



Rutherfordton
A MINTED ORIGINAL

Request for Qualifications for Professional Architectural & Engineering Services

In providing design and construction administration services for a New Town Hall

December 1, 2023

Proposal Instructions and Requirements

The Town of Rutherfordton desires to engage a qualified engineering firm to provide professional services for the successful planning, design and construction administration for a new Town Hall.

Proposals will be received in the Town Hall of the Town of Rutherfordton until 1:30 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 Town Hall”** and delivered to:

Doug Barrick
Town Manager
Town of Rutherfordton
129 North Main St
Rutherfordton, NC 28139
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, of a new Town Hall for the Town of Rutherfordton. The scope of the project will also include the improvements to the 2nd & Main Intersection. NCDOT has approved the removal of the traffic light at the intersection of 2nd & Main and installing a new 4 way stop along with new crosswalks and bump out locations to install new landscaping and lighting.

The selected firm must consider the Town's space needs, budget and desire to incorporate the architectural history of the Town and surrounding buildings as well as the buildings that used to occupy the properties. Firms must also consider the ability to maximize the public spaces around the building. Including the ability for the Town to have a presence downtown that maximizes the pedestrian interaction with the new spaces as well as providing innovative ways for the Town to maximize these investments for public interactions and community gatherings.

Firms will approach the work in 2 phases.

Phase One

Evaluate the space needs of the Town through interviews with staff, Town Council and reviewing spaces of communities of the same make up. Firms will then evaluate the 2 properties owned by the Town of Rutherfordton downtown. These properties include the flanking corners of the intersection of 2nd St and Main St in Downtown Rutherfordton.

Property #1: 220 N. Main St – [Rutherford County GIS Parcel 1646545](#) .17 Acres – Zoned Civic

Property #2 : 111 W. 2nd St – [Rutherford County GIS Parcel 1201345](#) .15 Acres – Zoned Main Street

Properties should be evaluated to include the highest and best use for the properties and access for use by the public based upon the space needs of the community. Firms will consider zoning, site access, parking, prominence on the street, the pedestrian interaction of the building and cost of construction. Once a property is chosen to be the selected parcel for the construction of the new facility a floor plan, conceptual drawing and budget will be presented to the Town Council as well as the rationale for the decision for the selected site. The site not chosen for the Town Hall project should be evaluated for alternate public and private uses. Upon the completion of Phase one the Town Council will authorize the selected firm to move into Phase 2.

Phase Two

Provide architectural, engineering, and construction design services including, complete drawings, plans, construction estimates, permitting, bidding, site development, building specifications, and construction administration for the construction, of a new Town Hall for the Town of Rutherfordton on the approved site as well as the improvements to the intersection of 2nd & Main St.

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 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.
- Experience of the Civil Design Team that will assist in the development of the project.
- 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
 - Civil
 - Structural Engineering
 - HVAC
 - Plumbing
 - Electrical

- 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.
- 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, Main Street Director & 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 1:30 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 Town Hall”** and delivered to:

Doug Barrick, Town Manager
Town of Rutherfordton
129 North Main St
Rutherfordton NC 28139
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 11am. Firms are not required to attend but it is highly recommended as both sites featured in phase 1 will be highlighted.
2. **January 18, 2024** – Architectural Services RFQ due to the Town of Rutherfordton by 1:30 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, Main Street Director & 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 30th 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. Please note in the subject line you are requesting information on the "Town of Rutherfordton Town Hall 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. The selected firm will be expected to work expeditiously with the Town to craft a 2 phase contract for Town Council approval.

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 contract 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

Attachment A – Preliminary Conceptual Drawings

Attached to this Request for Qualifications is the preliminary conceptual drawings of this project.

SITE MAP



Previous Concept from UNCG

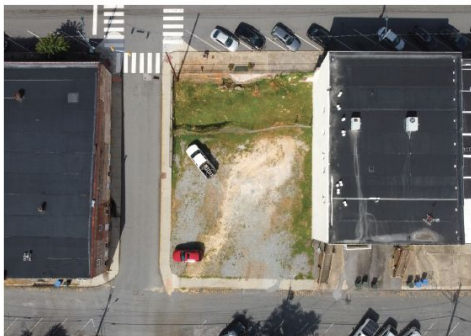
Design Proposal

November 9, 2020

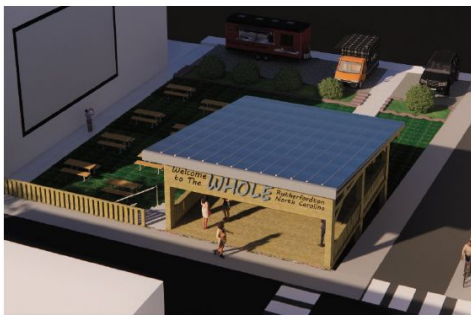
North Carolina Main Street
301 North Wilmington St.
4346 Mail Service Center
Raleigh, NC 27699-4346
Phone: 919-814-4658

Design prepared by:

Main Street Fellows
UNCG Department of
Interior Architecture
tthicks@uncg.edu



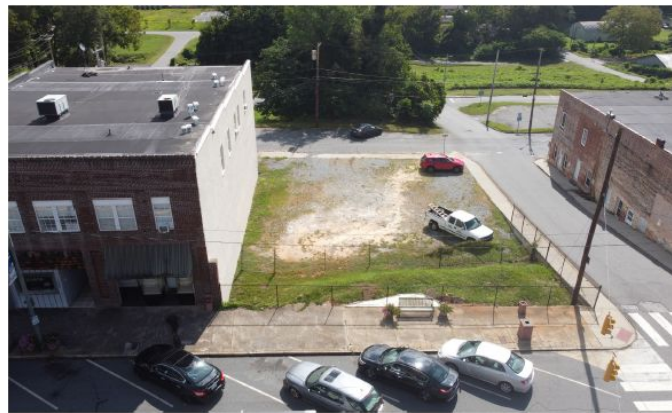
Existing Property



Proposed Design

"The Whole"

Rutherfordton, NC



Property Description

The building previously located on this lot burned down in April of 1986. This property sits directly across from the Rutherford County Courthouse on a prominent corner of Main St & 2nd Street. The property is grossly underutilized as a gravel parking lot and falls from Main St in elevation to the rear alley of Toms St. There is an entrance to underground shops, currently unused and in disrepair, under Main Street. By at least one account, these abandoned spaces were historically used as segregated shopping areas for People of Color.



With efforts to keep the community safe while supporting their local businesses during the pandemic, the town of Rutherfordton aims to maintain the strong sense of community while still adhering to the state-mandated orders concerning reduced capacity. Reconfiguring this vacant lot into a social-distanced community gathering space will bring the community together through outdoor dining, local arts and crafts, recreation, and live performances, similar to the FR8YARD project below.



Inspiration: FR8YARD in Spartanburg, SC



Inspiration: FR8YARD in Spartanburg, SC

Key Features

- At grade shelter
- Lower level multi-purpose space



Main Street Entrance to "The Whole"



Entrance from Rear on Taylor St.



W 2nd St 100

W Main

Public Parking





W 2nd St 100

W Main

Public Parking



EXISTING BUILDING

DECORATIVE STREETLIGHT

PLAYSCAPE PLAZA

PROPOSED 1600 S.F.
(FOOTPRINT) PUBLIC
BUILDING WITH
PUBLIC RESTROOM

(4) -WAY STOP
CURB EXTENSION &
DECORATIVE
CROSSWALKS

What we HEARD...

Steering Committee Meeting 3/12/2021

1. Place a new building on corner w/ public restrooms Main Street level
2. Create at-grade public space between new and existing buildings
 - a. Like Pocket Park Playscape concept, but want to see alternatives
 - b. Next Conceptual Focus: Teen/Tween hangout
3. Like current direction on streetscape improvements
 - a. Conduct meeting w/ NCDOT
4. ADA access along 2nd Street is an issue

Steering Committee Meeting 3/30/2021

1. Provide another concept with stage area, mural opportunities, and seating. Make the net overhang optional.

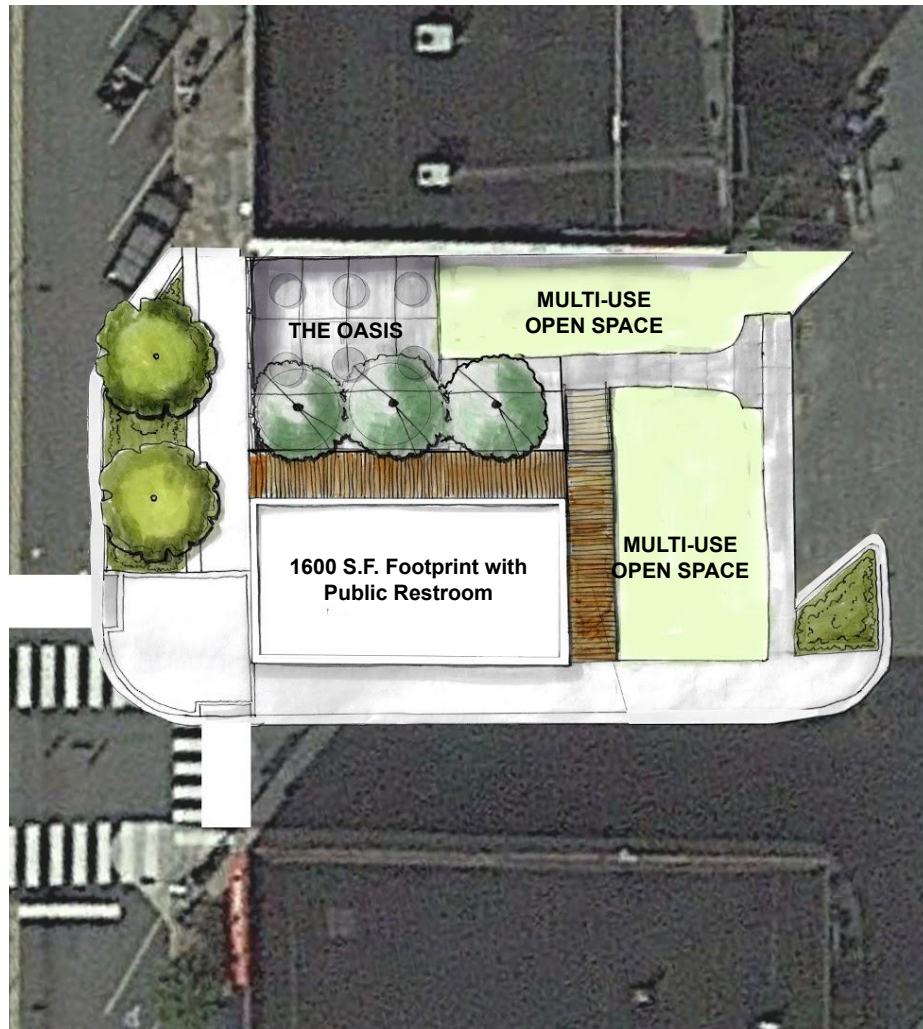
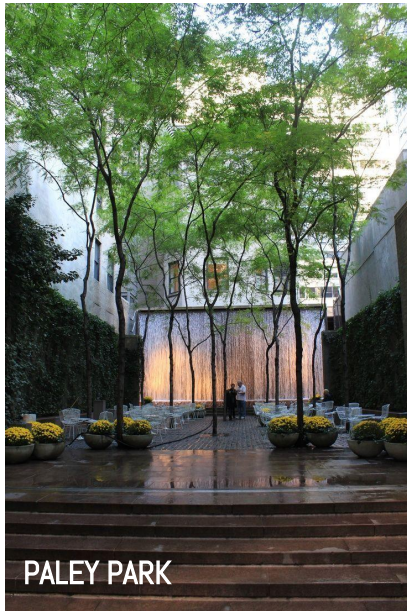
POCKET PARK - A

The Oasis Lower Level Plaza

Opportunities for this concept include:

- 1600 S.F. Footprint with Public Restroom.
- Lower Level Plaza.
- Microclimate landscape (oasis)
- Wrap Around decking
- Diagonal Parking
- Multi-Use Open Space
- Mural Wall
- Movable seating layout

(Could be at-grade?)

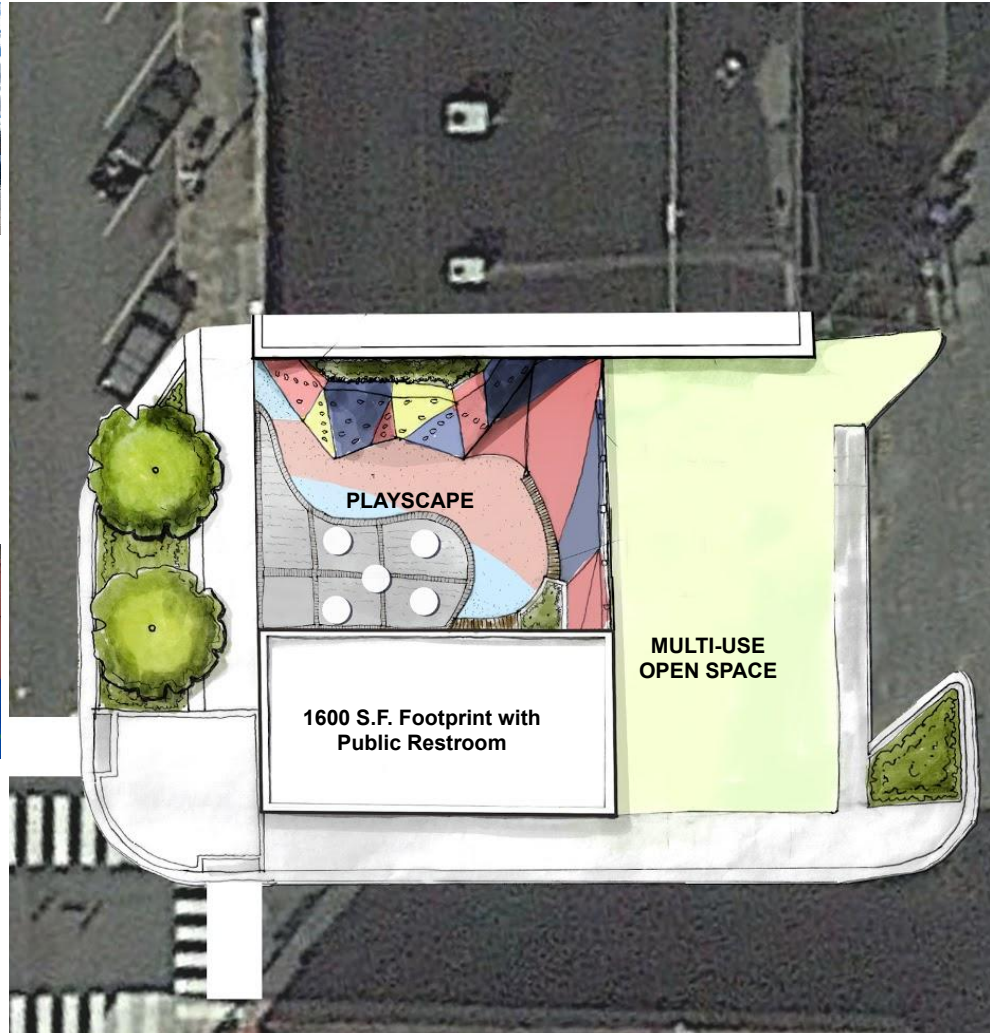
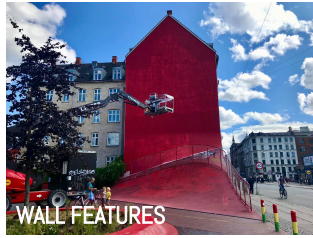


POCKET PARK - B PLAYSCAPE

The Playscape Plaza (at grade)

Opportunities for this concept include:

- 1600 S.F Footprint with Public Restroom.
- Relationship to Children's Museum
- Elevated Plaza with Main Street level access
- Dynamic seating
- Climbing surfaces
- Playground Surfacing
- Diagonal Parking
- Multi-Use Open Space
- Mural Wall
- Movable seating layout
- 2nd Street sidewalk not ADA

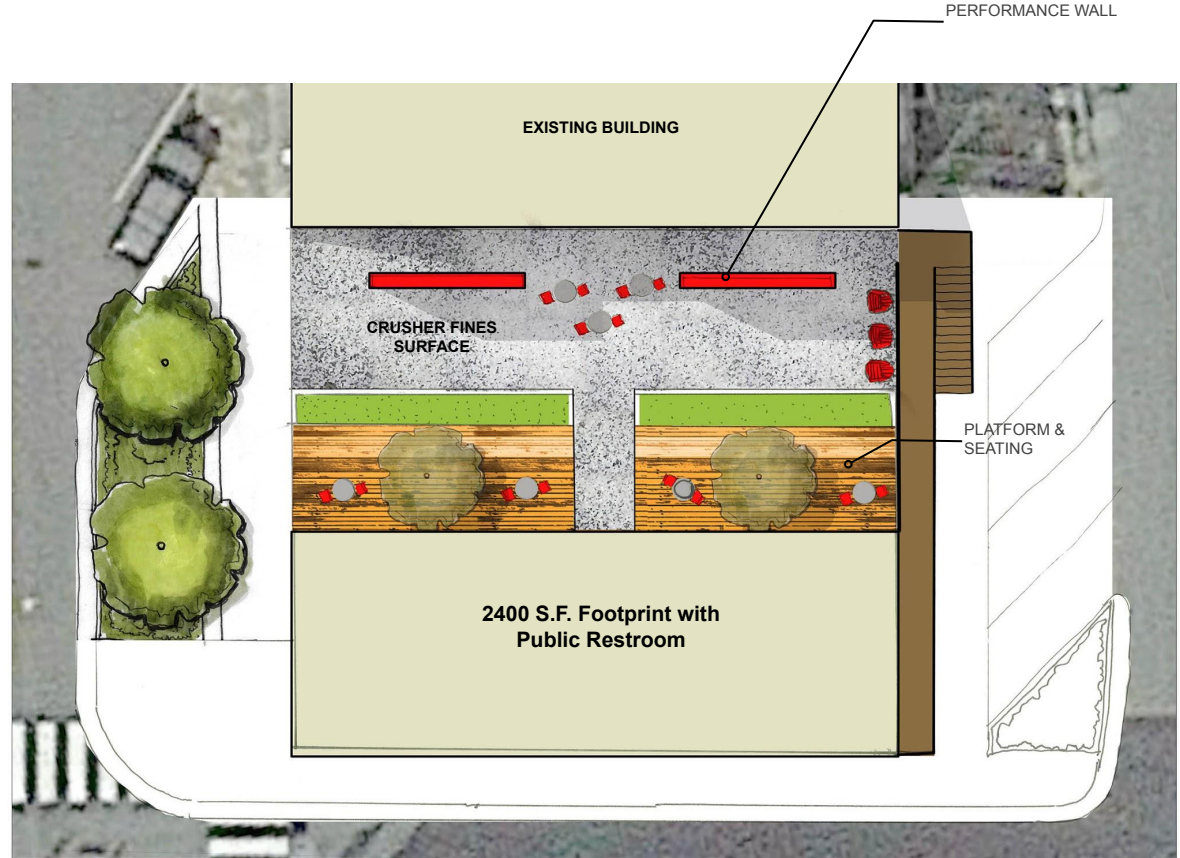
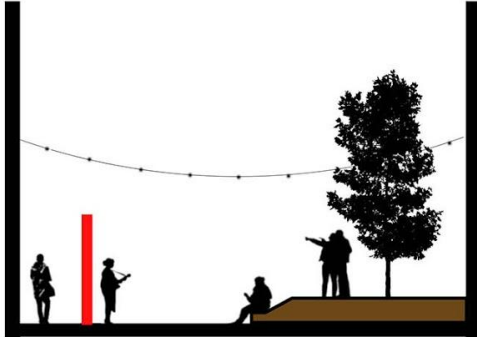


POCKET PARK - C

Performance Plaza

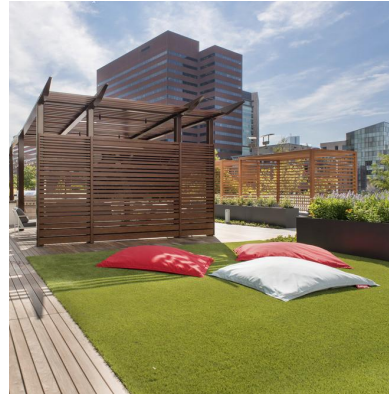
Opportunities for this concept include:

- 2400 S.F. Footprint with Public Restroom.
- Performance space
- Platform & Seating
- Multiple access points
- Cafe seating



POCKET PARK - D

Nest Plaza

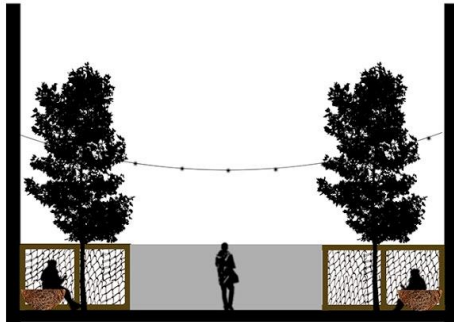


POCKET PARK - D

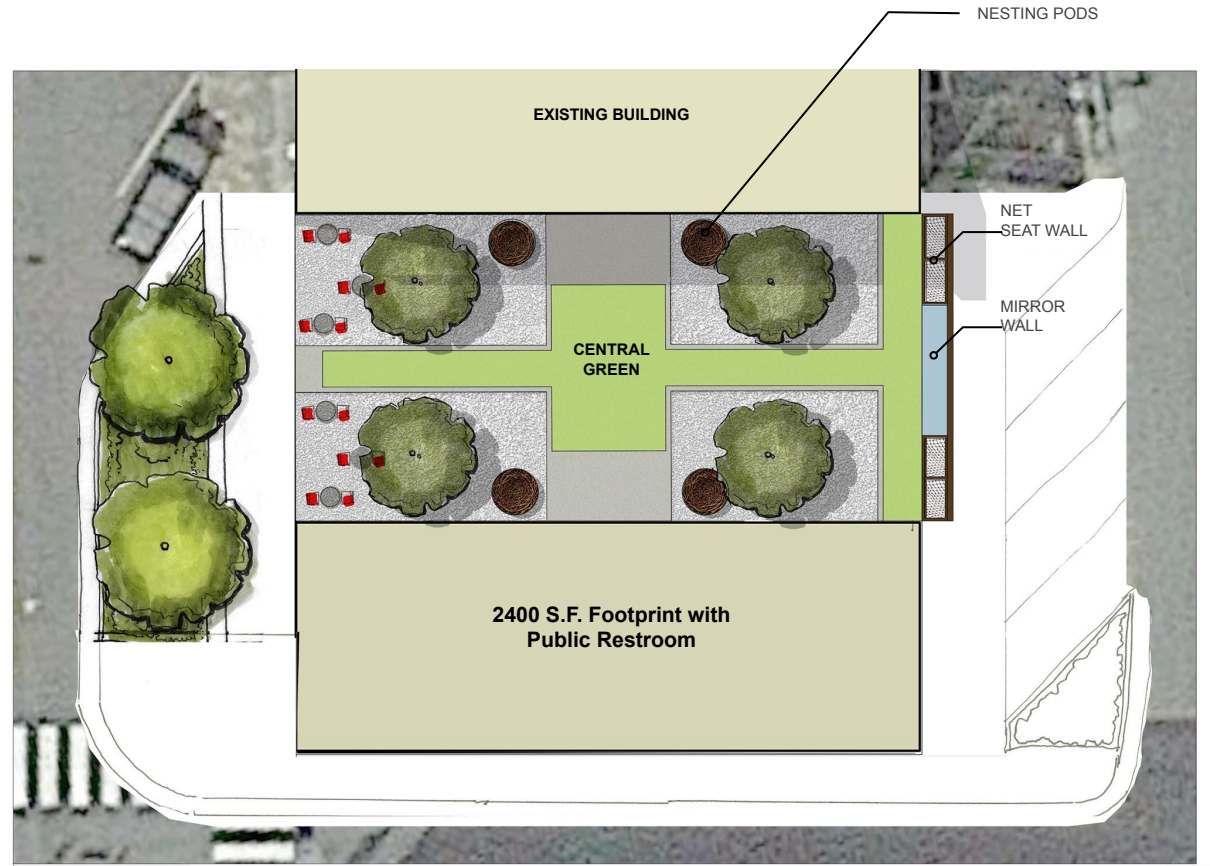
Nest Plaza

Opportunities for this concept include:

- 2400 S.F. Footprint with Public Restroom.
- Central Green
- Mirror Wall
- Net Structure
- Nesting Pods
- Cafe Seating



DIAGRAMMATIC SECTION

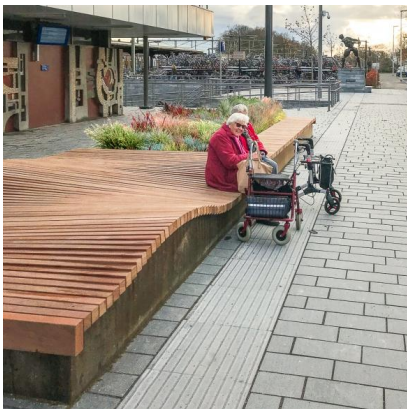


POCKET PARK - E

Final Concept

Opportunities for this concept include:

- 2400 S.F. Footprint with Public Restroom.
- Green
- Stage
- Net Structure (optional)
- Nesting Pods
- Cafe Seating Options
- Bench Seating
- Mural or Projection Surface
- Interior trees (optional)



General Budget Range

- | | | |
|----|--|---------------------------|
| 1. | Intersection Streetscape Improvements: | \$425,000 - \$525,000 |
| 2. | 4,800 sq. ft. public building @ \$425 - \$450/ sq. ft: | \$2,040,000 - \$2,160,000 |
| 3. | Retaining wall + public plaza: | \$400,000 - \$475,000 |

Total Estimate Range:	\$2,865,000 - \$3,160,000
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Survey, Final Design, Engineering, Architecture, and Permitting:	\$370,000
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Bidding & Construction Oversight:	\$85,000
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Grand Total:	\$3,320,000 - \$3,615,000
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