



TOWN *of*
WAKE FOREST

Request for Qualifications

**Architectural Design, Engineering, Contract and
Construction Administration of Addition to Northern
Wake Senior Center located at 235 E. Holding Avenue,
Wake Forest, NC**

Submittal Deadline: Feb. 11, 2016 @ 11:00 a.m.

Submittals may be mailed or hand delivered to:

**Town of Wake Forest
234 Friendship Chapel Road
Wake Forest, NC 27587
Attention: Randy Driver**

Overview and Purpose of Request:

As part of the Town of Wake Forest approved Bond, the Town of Wake Forest Commissioners have approved the construction of approximately 8000 Square feet of additional space to be added to the Northern Wake Senior Center located at 235 East Holding Avenue, Wake Forest, NC 27587 to begin. The Request for Qualifications, referred to as RFQ from here on, will be used to select a qualified architectural firm to perform and administer design and the construction of the center addition.

Scope of Work:

The selected firm will be required to be a part of the project until a certificate of completion is issued and all punch items have been resolved. The Town is purchasing additional 1.7± acres of land adjacent to the north for additional parking as part of this project. The firm will be responsible for providing their team of any required firms, including but limited to Civil, Landscape, and Consulting Engineers, in order to provide all documents, administration and a completed construction project

The Town of Wake Forest will require the following:

- The Town will require the selected firm to meet with a core group of seniors and Town Staff as needed to ensure the addition will serve the needs of the center prior to the beginning of design.
- Architectural and Design Services Shall include the following:
 - Design progress meeting
 - Cover Sheet
 - Life Safety Plan
 - Reflected Ceiling Plan

- Building and Wall Sections
- Interior and Exterior Elevations
- Enlarged Construction Details
- Door Schedules
- Finish and Color Selections
- State Building Code Summary as required for Building Permit
- Any additional drawings required for permit, engineering, or construction
- Project manual that includes Project Procedures, Bid Forms, General Conditions, and Detailed Specifications
- Structural Design and Construction Drawings should include drawings and/or engineering required for permit and construction
- Mechanical, Electrical, and Plumbing Design and Construction Drawings shall include:
 - Mechanical Heating and Ventilation Plans, Equipment and Fixture Schedules, Riser Diagrams, General Notes and Specifications
 - Electrical Power, Lighting, Equipment and Fixture Schedules, Riser Diagrams, General Notes and Specifications
 - Plumbing Water and Waste Plans, Equipment and Fixture Schedules, Riser Diagrams, General Notes and Specifications
 - Any additional drawings, engineering, or specifications required for permit or construction
- Construction Administration Shall Include:
 - Final construction Documents
 - Bid Documents
 - Contract Documents
 - Bid Administration
 - Bid Evaluation
 - Contract Negotiations
 - Award Recommendation
 - Submittal Review
 - Pay Application Review and Approval

- Weekly Progress Meetings with minutes
- Final Punch List
- The architectural firm will be responsible for ensuring the Town of Wake Forest receive copies As Built Drawings, Warranties, Meeting Minutes, Product Manuals, Approved Submittals, and All documentation related to the project

When submitting qualifications to The Town of Wake Forest include all firms or individuals you will be working with as part of your team. Provide references of projects including contact information for the customer project administrator, similar to scope and size you have completed.

Submissions:

A total of **6** copies of the RFQ shall be submitted. 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
Attention: Randy Driver, Purchasing Manager
234 Friendship Chapel Road
Wake Forest, NC 27587

Request for Qualifications will be accepted until 11:00 a.m. on February 11, 2016. All copies shall be in a sealed envelope marked "RFQ- Senior Center"

*****NOTE*****

ALL SUBMISSIONS RECEIVED AFTER THE STATED TIME WILL NOT BE ACCEPTED

Schedule:

Request for Qualifications issued: January 13, 2016

Deadline for RFQ submission: February 11, 2016

Contract Award: March 18, 2016

Design with construction schedule will be determined once award is made.

If awarded contract your firm would begin design meetings by: ___/___/___

Estimated time to complete Ready for Construction Drawings: _____ Days

Qualifications:

Submissions shall include information that demonstrates clear, concise information that relates directly to this project. The 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 design and renovation including additions to 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 lead architect and that person's qualifications
- Brief qualification and organization of other key team members involved with this project including your firm and others such as engineers, landscape architects, or interior designers.
- Identify location of all members working on this project including current contact information for each member.

Project Vision:

- Statement of proposed project approach
- Recommended scope of work prior to beginning design.
- Timeline for completion of design and construction

Legal History:

- Include a history of litigation and disputes including any pending litigation, arbitration, and disputes. Include results of past litigation, disputes, and arbitration.

***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 RFQ 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 RFQ to execute the proposed work. This RFQ, however, does not commit the Town of Wake Forest to award a contract, or pay any cost 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 RFQ, if it is in the best interest of The Town of Wake Forest to do so.

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

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

End of Request for Qualifications