

**NEW HANOVER COUNTY ABC BOARD
REQUEST FOR QUALIFICATIONS
CONSTRUCTION OF ABC FACILITY AT
7000 WRIGHTSVILLE AVENUE**



Due date: August 14, 2017
Time: 5:00 pm
Receipt Location:
6009 Market Street
Wilmington, NC 28405

General Information

Advertisement	Sunday, July 30, 2017
Deadline for Questions	Monday, August 7, 2017, by 5:00 PM
Response to questions on or before	Wednesday, August 9, 2017 by 5:00 PM
Deadline for Receipt of Bids	Monday August, 14, 2017 @ 5:00 PM New Hanover County ABC Board Attn: Marnina Queen 6009 Market Street Wilmington, NC 28405
Date for Award of Bid	TBD

The purpose of this Request for Qualifications is to solicit qualifications from qualified applicants to provide architectural design services for the construction of the New Hanover County ABC Store. Please review the complete project description located within this document.

The scope of services required will include the development of plans and specifications and to provide consulting services to the ABC Board during the design development, contractor selection and building phase.

New Hanover County ABC Board requests qualifications from firms experienced in planning, design, and construction observation of similar facilities. Firms should submit their qualifications on standard form SF330, available for download in the forms library at www.gsa.gov. Completed form SF330 shall be submitted by **5:00pm Wednesday, August 14, 2017**.

Contracting Office Address

New Hanover County ABC Board
Attn: Marnina Queen
6009 Market Street
Wilmington, NC 28405
(910) 762-7611
mqueen@nhcab.com

Please submit questions electronically via email to mqueen@nhcab.com and in the subject line note “**RFQ- New Hanover County ABC Store.**” Deadline for questions is by **5:00pm, August 7, 2017**. Any changes in the qualification’s request may be sent by email and furnished to all proposers. All questions received will be answered and

posted as an addendum by **5:00pm Wednesday, August 9, 2017**. Verbal information obtained otherwise will not be considered in the awarding of the proposal.

Description

Solicitation includes design and architectural services for preparation of construction documents including utilities system modeling, plans, specifications, cost estimates, record drawings, and review of shop drawings.

Selection Criteria

The architectural firm must demonstrate its competence of each key consultant's qualifications with respect to the published evaluation factors for design and all option services. Evaluation factors (1) through (5) will be scored for each candidate with maximum values as indicated in each section.

Specific evaluation factors include:

(1) Professional qualifications of firm and staff proposed for the design and architectural services for preparation of construction documents including plans, specifications, cost estimates, record drawings, and review of shop drawings in accordance with County standards on similar projects. **(25%)**

In addition, scheduling professionals and construction contract claim mitigation tasks will be included. Firms will be evaluated in terms of the team's qualifications:

- active professional registration in North Carolina
- experience (with present and other firms) and roles of staff members, specifically on the projects listed in the SF330. Each project should clearly indicate the personnel involved and those personnel should be listed by each project.
- Teams consisting of multiple firms are allowed. Demonstrations of past collaborations and team organizational charts are required.
- Recent experience with New Hanover County Projects and/or ABC Stores.

(2) Specialized recent experience demonstrating the technical competence of particular staff members to design the projects addressed in evaluation factor number one. Each project listed should indicate key staff members involved. **(25%)**

Firms will also be evaluated upon:

- specific knowledge of the construction materials and practices of similar projects and design requirements of New Hanover County, the City of Wilmington; and all Federal and State of North Carolina laws, regulations, codes, and permits applicable to projects of this nature
- project experience as listed in the SF330 (provide design schedule, estimate vs. bid amount, and design team for each)

- past experience in building energy simulation, use of “green” technology and renewables
- past experience that reflects innovative and creative design that stands out from the typical similar facility
- past experience with commissioning agencies
- understanding of ABC Store sales and workflow
- understanding of ABC System and workflow

(3) Capacity of the proposed design team to accomplish the following schedules: Final design submittal is required within 300 days of contract award. Project design schedules should be given for the same projects listed above for evaluation factors 1 and 2. (20%)

(4) Past performance on the same projects listed above with Government agencies and private industry in terms of the following: (15%)

- cost control techniques employed by the firm as demonstrated by the ability to establish an accurate project construction budget and design to this budget as evidenced by the low bid amount
- quality of work as demonstrated by the history of design related change orders issued during construction
- demonstrated long term business relationships and repeat business with Government and private customers
- demonstrated compliance with performance schedules. Project information for this evaluation factor should be for the same projects listed above for evaluation factors 1 and 2

(5) Specific internal quality control procedures proposed for projects of this nature. Firm will be evaluated on the acceptability of their internal quality control program used to ensure technical accuracy and discipline coordination of plans and specifications. (15%)

Selection Process

Phase 1: Each firm will be evaluated based upon information provided in the Selection Criteria listed above. From such review, firms receiving the highest ranking will be the firms chosen to participate in Phase 2, the second phase of the selection process. The ABC Board reserves the right to reject any and all statements of qualifications. also reserves the right to waive any irregularities in the statements of qualifications.

Phase 2: The firms who are chosen for Phase 2 of the selection process may be required to make a presentation. Firms will be notified if presentations will be required and given the dates and times reserved for the presentations. The ABC Board reserves the right to establish additional rules and procedures for the presentations and for the interview process.

Final Selection: The ABC Board will negotiate a contract with the top rated firm as selected by the ABC Board. If a contract cannot be successfully negotiated with the top rated firm, the ABC Board will proceed to the second rated firm. The ABC Board reserves the right to reject any and all statements of qualifications.

Submittal Requirements

Firms responding to this Request for Qualifications are requested to submit seven (7) copies of the Standard Form 330 and complete statement of qualifications and one (1) electronic copy on CD or USB when responding by US mail.

Submittals may also be sent to Marnina Queen by emailing mqueen@nhcab.com.

Clearly show the office location where work will be done and the experience of those that will do the work and their locations.

The closing date for this announcement is Monday, August 21, 2017 at 5:00 PM EST.

The successful firm must have the capability of receiving and submitting all documents in an electronic format. Also, successful firm must have Internet access for browsing and receipt of electronic documents via Email.

This is not a request for proposal, and there is no solicitation document or package or plans and specifications to be issued as a result of this announcement.

Insurance Requirements

A. Commercial General Liability

1. Vendor shall maintain Commercial General Liability and if necessary, Commercial Umbrella Liability insurance with a total limit of not less than \$5,000,000 each occurrence for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location or the general aggregate shall be twice the required limit.
2. CGL insurance shall be written on Insurance Services Office (ISO) "occurrence" form CG 00 01 covering Commercial General Liability or its equivalent and shall cover the liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
3. New Hanover County ABC Board, its officers, officials, agents, and employees are to be covered as additional insureds under the CGL by endorsement CG 20 10 & CG 20 37 or an endorsement providing

equivalent coverage as respects to liability arising out of activities performed by or on behalf of the vendor and under the commercial umbrella, if any. The coverage shall contain no special limitations on the scope of protection afforded to New Hanover County ABC Board, its officers, officials, agents, and employees.

4. The vendor's Commercial General Liability insurance shall be primary as New Hanover County ABC Board, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by the New Hanover County ABC Board, its officers, officials, and employees shall be excess of and not contribute with the vendor's insurance.

B. Workers' Compensation and Employer's Liability

1. Vendor shall maintain Workers' Compensation as required by the general statutes of the State of North Carolina and Employer's Liability Insurance.
2. The Employer's Liability, and if necessary, Commercial Umbrella Liability insurance shall not be less than \$5,000,000 each accident for bodily injury by accident, \$5,000,000 each employee for bodily injury by disease, and \$5,000,000 policy limit.
3. The insurer shall agree to waive all rights of subrogation against the New Hanover County ABC Board, its officers, officials, and employees for losses arising from work performed by the contractor for the New Hanover County ABC Board.

C. Business Auto Liability

1. Vendor shall maintain Business Auto Liability and, if necessary, Commercial Umbrella Liability insurance with a limit of not less than \$5,000,000 each accident.
2. Such insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos.
3. Business Auto coverage shall be written on ISO form CA 00 01, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in ISO form CA 00 01.
4. The vendor's Business Auto Liability insurance shall be primary as respects New Hanover County ABC Board, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by the New Hanover County ABC Board, its officers, officials, and employees shall be excess of and not contribute with the vendor's insurance.

D. Professional Liability Insurance

1. Contractor shall maintain in force for the duration of this contract professional liability or errors and omissions liability insurance appropriate to the contractor's profession. Coverage as required in this paragraph shall

apply to liability for a professional error, act, or omission arising out of the scope of the contractor's services as defined in this contract. Coverage shall be written subject to limits of not less than \$ 5,000,000 per loss.

2. If coverage required in paragraph 1. above is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of 2 years beginning from the time that work under the contract is complete.

E-Verify

Contractors and their subcontractors with 25 or more employees as defined in Article 2 of Chapter 64 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 be in compliance with the E-Verify requirements to enter into contracts with New Hanover County ABC Board.

Iran Divestment Act of 2016 Compliance Pursuant to N.C.G.S. 147-86.55 et. seq.

The Act requires that the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any contractor or subcontractor found on the State Treasurer's Final Divestment List. Contractor certifies that it or its subcontractors are not listed on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-85.60. The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and will be updated every 180 days.

Right to Reject

The New Hanover County ABC Board reserves the right to reject any and all submittals received in response to this request.

OVERVIEW

Project

New Hanover County ABC Board seeks a qualified architect to provide services necessary for the design, construction and completion of a new and modern ABC Store. The facility will be built at 7000 Wrightsville Avenue (.72 acre parcel). Services will include complete programming and space needs study of current and ABC Store operations. It also includes complete design of the facility and site amenities including all engineering and consultants required (architectural, structural, plumbing, mechanical, electrical, fire alarm, sprinkler, security, IT, interior design, civil, etc.). This includes construction administration. The building is anticipated to be one story and be around 6K to 6.5K square feet (to be determined during programming). The design of our new facility will be forward looking, innovative, sustainable and focused on the best practices for ABC retail sales and regulatory requirements.