative is welcome, but only in addition to your specific response.

1.8.2 The applicant shall have the right to request correction(s) to a submittal or request additional information. Failure by the submittal firm to correct any deficiency or provide requested information within forty- eight (48) hours may result in the proposal being considered non- responsive and excluded from further consideration.

## **1.9 ACCEPTANCE OR REJECTION OF SUBMITTALS**

1.9.1 The TOS reserves the right to reject any or all submittals when such a rejection is in the best interest of the Town; to reject submittals of a Firm who has previously failed to perform properly or, in the opinion of the Town, the Firm is not in a position to perform adequately in completing the deliverables.

1.9.2 The TOS reserves the right to reject any or all proposals, any part or parts of a proposal, waive any technicalities, and award any portion of or the entire contract in a manner that is in the best interest of the Town.

## **1.10 HOLD HARMLESS**

1.10.1 In submitting a response, the Architectural / Engineering firm understands the TOS will determine which firm appears to be best qualified. The Submitter waives any right to protest or claim damages of any nature whatsoever: based on the TOS selection process and include any communications associated with the process, and the final selection.

## **SECTION 2 - RESPONSE FORMAT**

### **2.1 GENERAL**

2.1.1 This "Section 2 Response Format" must be entirely typed or printed neatly in black ink.

2.1.2 An officer of the firm or authorized person must sign the document in [BLUE](#)

ink.

- 2.1.3 Failure to provide the required information in the RFQ will result in the rejection of the entire submittal package.

## 2.2 PREPARATION OF SUBMITTALS

- 2.2.1 Packages containing submittals shall be presented such that they may be easily identified. **The outside of the package shall be identified as follows:**

**Town of Stem  
RFQ # 25-001  
Professional Architectural and Design Services**

## 2.3 PROPOSAL CHECK OFF

The following must be included in the submittal package. Indicate, in the space to the right, the section in which each topic has been addressed:

1. Comprehensive proposal (2 originals and 2 copies as specified in section 1.4)
2. Company profile
3. Statement of qualifications
4. Project team and resumes
5. References
6. Copy of North Carolina Business License
7. Original Signature in **blue ink** on all submittal copies

### **PROPOSAL FORMAT**

The Firm shall prepare a response to all of the following requests for information. Each section should begin on a separate sheet.

#### **SECTION 1: Signatory / Information Sheets**

Are you a Minority Business Enterprise?

Yes\_\_\_\_\_or No\_\_\_\_\_If so, you must include a copy of your certification certificate.

#### **SECTION 2: Introduction**

Provide an executive summary highlighting the major points of the submittal (two pages maximum).

### **SECTION 3: Evaluation Factors**

**I: Firm's Experience & Creativity:** This evaluating factor will use the following criteria:

1. Experience in responding to client short-term requirements.
2. Experience with identifying and communicating "best professional office practices" in solving problems
3. Demonstrated sensitivity to flexible and economical designs without sacrificing quality, aesthetics or functionality.
4. Experience in meeting timelines, establishing schedules, and clearly established and proven methods for maintaining the budget.

Proposers must identify those projects that meet the above criteria.

**II: Firm's Performance, Past and Current:** This evaluating factor will use the following criteria:

1. Indicate any design services performed for Government Administrative Office clients in the past five (5) years. For any project listed please provide the following:
  - a) Project name
  - b) Town or City Contact
  - c) Budget amount
  - d) Low Bid amount
  - e) Change Order(s) amount

**III: Ability & Capability of Key Staff:** This evaluating factor will use the following criteria:

1. Size of firm, number of design professionals and support staff, and range of design services offered in house.
2. Qualifications of partners and key staff with the experience to renovate, modify and expand Government Administrative Office facilities.
3. Qualification of partners and key staff with project experience identified in the above paragraph titled "*/. Firm's Experience and Creativity*".

**IV: Accessibility & MBE/WBE Considerations:** This evaluating factor will use the following criteria:

1. Accessibility of firm to New Town Hall in Stem, NC. Identify location of closest office in or nearest to New Town Hall in Stem, NC.
  - a. Provide address of the office that will be undertaking this work should your firm

be selected. Also, list the address of the nearest office if the previous office is not the closest to the New Town Hall in Stem, NC.

2. Accessibility of consultants to TOS. Identify location of key consultant offices. (This list does not preclude the use of other consultants during the course of the contract).

**V: Current/Projected Workload:** This evaluating factor will use the following criteria:

1. Firm's current workload and times frames for completion.
2. Firm's pending contracts and potential time frames for completion.
3. Demonstrated commitment to the TOS of key project personnel and clerical staff.

**Statement of Policy**

It is the policy of the Town of Stem that discrimination against businesses on the basis of religion or creed. No person shall be denied the benefit of, or otherwise discriminated against, on the grounds of race, color, national origin or gender in connection with the award and/or performance of any contract or modification of a contract between a vender or contractor and the Board which contract is paid or is to be paid for, in whole or part, with monetary appropriations of the Board. Further, it is the policy of TOS to encourage and promote on an inclusionary basis contracting opportunities for all business, without regard to race, color, national origin or gender. It is expected that all firms seeking to do business with the TOS will comply with this TOS policy.