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TOWN *of*  
WAKE FOREST

**Request for Qualifications**

**Architectural / Engineering Services for**

**Feasibility Study of**

**Public Works Operations Center**

**Submittal Deadline: 1-29-2016 @ 11:00 a.m.**

## Overview and Purpose of Request:

The Town of Wake Forest Board of Commissioners has authorized funding for a feasibility study of the Town of Wake Forest Operations Center located at 234 Friendship Chapel Road, Wake Forest, NC 27587. This Request for Qualifications (RFQ) will be used to select a qualified architectural / engineering firm to conduct a feasibility study for future growth of the Town of Wake Forest Operations Center. ***The selected firm will be retained to conduct all phases of services contained in the scope of work, however Phase I is the primary focus of this RFQ.*** All other phases will occur as funding is authorized.

## Scope of Work:

### *Phase I*

The selected firm will be required to perform a conceptual site analysis at present operations center to determine if site would be suitable for long range (**20 years**) future expansion or if another location might be more feasible. This process involves developing a detailed programming and functional analysis of the departments that occupy the operations center. Current departments/divisions/functions are as follows: electric, environmental services, fleet maintenance (central garage), streets and purchasing/warehouse. The selected firm will be required to provide a preliminary cost analysis for expansion at the location that is determined most feasible. If relocating to another site is determined, provide a scale of the property needed to insure future expansion and recommend the best logistical location for the site. The firm will also review Town owned properties to determine if there are any viable options.

### *Phase II*

The selected firm will provide a detailed site design plan for the operation center expansion based on the analysis conducted in *Phase I*. The firm will be responsible for preparing specifications for mechanical, electrical, plumbing, fire protection, interior design, lighting, landscape architecture and structural engineering. The firm will be required to identify and select the appropriate sub-consultants; however, the Town reserves the right to approve proposed sub-consultants that will be associated with the project. The firm will provide a final construction cost analysis.

### *Phase III*

The selected firm will provide detailed final construction documents, bid documents and contract documents. The firm will also provide bid administration, bid evaluation, award recommendation and construction administration.

## **Submissions:**

A total of 6 copies of the RFQ shall be submitted. Each RFQ should not exceed 20 pages. They will be retained by the Town of Wake Forest and will not be returned. Copies of the RFQ must be submitted to:

Town of Wake Forest  
Attn: Randy Driver, Purchasing Manager  
234 Friendship Chapel Road  
Wake Forest, NC 27587

Request for Qualifications will be accepted until **11:00 a.m. on January 29, 2016**. All copies shall be in a sealed envelope marked with:

**Request for Qualifications  
Town of Wake Forest Operations Center Feasibility Study**

**All submissions received after the stated time will not be accepted.**

## **Schedule:**

Request for Qualifications Issued: 12-29-2015  
Deadline for RFQ submission: 1-29-2016  
Contract Award: 3-18-2016  
Contract Completion: 9-20-2016

## **Qualifications:**

Submissions should include information that demonstrates clear, concise information that relates directly to this project. The successful firm must demonstrate the ability to meet the Town of Wake Forest's needs and do such within a reasonable timeline.

Submissions shall include and be organized in this order:

### ***Expertise:***

- Demonstrate a strong background in public works operation center design and success in designing facilities that are completed within budget.
- The ability to foresee and address potential issues and concerns.
- The ability to work effectively with town staff.
- Creativity in design and layout.

**Team Organization:**

- Identify the project leader and that person's qualifications.
- Brief qualifications and organization of other key personnel involved with this project, both in-house and any sub-consultants that may be used.
- Describe coordination and relationships with any sub-consultants.

**Team Availability and Location:**

- Identify the availability of the project leader, key staff members and sub-consultants that will be working on this project.
- Identify the location of all members working on this project, including all current contact information for each member.

**Project Vision:**

- Statement of proposed project approach.
- Recommended scope of work.
- Timeline for milestones and completion.

**Legal History:**

- Include a history of litigation/disputes for the past ten (10) years and any pending litigation/arbitration/disputes.

**\*\* The Town will negotiate the final schedule and budget with the selected firm based on funding available for the project.**

**Award and Contract:**

Qualifications may be opened by the Town of Wake Forest at any time after the submission deadline. All qualifications satisfying the requirements of this Request for Qualifications will be evaluated to establish which best fulfills the needs of the Town of Wake Forest. The Town of Wake Forest anticipates entering into a contract with one of the firms submitting a Request for Qualifications to execute the proposed work. This Request for Qualifications, however, does not commit the Town of Wake Forest to award a contract, or to pay any costs incurred in the preparation of the qualifications. The Town of Wake Forest reserves the right to accept or reject any and all qualifications received as a result of this request, to negotiate with all qualified firms or to cancel this Request for Qualifications, if it is in the best interest of the Town of Wake Forest to do so.

A selection committee will review all submitted Request for Qualifications. Based on the information presented, they will rank the responsive RFQ's and compile a short list of firms for further consideration. Short-listed firms will be contacted and invited to interview with the selection committee. During the interview, the firm will make a presentation (maximum of 30 minutes) to the selection committee followed by questions from the committee, if applicable.

After the selection of a firm has been established, there will be period of negotiation between the Town of Wake Forest and the selected firm to finalize the scope of work and to determine a fee that is agreeable to both parties.

Once an agreeable fee has been established and the selected firm has been notified, it will have ten (10) business days to execute a contract and produce any requested documentation.

*End of Request for Qualifications*