



CITY OF BELMONT
NORTH CAROLINA

Request for Qualifications for Professional Services

City Hall Adaptive Re-Use Design Services

July 20, 2022

I. INTRODUCTION / BACKGROUND

The City of Belmont, North Carolina (the City) is soliciting and accepting Statements of Qualification from interested and qualified firms for providing architectural services in connection with the renovation of City Hall.

The City's growth led to the construction of a new municipal facility that opened in 2020 and the staff that once occupied City Hall, moved to the new facility. The City desires to remodel and modernize the interior to provide a larger council chambers and provide space for other programming to be determined. The selected firm would be required to participate in a collaborative process and to work with the City and its overall project team and encourage public engagement to create a design that meets current and future needs.

II. PROJECT SITE

The project is located at 115 N. Main Street in historic downtown Belmont. Gaston County parcel number 125889. The structure has a finished area of 7,093 square feet.



III. PROPOSED SCOPE OF WORK

The selected firm will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon selection of a firm, a Scope of Work will be developed.

The City anticipates an initial contract with the selected firm to include the following:

- Programming
- Schematic Design
- Production of renderings
- Cost Estimations

Based upon funding the subsequent contract would include but is not limited to the following:

- Preparation of a complete set of approved design documents to be used to solicit construction bids
- Provision of architectural, mechanical engineering, electrical engineering, structural engineering, civil engineering, and all other disciplines necessary for complete facility design including all plans and specifications
- Preparation of a detailed work plan indicating milestones, deliverables, submittals, review timeframes, and critical actions
- Preparation of necessary documents and applications to obtain necessary permits
- Preparation, solicitation, and management of the construction bid process
- Project management services
- Final signoff on the project, assuring that the project represents what was originally conceptualized and captured in the working drawings

IV. ANTICIPATED BUDGET FOR PROJECT

The Capital Improvement plan includes a cost of \$600,000 however the total budget for the project has not been established.

V. STATEMENT OF QUALIFICATIONS CONTENT

The City invites all interested and qualified firms to submit qualifications statements in accordance with the following requirements. Responses should provide a straightforward and concise description of the Responder's experience and qualifications related to proposed scope of services. At a minimum, the following information is required be included in the response to this RFQ.

- *Letter of Introduction*

Provide a letter of introduction from the firm and identify any ideas, thoughts or concepts that differentiate your firm from the competition and why you believe your team is the most qualified firm for this project. Please also include general information such as size of the firm and the number of years in business.

- *Relevant Experience and Capabilities:*

- That the firm provide a list of the licensed design professionals that will work on

the project along with an explanation of their key staff members and their corresponding job classifications who would be assigned to provide the services described in this RFQ, and the functions to be performed by each; include resumes of each such staff member designated above, including name, position, education, and years and type of experience (describing previous projects on which they have worked which are relevant to this project).

- Detailed descriptions of projects that best illustrate the firm’s experience, capabilities, and characteristics of which would be uniquely relevant in evaluating the firm’s experience to handle the proposed Project.
- List any experience with civic projects and/or the adaptive re-use of historic structures.
- Describe the firm’s experience with public engagement and what approach the firm would take to gain public input on the project.
- For projects that went forward to construction, please include the estimated cost of construction, the successful low bid for construction, and final costs (if available).
- Provide up to three (3) references.

- *Management Plan*

Describe your proposed approach to this assignment, addressing the following points:

- Ability to work within a collaborative design review process: Discuss how your proposed Project team members have performed on past projects which have included interactive design reviews with different groups.
- Budget management and control: Discuss your approach / method of designing to budget;

VI. SELECTION CRITERIA AND WEIGHTING

City staff will select the top three (3) architectural firm’s utilizing a Quality Based Selection (QBS) process. The rating and weighting process will be as follows:

RFQ RANKING CRITERIA	WEIGHT
Overall staff experience and qualifications	10%
Qualifications and relevant experience of firm and key members selected for this project in providing similar services for similar projects	30%
Firm experience with adaptive re-use of historic structures	30%
Available resources to complete the project scope	10%
Project understanding and approach	10%
Demonstrate experience and approach to public engagement	10%

VII. RFQ SUBMITTAL PROCESS

Interested firms should submit a fully completed RFQ as outlined herein no later than 5:00 p.m. on August 26, 2022. Please provide three (3) bound copies and one (1) electronic copy, submitted to:

Kevin Krouse, Assistant Manager
City of Belmont
PO Box 431
Belmont, NC 28012

Please direct any questions to Kevin Krouse at kkrouse@cityofbelmont.org.