

The City of Washington is requesting qualifications from interested parties to submit statements of qualifications and experience to design architectural, site and construction plans and provide construction oversight and administration for a new police station on the City owned block bounded by 2<sup>nd</sup>, Bridge, 3<sup>rd</sup> and Van Norden Streets and a create a redevelopment plan for the remainder of the block.

### **1. Submission Requirements**

- a) **Deadline.** All applications are due to the City of Washington's Purchasing Agent by 3:00 pm on August 9, 2019. **Late applications will not be accepted.**
- b) **Format.** Proposals may be submitted in hard copy and electronic format.

Please submit electronic copies of submissions to [jnelson@washingtonnc.gov](mailto:jnelson@washingtonnc.gov) .

Please submit hard copy proposals to:  
Jennifer Nelson, Purchasing Agent  
203 Grimes Road  
Washington, NC 27889

- c) **Contact Information.** For questions on this RFQ, please feel free to contact the City of Washington Planning Department via phone at 252-975-9383.

### **2. Project Overview**

The City of Washington has budgeted to hire a firm to perform a space needs analysis, provide architectural design, site design, construction documents and to oversee construction of a new police station. Identifying and making application for grant funding and creating a redevelopment plan for the remainder of the City owned block is also part of this project. The City is seeking firms with documented experience working with communities with characteristics similar to those of the City of Washington, and that can demonstrate previous ability to perform the scope herein described.

### **3. Project Timeline**

The City intends to have the project finished and closed out by the spring of 2022. Inability to accommodate this timeline will exclude prospective consultants from consideration.

#### 4. Scope of Work

- a) **Space Needs Analysis.** The consultant shall demonstrate the ability to perform a space needs analysis for the Police Department for a 30-year time frame.
- b) **Architectural Design** The consultant shall demonstrate the ability to design a public building that will meet historic guideline standards and serve as a future template of development within Washington's downtown historic district.
- c) **Site Planning** The consultant shall demonstrate the ability to design a site plan that meets all local and state regulations.
- d) **Redevelopment Plan.** The consultant shall demonstrate the ability to create a redevelopment plan for the remainder of the block that the Police Station will be built on.
- e) **Identify Grant Funding.** The consultant shall demonstrate the ability to identify, make application and win grant funding to assist with the cost of the new police station.
- f) **Cost Estimating.** The consultant shall demonstrate the ability to provide cost estimation for the streetscape project with confidence and accuracy. The consultant shall be able to provide line item detail for item costs associated with construction of the streetscape project.
- g) **Construction Documents.** The consultant shall demonstrate the ability to provide construction documents submittals presented to the City at 50%, 75% and 100% levels. Furthermore, the selected consultant shall be expected to demonstrate the ability to keep in frequent contact on the project without having direction from the City to do so. The City is seeking proactive consultants that can seamlessly coordinate with city staff and construction contractors throughout all phases of the project.
- h) **Bidding Assistance.** The consultant shall demonstrate the ability to assist or lead (if necessary) in preparation of bid documents as well as assistance with the bid and contractor selection process. The consultant will be expected to be able to provide all bid documents including, but not limited to: instructions to bidders, MBE WBE Compliance Statement, bonding and insurance requirements, project manual, etc. The consultant shall demonstrate an ability to provide a full project manual and have the ability (if necessary) to assist in distribution, advertisement, management of bidders, organizing pre-bid conference(s), and issuing addenda.
- i) **Construction Observation.** The consultant shall demonstrate an ability to perform the minimum following tasks: submittal review/response, tree tagging/selection at nurseries, exhibit/bulletin drawings, addenda/change orders, field reports, weekly construction site visits, pay application review/approval, substantial completion of site review, preliminary and final punch lists, and final construction record documents.

## **5. Timeliness**

The consultant shall demonstrate the ability to perform the aforementioned scope in a timely manner and in keeping with the project timeline.

## **6. Format of Response**

- a) **Experience and Capacity for Performance.** Consultants should demonstrate their previous ability to manage and administer a project of the scope and scale herein described. Consultants should provide a brief narrative response that addresses the following:
- i) Previous experience in similar project scopes;
  - ii) Brief description of locations where projects similar to this scope were administered;
  - iii) Description of the consultant's history, structure, and brief review of those who will be designated to this project; and
  - iv) Disclosure of any potential conflict of interest.
- b) **References.** The consultant shall provide a list with a minimum of two (2) references that the City of Washington may use to contact regarding the consultant's qualifications. The consultant shall provide references to community leaders and staff with whom you have directly worked. The consultant shall provide the reference's contact phone or email, title, location, and a brief description of your working relationship.

## **7. Evaluation Criteria, Scoring, and Selection**

- a) **Experience.** The consultant shall clearly demonstrate their ability to administer a project of this scope and scale. As part of this, the consultant must demonstrate their performance in communities with similar characteristics to those of the City of Washington. Point value for this criterion is ten (10) points.
- b) **Capacity.** The consultant shall clearly demonstrate their capacity to manage this project. Consultants that demonstrate their dedication of time, number of staff associated with the project, and previous history of their capacity shall receive the highest scores. Point value for this criterion is ten (10) points.
- c) **References.** The consultant shall provide references that meet the aforementioned description. References shall be contacted regarding the ability of the consultant to administer this project. Consultants whose references indicate a quality performance and working record shall receive the highest scores. Point value for this criterion is five (5) points.
- d) **Scoring.** The total possible points shall be twenty-five (25) points. Qualifications shall be reviewed by a minimum of two staff members who will score the qualifications individually, then compare scores to make a selection.



- e) **Selection.** The City of Washington reserves the right to select a consultant who best fits the needs of the City. The City also reserves the right to re-advertise, if it does not feel that the consultants' submissions meet the needs of the City.