



**Request for Proposals
(RFP)**

**Architectural and Engineering Services
For Albemarle Commission Office**

**Albemarle Commission Region R Council of Government
And Economic Development District
512 South Church Street
Hertford, NC 27944
Telephone 252-426-5753
Fax 252-426-8482**

Request for Proposals (RFP) – Albemarle Commission Offices

A. Project Background and Objectives

The Albemarle Commission was formed with legislative action in 1968 under GS 143-341 when the North Carolina General Assembly created a system of multi-regional planning districts, now known as Regional Council of Governments. Further, in 1972, the U.S. Department of Commerce's Economic Development Administration recognized the Albemarle Commission as the Economic Development District for the Region. The mission of the Albemarle Commission is to improve the ability of our member governments through creative regional solutions to enhance the quality of the lives of our citizens in the Albemarle Region through direct service, grant writing, planning and assessment, program development and management, as multi-agency public-private partnership. The Albemarle Commission provides services to the 10 counties of the Albemarle Region: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington.

The Albemarle Commission is seeking an architectural firm to design a new office space. The firm will be expected to design a public services facility that improves the connectivity between the Commission's programs while enhancing the experience of our participants visiting the facility.

The Albemarle Commission's Board of Delegates (ACBOD) or their designee will assemble representatives to oversee the RFP and selection process for an architect and engineering team otherwise known as the Albemarle Commission Design Committee (ACDC).

Albemarle Commission is seeking qualifications from professional firms to provide architectural and engineering services for the construction of the new Albemarle Commission Building. The project site will be located in Northeastern North Carolina. The new building is anticipated not to exceed 17,000 gross square feet.

Operational functions within the new public services building will include: aging, nutrition, planning, economic and entrepreneur development, career services, flex meeting space, creative and divisional/programmatic space, commercial kitchen, storage and a work center. Albemarle Commission will use the Construction Management at Risk construction delivery method for this project. As such, the selected architectural/engineering firm will be required to work directly with the representative of the Albemarle Commission (Construction Manager at Risk) to be named prior to contract signing the architectural and engineering services agreement.

B. Scope of Services

When the Albemarle Commission Design Committee (ACDC) has recommended the Architect and the members of the Architect and Engineering Team (A/E Team) and the Albemarle Commission Board of Delegates has entered into an agreement, then the Architect and the A/E Team will be authorized to proceed with services as set forth in the agreement. The scope of the services to be provided by the A/E Team relative to the Project may include without limitation the general disciplines outlined below to the extent necessary to provide complete, accurate and fully coordinated design documents and construction administration for the Project:

- Programming and space planning;
- Obtaining approvals of government agencies having jurisdiction over the project;
- Conceptual plan for the building site;
- Schematic Design (to include storm-water and parking requirements);
- Life Cycle cost analyses and evaluation of various alternative energy conservation options;
- Water efficiency/conservation options;
- Conceptual Plan and Design Development;
- Interior Design (furniture layout, FF&E, signage, etc.);
- Preparation of Construction Documents;
- Bidding phase assistance, attending both pre-bid conference and bid opening, including review of bids;
- Construction administration and periodic inspection;
- Cost estimating;
- Project close-out assistance;
- Assistance with selection of building site
- Site Master Planning
- Landscape Architecture
- Civil Engineering
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Networking Engineering
- Plumbing and Fire Protection Engineering
- ADA Design
- Interior Design (Furniture layout, FF&E, signage, etc.)
- Building Information Modeling (BIM) for all phases of design
- Code compliance
- Energy modeling, building analysis and commissioning
- LEED certified design
- Other services customarily furnished by an Architect and its consultants on similar projects utilizing Construction Management at Risk (CMR) construction delivery method

The services to be provided by the A/E Team may be divided into the following phases:

- Master Planning and Concept Design
- Schematic Design
- Design Development
- Construction Documents/Bid and Award
- Construction Administration, including punch list, commissioning and closeout
- Post-construction, including record drawings and warranty inspections

C. Required Qualifications

Architectural/Engineering firms that respond to this RFP to serve as the Architect must meet all of the following criteria:

- Must be experienced as the primary design architect on a project with a construction cost of greater than \$2.0 million.
- Must be experienced as the primary design architect on professional / commercial office space or government facility constructed within the last 10 years.
- Must demonstrate sustainable design experience with buildings constructed to LEED Certified standards.
- Must be familiar or familiarize itself in Northeastern North Carolina and State of North Carolina building and fire codes, zoning regulations, and local construction practices.
- Firm and its key project employees, including sub consultants, must have all current licenses, certifications and registrations to perform the work.
- Firm must be willing to encourage innovation during architectural design phases with characteristics interconnected to Northeastern North Carolina Culture

The Architect will be responsible for engaging and coordinating an exceptional A/E Team experienced in the design of commercial office space and government facilities as related to this Project. The firm shall identify all of the sub consultants recommended by the proposing firm to be members of the A/E Team and whose fees are included in the firm's fee proposal. The ACDC retains the right of review and approval of any such proposed sub consultants, based upon discussions with the Architect and the ACDC and ACBOD.

D. RFP Timeline

Advertisement of Request for Proposals	April 1, 2017
Pre-proposal Meeting	May 15, 2017
Submittal of Questions	May 17, 2017
Proposals Due	May 30, 2017
Interviews of Selected Proposals	June 1-7, 2017
Selection of Primary Architect	June 16, 2017
County Members and LGC Approvals	TBD
Property Acquisition	TBD
Construction to Commence no later than 90 Days following property acquisition	TBD

E. Proposal Instructions and Format

Please include the following items in any Proposal submitted in response to this RFP:

1. Firm name, address, and background of office that would have primary responsibility for the work.
2. Describe ownership of your firm and list its principal shareholders.
3. Describe your firm and how it is organized including its overall size in numbers of employees.
4. Describe the practicing ideas or themes that serve as the central organizing elements of your firm's architectural practice as related to the construction of commercial office space and government facilities.
5. Provide names and resumes of key personnel who would be directly responsible for the work. Please include in resumes only projects related to commercial office space and government facilities, firm worked for, and project title/responsibility. Please submit key reference contact information including telephone numbers, fax numbers and email addresses.
6. Submit an organizational chart for the entire recommended A/E Team as referenced in item 3 above.

7. Provide a complete list of your firm's commercial office space and government facilities that were constructed during the last 10 years or currently under construction. Please include:

- Project name
- Project location
- Contracting or ownership entity
- Project description listing dates of construction, project gross square footage, construction cost and total design fee (including sub-consultants).

8. Please list all applicable professional liability policies with their respective types of coverage and corresponding policy limits.

9. Describe the process by which you will develop alternative schematic designs for a typical Project.

10. Describe your approach to project design that will assure the functional, aesthetic and quality requirements are satisfactorily addressed for new construction.

11. Explain the management tools, techniques and procedures your team uses to maintain the programming, planning and design phase schedule.

12. Explain your team's procedures for documenting quality control and coordination of the various disciplines of work in preparing construction documents.

13. Explain the design team's use of whole building energy analysis (including life cycle cost analyses) to assure the building is energy efficient.

14. Describe your team's approach to maintenance considerations in the design process.

15. Explain how your team will control project cost to assure the project budget is not exceeded.

16. Describe in detail steps which will be taken by your team to guard the Owner against defects and deficiencies in the work of the contractors during the construction phase.

17. Explain how your team manages the process of reviewing subcontractor submittals, clarification requests, issuances of bulletin drawings, reviews of contractors' cost proposals, review and justification of change orders, payment requests, final inspections and assembly of the project close-out documents.

18. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.

19. Describe in detail the process you will follow from schematic approval through approval of final design.

20. Explain why you believe your team is the most qualified firm to provide the requested services for this Project.

Your response may also contain any narrative, charts, tables, diagrams or other materials in addition to those called herein; to the extent such additions are useful for clarity or completeness of the response. Attachments should clearly indicate on each page the paragraph in the RFP to which they pertain. The **Albemarle Commission will not be liable for any errors in your proposals.**

No modifications to your proposal will be accepted except during negotiations initiated by the ACDC and the Albemarle Commission's Board of Delegates.

The request for proposals and potential inclusion into the interview process shall in no way be deemed to create a binding contract or agreement between the respondent and the Albemarle Commission's Board of Delegates. Upon recommendation of the ACDC, the Albemarle Commission's Board of Delegates will enter into an agreement. In the event that the Albemarle Commission's Board of Delegates and successful respondent are unable to reach agreement upon a contract, the Albemarle Commission's Board of Delegates reserves the right to immediately enter into negotiation and agreement with another respondent.

Each respondent submitting a Proposal in response to this RFP acknowledges and agrees that the preparation of all materials for submittal to the ACBOD and all presentation, related costs, and travel expenses are the respondents' sole expense as the ACDC and ACBOD shall not, under any circumstances, be responsible for any cost or expense by the respondent. The ACDC and Albemarle Commission shall be allowed to keep any and all materials submitted by the respondents in regards to this RFP. Each respondent agrees to hold the ACDC and ACBOD harmless against any expenses, damages, and claims arising from or connected with your proposal, including patent, trademarks, copyright, or other intellectual property infringement or misappropriation.

Any media request of the respondents shall be concurrently directed to the Albemarle Commission's Board of Delegates or their designee during the receipt, analysis, selection and subsequent contract negotiation until said contract is signed and delivered by the ACBOD.

Albemarle Commission's Board of Delegates reserves the right to accept or reject any or all proposals, to alter the selection process in any way, to postpone the selection process for either party's own convenience at any time, and to waive any defects in proposals submitted. The ACBOD and ACDC reserve the right to issue addenda to this RFP at any time due to the need for clarification, change in schedule, or other reasons the parties so decide. The ACBOD reserves the right to accept or reject any individual sub-consultants that the successful respondent proposes to use.

Your proposal constitutes an offer that remains open and irrevocable for a period of not less than 180 days unless your proposal states otherwise. Proposals after the award are public documents.

F. Pre-Proposal Meeting

A voluntary Pre-Proposal Meeting will be held May 15, 2017, 10:00 a.m. in the Albemarle Commission's Board of Delegates conference room located at 512 S. Church St., Hertford, NC 27944. Parking is available in the main lot behind the Commission's building. Please RSVP your attendance to Mrs. Sandra Powers. at spowers@accog.org or 252-426-5753 ext. 235.

G. Proposal Deadline

Proposals are due by **May 30, 2017** at 4:00pm. One electronic copy and 10 bound copies of each document should be addressed to:

Albemarle Commission
AC Offices Proposal
Cathy Davison, Executive Director
512 S. Church St.
Hertford, NC 27944

H. Selection Criteria

The ACDC will use a combination of criteria in the evaluation process, including, without limitation, overall qualifications, relevant experience with comparable facilities, references, proposed fee structures and such others as the ACDC may use in its sole discretion. The following criteria will be the basis on which firms will be selected for further consideration:

1. Specialized, appropriate expertise for this type of project.
2. Organizational chart and project team expertise.
3. Proposed design approach and innovative design solutions for projects of this type.
4. Project quality control plan including recent experience with cost control, change orders, and maintaining design and construction schedules.
5. Current workload of firm's personnel.
6. Record of successfully completed projects without major legal or technical problems.
7. Capabilities and proven experience in extensive evaluation of facilities energy consumption and life cycle analyses during design of similar projects.
8. Compliance with proposal format requirements.
9. Experience working on projects utilizing Construction Management at Risk construction delivery method.
10. Proximity to and familiarity with Northeastern North Carolina area.
11. Other factors that may be appropriate for the project.
12. Veteran/Minority/Women Owned Business.

The ACDC will review and create a short list of the number of firms to be interviewed. Those firms that are invited to interview will be expected to have the key project personnel available for presentation and interview on June 1-7, 2017. Times for individual interviews will be announced later but respondents will tentatively be provided a block of 2 hours for presentation and questions. Representatives for the Albemarle Commission's Board of Delegates and the ACDC will be in attendance for the interviews. Interviews will be conducted at the Albemarle Commission's Board of Delegates conference room. The ACDC will recommend the successful respondent and the Albemarle Commission's Board of Delegates will award a contract at or after the regularly scheduled meeting on June 16, 2017.

I. Questions or Inquires

All questions must be submitted in writing no later than 4:00pm on May 17, 2017 to:

Albemarle Commission
Cathy Davison, Executive Director
512 S. Church St.
Hertford, NC 27944
Email: cdavison@accog.org