

Request For Qualifications Needs Assessment

City of Monroe, NC

The City of Monroe seeks to hire an experienced Professional/Consultant Team to conduct a specialized Departmental Needs Assessment for the City of Monroe Police Department, Fire Administration and Senior Center in a comprehensive study of future space requirements including renovation of existing facilities and/or expansion of existing facilities and new construction options. The assessment is to maximize the utilization of the **Enquirer Journal Building, 500 W. Jefferson**, with the best fit: Police Department, Fire Administration or Senior Center.

The City is seeking an architecture firm to work collaboratively with and to provide design services for the project. Interested firms are requested to submit written statements of qualifications as directed in this RFQ.

PROJECT INFORMATION

Project Overview and Description

The project entails conceptual design and layout of existing facilities to maximize space and efficiency of the Police Department, Fire Administration and Senior Center. The facilities in need of consideration are the current Monroe Police Department, Fire Station #1 (City Hall), Ellen Fitzgerald Senior Center and, if justified, potentially a new facility if renovation or expansion of existing facilities and the Enquirer Journal Building cannot accommodate current and future needs. All efforts to be environmentally friendly should also be considered.

The preliminary vision includes:

- The size of the Enquirer Journal Building is approximately a 20,000 SF existing structure for adaptive re-use construction to accommodate city operations;
- Overview of the City of Monroe Police Department, Fire Administration and Senior Center functions, operations;
- Inventory and assessment of current Police, Fire Administration and Senior Center current facilities;
- Data gathering and analysis;
- Forecasting capacity requirements, 10, 20 and 30 year projections;

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- Space and operational requirements for future Police, Fire Administration and Senior center future facilities which would include renovation of existing facilities and new construction options;
- Project cost for future facilities;
- The project design and proposed operation shall incorporate ecologically sustainable measures. It is the intention that this building will operate as sustainably as can be achieved within a reasonable budget.
- Preparation of a final Needs Assessment and recommended use of the Enquirer Journal Building.

Project Schedule

The estimated project schedule is as follows:

RFQ release	September 2016
RFQ due date	Monday, October 3, 2016; 5:00 p.m.
Review	November 2016
Interviews	November 2016
Selection	December 2016

If this challenging assignment is of interest to you, please submit your written response in six (6) bound copies, one (1) unbound copy, and a pdf version on disc or flash drive of your qualifications and written response, **no later than 5:00 pm on Monday, October 3, 2016**. The response should be in accordance with the Submittal Format described below.

To ensure fairness to all firms participating, all communications related to this RFQ shall be directed to Brian J. Borne, Assistant City Manager via email at bborne@monroenc.org. Revisions, clarifications, or other information determined by the City to be of material interest to all proposers will be distributed in writing only by this office. During this selection process, no other contact will be accepted with any member of the City.

The City of Monroe is committed to promoting the fullest possible participation by all citizens in access to employment and contracts as well as in visitation. In this regards, every effort will be made to ensure that all persons, regardless of race, religion, sex, color, ethnicity, and national origin have equal access to contract, subcontract and other business opportunities with the City. Reflecting our commitment to inclusion, diversity, our community and our mission, strong consideration will be given to small, minority, and women-owned businesses in order to preserve free competitive enterprise and to ensure that a fair proportion of the total purchases and contracts or subcontracts for services shall be placed with these enterprises.

Address submittal to:
Brian J. Borne
City of Monroe
Assistant City Manager
300 W Crowell Street
PO Box 69
Monroe, NC 28111-0069

SELECTION CRITERIA AND PROCESS

Selection Criteria

The City is seeking a creative and technically experienced team. Candidates should be prepared to demonstrate how their innovations in the design of other projects have resulted in well executed, cost-effective, state-of-the-art public facilities.

The Selection Committees will be interested in teams with the following experience and qualifications:

- Excellence in technical design and execution. Have proven capability to provide creative, functional, flexible, and technologically sound design solutions with an economy of means and within the project budget.
- Demonstrated relevant experience and commitment of Principal-in-Charge, Project Manager and Project Architect.
- Technical expertise in developing high quality, well-coordinated construction documents for complex projects, and excellent follow-through during construction.

Comparable Experience.

1. Experience in recent, large and complex building/facility planning projects of similar public facilities and with multiple stakeholders.
2. Experience in addressing the architectural challenges and needs of Police, Fire Administration and Seniors, consideration for ADA and maintenance, and experience with controlling any other unique conditions, operations, functions and requirements of municipal government elected officials, staff and clients.
3. Experience in working with clients from governmental entities.
4. Have demonstrated firm and individual team member capability to work creatively and sensitively within an existing, operational facility in an existing campus context.
5. Demonstrated experience adaptive re-use of an existing structure.

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6. Demonstrated ability to understand the building's program and be responsive to program issues.
 - Demonstrated attention to problem solving.
 - Ability to be responsive to multiple inputs in a timely fashion.
 - Demonstrated experience with sustainable design, including completed projects that received LEED® certification, or completed projects that demonstrably conserve energy and other resources.
 - Demonstrated excellence in adhering to limited project budgets and in meeting critical schedules.
 - Demonstrate the availability of key personnel who would be assigned to this project, based on a presentation of the current and projected workload of the firm.

Selection Process

The City will convene a Selection Committee. The City will contact the short-listed firms to schedule a site tour, briefing and to schedule interviews. The City may visit one or more buildings by the firm(s) and speak with past clients and/or references.

The City reserves the right to request any further documentation that it deems appropriate and necessary for the selection process.

The City shall have no obligation to any company or firm or the successful proposer(s) unless or until the City and the successful proposer(s) fully execute a final and definitive contract between the parties and meet all City contractual and insurance requirements.

SUBMITTAL FORMAT

Firms submitting their qualifications for the project must follow the format below. Material must all be in 8-1/2 x 11 inch format-no foldouts. Firms may choose to submit supplemental material; such additional material will be reviewed at the option of the Selection Committee. Provide twelve (6) bound copies, 1 unbound copy, and a digital pdf version on disc or flash drive.

Cover Letter (*maximum of 1 page*)

- Identify team
- Provide name of contact person, phone, email, and fax
- Summarize qualifications most relevant to this project

Relevant Firm Qualifications (*maximum of 2 single-sided or one double-sided page*)

- Firm overview and summary of qualifications that are relevant to this project

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- Provide short, focused paragraphs by topic (i.e., building type; technical aspects; BIM, sustainability / LEED; etc.)
- Submit proof of North Carolina Architectural/GC and any other License required by the State.
- Describe the team's proximity to the project site and your ability to provide appropriate staffing on site during construction.

Relevant Project Experience (*maximum of 10 single-sided or 5 double-sided pages*)

Provide photos / illustrations and briefly state relevance of each project in regards to the criteria desired for this Project. Specify the role of the firm or individual if work was not exclusively by the firm (i.e., joint venture, association). Projects where the person who led the effort is no longer with the firm shall not be considered in the assessment of the candidate's capability. If the work was done by individuals while with other firms, this must be clearly stated. Strong preference will be given to qualifying projects done by the submitting firm, led by individuals while employed at that firm, and that such individuals shall be a part of this project team. In addition, provide a list of the following for each project:

- Project name and location
- Beginning and ending dates of project (including construction)
- Size / square footage
- Main program elements
- Summarize sustainable features or LEED® level achieved
- List non-owner initiated change orders with brief explanation
- List contractor and engineering consultants
- Provide Owner name with name of contact person, telephone, and email
- Indicate if you have had experience working as the lead consultant where there was a separate Design Architect, providing the Design Architect name and name of contact person, telephone, and email.

Note: Projects that are currently in design or under construction are acceptable, but completed projects may carry more weight in the evaluation.

Project Team Summary (*maximum of 2 single-sided or one double-sided page*)

- Identify key team members at a minimum for the Principal-in-Charge, Project Manager, and Project Architect. For each team member:
 - i) State their qualifications relevant to programming services and the scope of this project
 - ii) Describe their past project roles with the specific project examples.
 - iii) Submit key team member resumes.
- If you envision any unique consultants that may be required for this type of project, indicate what they might be.

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- Submit four firm references and contact information for each reference. Of these, 2 should be Client references and 2 Contractor references. In addition, please provide 2 references each for the Principal-in-Charge, Project Manager, and Project Architect.