



**Rutherfordton**  
A MINTED ORIGINAL

## **Request for Qualifications for Professional Architectural & Engineering Services**

In providing design and construction administration services the renovation and construction of new Police Station utilizing and adding onto the existing building at 129 N. Main Street for the Rutherfordton Police Department.

November 30, 2023

### **Proposal Instructions and Requirements**

The Town of Rutherfordton desires to engage a qualified engineering firm to provide professional services for the successful completion of the renovation of the current Town Hall/Police Station at 129 N. Main Street. The new facility will be a dedicated Police Station.

Proposals will be received in the Town Hall of the Town of Rutherfordton until 1:00 p.m. on Thursday January 18, 2024.

Any proposal received after the specified time and date will NOT be accepted or considered. All proposals shall be sealed and marked as follows: **“Architectural Services for the Rutherfordton Police Department”** and delivered to:

Doug Barrick  
Town Manager  
Town of Rutherfordton  
129 North Main St  
Rutherfordton, NC 28139  
[dbarrick@rutherfordton.net](mailto:dbarrick@rutherfordton.net)

## **Project Scope**

The Town of Rutherfordton requests qualifications from qualified firms to provide architectural, engineering, and construction design services including, space needs, complete drawings, plans, construction estimates, bidding, site development, building specifications, and construction administration for the construction, renovation and addition to 129 North Main St Rutherfordton as a dedicated Police Station for Rutherfordton Police Department.

The selected firm must consider the Town's space needs, budget and desire to incorporate new safety elements into the existing building. Firms must also consider the logistics of continued operations for the police station and assist in the recommendations for temporary offices on site as well as storage needs during construction.

## **Submittal Requirements**

Statements of Qualification should clearly and concisely address the following:

- Firm name and location of office where work will be performed.
- Brief overview and history of the firm
- Demonstrated firm experience in local government administrative and police buildings, including experience in architectural planning, design and construction management, contract documents and specifications with designing buildings for sites in comparable areas for organizations with a similar size.
- Resumes of the project architect and key personnel who will be involved with this project; their qualifications and experiences as 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.
- Other work commitments of the project architect and other specified key personnel during this project time frame.
- The extent of work on this project that will be done by consultants or subcontractors. Provide the name, location, discipline, experience, and training for each consultant. This list should include:
  - Main Firm & the Approach to the Project and Project Team
  - Architectural Designer
  - Structural Engineering
  - HVAC
  - Electrical

- Plumbing
- Describe your approach and experience with energy saving design, use of recyclable materials, and LEED style projects and how those might be incorporated in the design of this building
- Provide a list of client references for related local governmental work done within the past five (5) years. Include name, address, telephone number, and contact person most involved with the project and person with your firm that participated in the design of the project.
- Historical data on all governmental projects (local, state, and federal) completed over the past five (5) years showing schedule performance and change order history. Include budget, pre-bid estimate, and final cost. Include experience in delivering publicly funded projects on time and on budget. Pictures of the facility with overall budget are encouraged.
- Highlight renovation projects that keep operations moving on a day to day basis while under construction.
- Documented evidence of professional, general liability errors and omissions policies and coverages.
- Document any history of litigation associated with project performance and/or professional liability. Litigation includes pre-suit dispute resolution and all matters settled out of court.
- An hourly rate schedule for each employee proposed for this project.

Each submittal will be evaluated based upon the information which is provided within the response. A weighted criteria will be used by giving points as listed for each of the following items:

1. The consultant team and stability of the Company (20 points)
2. The past performance of the Company on similar projects (25 points)
  - a. Focus on projects delivered on budget and on time.
3. The Qualifications of Key Personnel (30 points)
4. Methodology & Familiarity with Rutherfordton's needs (25 points)

Submittals will be reviewed and scored using the weighted criteria as described above. Responses submitted will be evaluated by a Selection Committee made up of the Town Manager, Finance Director, Police Chief & Community Services Director. The committee will review and score each response. The firm whose response receives the highest scores from each review will be selected as the recommended consultant to the Town Council for approval.

Recommendations for contract award will be made to the Rutherfordton Town Council, with a final selection anticipated on February 7, 2024.

Please limit the submission to 20 pages or less on 8 ½ inch paper, which may be printed on front and back. One (1) paper copy and a digital PDF copy of the statement of qualifications are due no later than 1:00 p.m. on Thursday January 18, 2024. No statement of qualifications will be accepted after this time. All proposals shall be sealed and marked as follows: “**Architectural Services for the Rutherfordton Police Department**” and delivered to:

Doug Barrick, Town Manager  
Town of Rutherfordton  
129 North Main St  
Rutherfordton NC 28139  
[dbarrick@rutherfordton.net](mailto:dbarrick@rutherfordton.net)

### **Selection Timeline**

1. **December 15, 2023** – A pre-submittal meeting will take place on the site of the project, 129 N. Main St at 10am. Firms are not required to attend but it is highly recommended.
2. **January 18, 2024** – Architectural Services RFQ due to the Town of Rutherfordton by 1:00 p.m.
3. **February 7, 2024** – Town Board approves final architectural firm for the Project.

### **Evaluation and Selection Procedure**

Selection of the architectural firm will be determined by the Town Council with a recommendation from Town staff. Responses submitted will be evaluated by a Selection Committee made up of the Town Manager, Finance Director, Police Chief & Community Services Director. Selection will be based solely on the best overall statement of qualifications that is in the best interest of the Town. The Town will enter contract negotiations with this firm, and if negotiations fail, the Town will terminate negotiations and enter negotiations with the next best qualified firm. The selected firm will be expected to begin work immediately upon award of the contract & meet all deadlines for funding.

### **Proposal Costs**

The Town is not responsible or liable for any costs incurred by the firm associated with the preparation of the proposal.

### **Economy of Preparation**

Proposals should provide a straight forward, concise description of the firm’s ability to meeting the requirements of the proposal. Emphasis should be on completeness and clarity of content. Proposals should limit themselves to twenty (20) pages or less and may be printed on both front and back sides. One paper (1) copy of the proposal and one electronic copy in PDF format should be provided.

### **Acceptance of Proposal Content**

The contents of the proposal of the successful firm may become part of the contractual obligations, if a contract ensues. Failure of a successful proposer to accept these obligations may result in the Town entering a contract with another firm.

The Town of Rutherfordton will require the following Performance Expectations in the final Contract:

- The selected Architectural Firm (the Architect) will understand and uphold the Town's best interest always.
- The Architect is responsible for the schedule, budget and quality of all the work performed on the project, including that of their consultants.
- The Architect shall inform the Town Manager in a timely manner of upcoming concerns, problems, etc. such that they can be addressed by the Project Team without delaying the project schedule.
- Monthly Status Report: the selected firm will provide a monthly report by the 30<sup>th</sup> of each month to include a monthly invoice, the Architect shall provide a signed Monthly Status Report and document in that report any project questions/issues/concerns to be addressed by the Project Team. The report should also highlight progress, project status, the timeline and other relevant project info.
- The Architect is expected to provide recommendations/solutions that are innovative, appropriate, practical, feasible, cost effective, meeting the goals of the project.
- The Architect shall submit high quality work that meets all the Town's standards, criteria and requirements as set forth in the Contract Scope.
- The Architect shall work within the parameters of the budget and invoicing procedures as specified.

### **Questions**

Questions regarding this proposal or the project should be submitted electronically via email to Doug Barrick at [dbarrick@rutherfordton.net](mailto:dbarrick@rutherfordton.net). Please note in the subject line you are requesting information on the "Town of Rutherfordton Police Station RFQ". Any changes in the proposal may be sent by email and furnished to all proposers. Verbal information otherwise obtained will not be considered in the awarding of the proposal.

### **Commitment to Award**

This solicitation does not commit the Town to award a contract, to pay costs incurred in the preparation of the proposal, or to procure or contract for the services listed herein. The Town reserves the right to reject any or all proposals received.

### **Contract Negotiations**

This Request for Qualifications is not to be construed as a contract or as a commitment of any kind. If this Request results in a contract offer by the Town, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

### **Public Records**

All information contained in the proposal may be a public record open to inspection and copying by the public under State and Federal law.

### **Timing**

Professional services work to begin immediately after execution of a contract with the Town. It is anticipated that the Town Council will authorize a contract at their regular scheduled business meeting on Wednesday February 7, 2024.

### **Professional Liability Insurance**

The successful proposer, upon award of contract, shall provide certificates of insurance of all appropriate liability insurance(s), written by an insurer authorized to transact insurance in the State of North Carolina.

### **E-Verify Employer Compliance**

Contractors and their subcontractors with twenty-five (25) or more employees as defined in Article 2 of Chapter 65 of the NC General Statutes must comply with E-verify requirements to contact with governmental units. E-Verify is a Federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. Please understand that Contractors, as defined above, must use E-Verify. Therefore, all contractors must follow the E-Verify requirements to enter contracts with the Town of Rutherfordton. An E-Verify certification form is included in the vendor application packet and must be submitted for the proposal to be considered.

### **Iran Divestment Act Compliance**

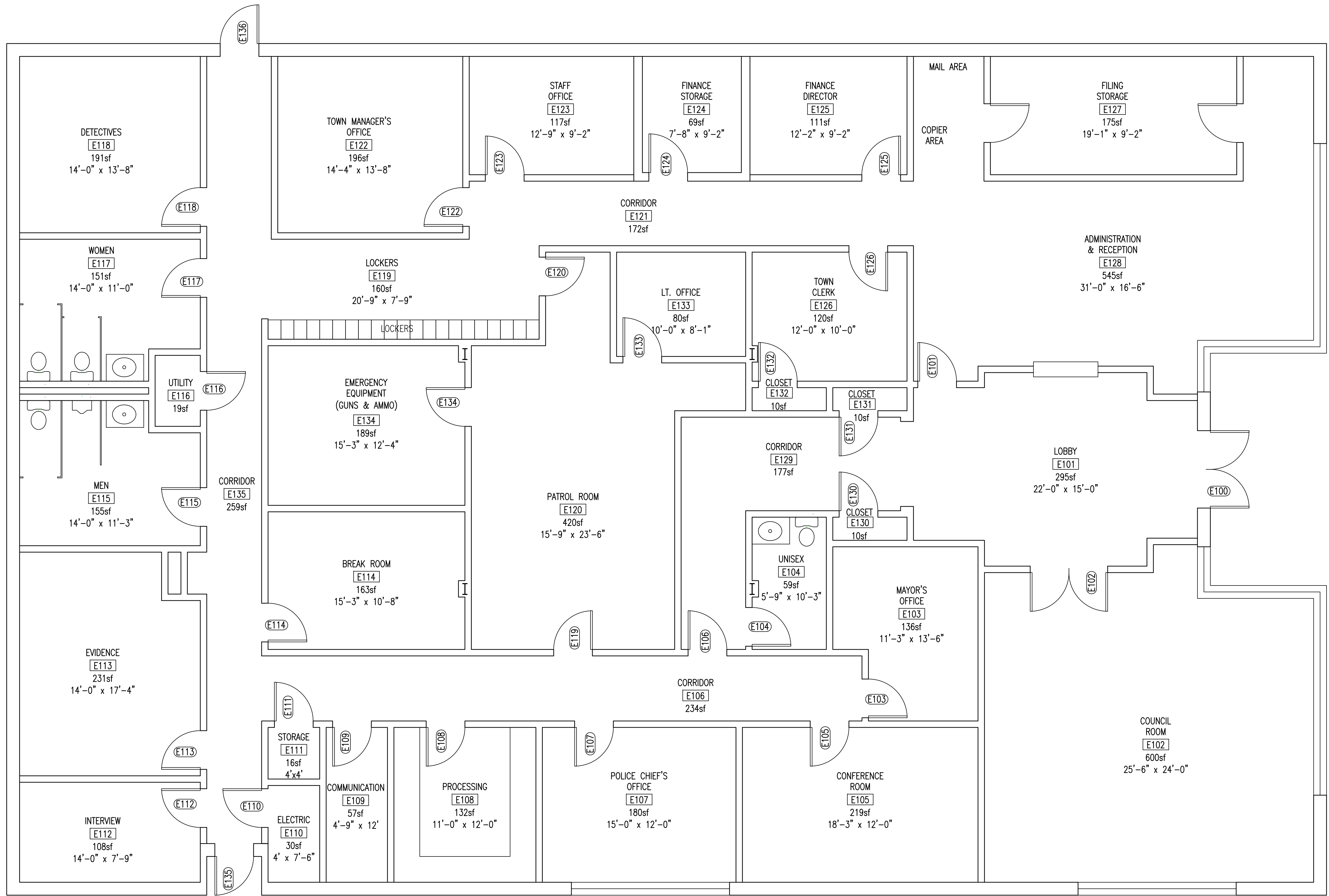
Pursuant to N.C.G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. A certification form related to the Iran Divestment Act is included in the vendor application packet and must be submitted for the proposal to be considered.

### **Points of Contact**

All questions concerning this project should be directed to Doug Barrick, Town Manager. Mr. Barrick can be reached at (828) 447-6360 or via email at [dbarrick@rutherfordton.net](mailto:dbarrick@rutherfordton.net)

### **Attachment A – Preliminary Space Needs & Existing Conditions**

Attached to this Request for Qualifications is the preliminary space needs planning, existing floor plan and recommended floor plan based upon the preliminary space needs.



EXISTING FLOOR PLAN  
6,586 SF 1/4" = 1'-0"

DWG. FILE NAME: D4  
PLOT SCALE: 1/4" = 1'-0"

REVISIONS:

DATE	DESCRIPTION

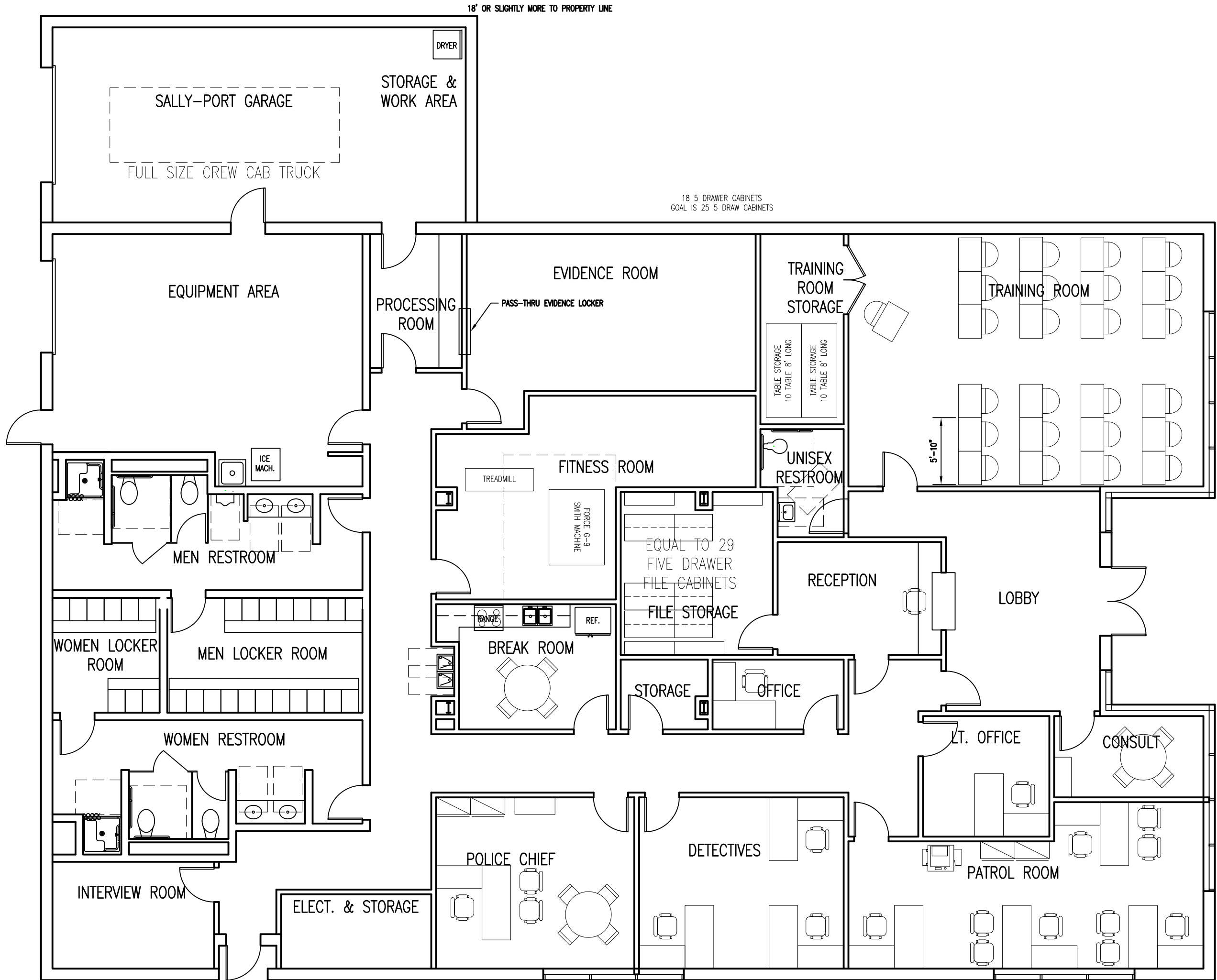
TOWN HALL  
PROGRESS PRINT  
NOT FOR CONSTRUCTION

 **TALLEY & SMITH**  
ARCHITECTURE, INC.  
SHELBY, NORTH CAROLINA  
P.O. BOX 518 (28151-0518) 704-487-7082  
409 E. MARION ST. (28150) FAX 704-482-5596

COMM. NUMBER: 916  
DATE: 06/11/2021

SHEET

A1.1  
X OF





**TOWN HALL & POLICE DEPARTMENT AREAS**  
**Rutherfordton**

**Talley & Smith Architecture, Inc.**  
 July 6, 2021

AREA #	AREA NAME	EXISTING RUTHFDTN SF	PROPOSE D SF	B. SPRINGS, NC	MAIDEN PD,	SULLIVANS ISLAND, NH	ASHLAND, NH	NOTES
E102	COUNCIL ROOM	600	800	1124		2160	665	Council prefers a "with the people" setup. Needs to be bigger. The goal is for 40 people.
E103	MAYOR'S OFFICE	136	-			120		Mayor doesn't need an office, could use a small shared meeting room.
E105	CONFERENCE ROOM	219	140	308	350	300	269	Conference room for 14 people. Could reduce to 6 people.
E122	TOWN MANAGER'S OFFICE	196	180	285		192	198	Could be slightly smaller. Needs desk, shelving, 2 chairs, cabinet.
E123	STAFF OFFICE	117	120	92		120	179	Should be a standard one person office.
E124	FINANCE STORAGE (RATED)	69	70	60			587	Secure room for 2 hour fire-rated storage.
E125	FINANCE DIRECTOR	111	120	190		192	225	Should be a standard one person office.
E126	TOWN CLERK	120	120	240		120	228	Should be a standard one person office.
	SI BUILDING OFFICIAL					192	95	
	SI PERMIT TECHNICIAN					192		
	SI ZONING ADMINISTRATOR					192	102	
	SI ACCOUNTS PAYABLE CLERK					192	176	
	SPECIAL EVENTS STORAGE		200			150		150 SQFT
	COUNCIL STORAGE		100				207	
	721 VAULT			100	50		167	
	721 PUBLIC WORK'S OFFICE			281		120		
	721 WORK/MAIL ROOM		100	195	220	135	98	
	721 MAP/PLAN ROOM			100		100	38	
	SI ASSIST. ADMINISTRATOR					120		
	SI CLERK OF COURT					120		
	SI JUDGE'S OFFICE					120		
E101	LOBBY	295	188	531	200	200	291	Big enough for 25 to 40 people.
E115	MEN	155	155		170	251	84	Determine appropriate number of plumbing fixtures.
E116	UTILITY	19	20		100	30	34	
E117	WOMEN	151	155		100	251	84	Determine appropriate number of plumbing fixtures.
E114	BREAK ROOM	163	164	258	170	350	87	Needs sink, microwave, refrigerator, range/oven, and table/chairs for 4 to 6.
E104	UNISEX TOILET	59	60		68	75	84	
E106	CORRIDOR	234	842			1500	480	- Need better organized traffic flow.
E121	CORRIDOR	172	-				759	- Need better organized traffic flow.
E129	CORRIDOR	177	-				394	- Need better organized traffic flow.
E135	CORRIDOR	259	-				436	- Need better organized traffic flow.
	721 VESTIBULE			123			41	
E127	FILING	175	200		300	410	486	Secure Police Department long term Filing Room. May need rolling space-saver filing system.
E128	ADMIN & RECEPTION	545	200	337	312	200	120	Needs a full-time customer service receptionist, shared by Town Admin and Police Department.
E107	POLICE CHIEF'S OFFICE	180	180	264	320	480	192	Could be slightly smaller. Needs desk, shelving, 2 chairs, cabinet.
E108	PROCESSING	132	140				21	Used for storage right now.
E109	COMMUNICATION	57	60	70	120	135		Server room.
E110	ELECTRICAL/MECHANICAL	30	32	60	224	500	150	252
E111	STORAGE	16	16	144	230			219
E112	LARGE INTERVIEW ROOM	108	108	148		156		106
E113	EVIDENCE	231	240	214	500	291	196	148
E118	DETECTIVES	191	240	142	100	225		
E119	LOCKERS (CORRIDOR)	160	-					20 lockers. Better in a locker room area, instead of in the Corridor.
E120	PATROL ROOM	420	420	284	266	555	230	5 desks. 4 for officers and one is a video workstation.
E130	CLOSET	10	-					Closet is not a necessity.
E131	CLOSET	10	-					Closet is not a necessity.
E132	CLOSET	10	-					Closet is not a necessity.
E133	LT. OFFICE	80	100	142		225	131	Should be a standard one person office.
E134	EMERGENCY EQUIPMENT	189	200		250	240	110	Currently gun, ammo, and other storage.
	873 TRAINING ROOM PD		720		400	400	294	252
	873 TRAINING EQUIP. STORAGE				40	115	225	
	MPD SALLY-PORT		480			600		662
	721 MEN'S LOCKER ROOM		200	438	260	177		101
	721 WOMEN'S LOCKER ROOM		120	306	100	177		
	721 SMALL INTERVIEW ROOM		80	80	80		64	78
	721 FITNESS ROOM		300	370	400	600		278
	721 SUPERVISOR'S OFFICE			152				
	721 DAY ROOM			292				
	873 PATROL SARGENT'S ROOM (4)				400	135	131	
	873 ASSIST. CHIEF'S OFFICE				224	225		
	MPD NARCOTICS OFFICE					185		

TOWN HALL SQFT	1,568		2,975	-	-	4,702	3,234
POLICE DEPARTMENT SQFT	2,544		3,443	4,796	6,516	1,241	3,062
CIRCULATION/UTILITY SQFT	1,684		912	808	2,657	2,509	2,221
<b>TOTAL SQFT</b>	<b>5,796</b>	<b>7,570</b>	<b>7,330</b>	<b>5,604</b>	<b>9,173</b>	<b>8,452</b>	<b>8,517</b>
<b>TOTAL BLDG FOOTPRINT</b>	<b>6,586</b>	<b>8,706</b>	<b>10,817</b>	<b>7,565</b>	-	<b>9,832</b>	-
WALLS & CHASES	790		3,487	1,961	-	1,380	-

**Additional Notes:**

Police Department needs a Training Room for a Trainer and about 24 people.  
 Police Department could use a drive-in area, a sally-port or garage room.  
 Police Department needs a car wash area, water connections, and car wash supply storage.  
 Police Department needs Gun and Ammo Storage Room with a gun cleaning area.  
 Police Department needs a Men's and Women's Locker Rooms, each with a single shower.  
 Town needs a Special Events Storage Room about 50sf to 100sf.  
 Town Council needs an adjacent storage area for equipment, tables and chairs.  
 General - offices need to have windows.