

**REQUEST FOR QUALIFICATIONS (RFQ)  
For  
ARCHITECTURAL/ENGINEERING  
SERVICES FOR  
THE MECKLENBURG COUNTY ALCOHOLIC BEVERAGE CONTROL BOARD**

**GRAHAM STREET RENOVATION  
1609 GRAHAM STREET  
CHARLOTTE, NC  
ABC STORE # 09**

**September 16th, 2018**

**ABC Board representative for RFQ: Michael Tully (mtully@meckabc.com)**

**Inquiries and Questions Deadline  
1:30 PM, September 28<sup>th</sup>, 2018**

**Submittal Due Date:  
1:30 PM, October 5<sup>th</sup>, 2018**

**Submittal Location:  
The Mecklenburg County Alcoholic Beverage Control Board  
3333 North Tryon Street  
Charlotte, NC 28206**

**NOTE: UPON REQUEST THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT FOR  
PERSONS WITH DISABILITIES**

**1.0 PURPOSE**

The Mecklenburg County Alcoholic Beverage Control Board ("ABC Board") is requesting the submission of Statements of Qualifications (SOQs) from firms to provide professional services for the referenced project.

**2.0 PROJECT DESCRIPTION**

The ABC Board currently owns a 4,300 s/f building on this site and wants to remove the front portion of that building and add additional space to connect to the remaining structure, giving 7,500 to 8,500 square feet building in total, with approximately two-thirds (2/3) of the building to be used for the retail sale of spirits, and with the remaining one-third (1/3) being used as an office and for the warehousing of spirits awaiting sale.

The project delivery method will likely be “single prime”.

## **2.1 Scope of Services**

The selected Consultant will work with the ABC Board Project Manager.

Professional services required for this project may include, but are not limited to, the following:

- Review of Space Needs Assessment, Programming & Coordination
- On-site investigation and verification of existing conditions
- Site Assessment
- Building Code Consultant (Optional)
- Telecommunications Consultant
- LEED Certification and/or Sustainable Design Preparatory Work and Submittals (optional) including solar options
- Schematic Design Documents
- Design Development Documents
- Construction Documents
- Mechanical, Electrical, Plumbing, Lightning and Fire Protection Design
- UPS and Emergency Power System Design
- Furniture and equipment design and specifications
- Cost Estimating (thru design development)
- Review & Approval by all Local, State and Federal Regulatory Agencies
- Development & Coordination of Bid Packages with Construction Manager
- Construction Administration
- Coordination with Commissioning Agent (optional)
- Close Out
- Warranty Phase

A detailed scope of work for each of the mentioned services will be provided to the selected consultant at a later date as part of the Request for Proposal (RFP).

## **3.0 SELECTION PROCESS/SCHEDULE**

Pursuant to North Carolina General Statute 143-64.31, the ABC Board utilizes a “qualifications-based” selection process without consideration of fee during the initial phase in hiring architects/engineers/landscape architects/surveyors. The selection process and schedule will be as follows:

### **3.1 Advertisement**

A Request for Qualifications (RFQ) will be advertised in the Charlotte Observer and the AIA Charlotte website, [www.AIA.Charlotte.org](http://www.AIA.Charlotte.org) and newsletter, as well as the Greater Diversity News website.

**3.2 Notification of Interest / Addenda** - A firm requesting the RFQ will be included on the notification of Interest List and will receive any addenda/clarifications.

**3.3 Inquiries/Questions and Deadline** - Questions regarding this project must be directed via e-mail to the ABC Board Representative for this RFQ prior to the Inquiries and Questions Deadline date and time shown on the cover sheet of this RFQ. To ensure fair consideration for all Consultants and to maintain equal access to information, prospective Consultants shall not contact anyone other than the project manager prior to the award decision. Any attempts to contact other ABC Board representatives may result in disqualification. Any changes or additions to the RFQ information will be emailed to each Consultant who is on the Notification of Interest List. Oral answers will not be authoritative.

### 3.4 Selection Process

#### A. **Selection without Interviews**

The SOQs will be evaluated based on the criteria identified in Section 4.0. Selections may be based solely on the SOQs and references.

#### B. **Selection with Interviews**

The SOQs will be evaluated based on the criteria identified in Section 4.0. If the ABC Board decides to conduct interviews, the firms will be selected to interview based on their SOQ and references. The firms being interviewed will have the opportunity to detail their qualifications, approach to the project, and their ability/expertise to furnish the services required for this project based on prior experience. Interview presentations will be limited to personnel who are slated to be directly and in continuous contact with the ABC Board Project Manager for this project. Final selection will be based on the SOQ, references and the interview.

#### C. **Notification**

A preferred Consultant and one or more alternates will be selected and notified of their status at the completion of the selection process.

#### D. **Board Approval and Contract Execution**

The ABC Board's Chief Executive Office's staff will request the ABC Board's authorization to negotiate and execute a contract with the preferred Consultant. If after discussion and negotiation, the parties do not agree on a mutually acceptable fee, the Chief Executive Officer will terminate negotiations with the selected Consultant, and at its sole discretion, enter into negotiations with the alternate firm. The ABC Board reserves the right to withhold the award for any reason, elect not to proceed with any of the respondents, modify the scope of the work, or re-solicit RFQs.

### 3.5 Team Composition

The ABC Board reserves the right to request a change in the consultant team composition. The request may pertain to a specific member(s) of the consultant team or their sub-consultants. Failure to come to agreement on specific team members may result in the ABC Board electing to exclude the firm from consideration, or if this request occurs during contract negotiations, to terminate negotiations and commence negotiation with the alternate firm.

## 4.0 **SELECTION CRITERIA**

The selection of a consultant team shall be based on qualifications presented in written and graphic information, interviews (if conducted), past performance, and reference checks. Consultants shall be evaluated using the qualifications, past performance, and expertise of key project team members in projects of a similar nature. This RFQ requests information and examples of "prior" completed work experience to demonstrate competence and qualify their professional experience.

This RFQ does not request, nor can the ABC Board consider, any preliminary design work, cost analysis, design fees or related work products associated with proposed project(s). Any such work submitted in an RFQ and/or potential interview shall be completely disregarded by the ABC Board per NC General Statute 143-64.31 and may result in disqualification.

Criteria for selection will include, but not necessarily be limited to the following:

- **Professional Expertise:** The ABC Board has a commitment to architectural design quality. Potential Consultants should be able to demonstrate design quality by the use of previous renovation and new facility experience.
- **Management / Technical Expertise:** The members of the Consultant Team shall demonstrate recent project

management / technical expertise in projects of this type. Prospective A/E Consultants should present information about the project approach and methodology used in similar undertakings. This project will involve coordination with existing infrastructure systems and expertise and previous experience for this type of work.

- **Local Knowledge and Permitting Experience:** Strong consideration will be given to teams demonstrating knowledge of the local permitting process and requirements. Recent experience submitting similar projects to code enforcement and other regulatory agencies will also be important.
- **Past Performance - Proven Similar Experience:** The submitted and presented documentation shall demonstrate direct and personal experience of the members of the A/E Consultant team in the design and construction of similar projects. The Consultant shall submit projects only for work that can be attributed to key members of the A/E Consultant team being proposed for this project. Office or firm experience in similar projects attributed to staff no longer with the firm or staff not being proposed as a key member of the team for this project will not be considered relevant.

## 5.0 SUBMITTAL REQUIREMENTS

Each SOQ should accurately reflect the work completed by each firm(s). Accordingly, each discipline represented must follow the guidelines developed by its governing North Carolina Board as to representation of prior experience. If a discipline does not have specific guidelines, then they shall follow North Carolina Board of Architects, Architectural Practice Act Rules of the State Board, 21NCAC 02 .0229. Non-compliance with the board(s) requirements may result in disqualification.

Prospective Firms shall submit 2 paper copies and 1 DVD of their SOQ. Submittals must be printed on 8.5 x 11 paper, bound with one staple in top left corner. No flash drives, three-ring notebooks, spiral bindings, plastic covers, cover sheet, dividers, cover letters or any other materials will be accepted. Paper copy(s) and DVD(s) shall be placed in an envelope and labeled with the project name. For purposes of following the maximum page counts listed below, a sheet printed on both sides will count as two pages. Submittals shall rigorously follow the requested format and sequence; non-compliance with the format requirements may result in disqualification. Submittals shall be organized in the following manner:

### 5.1 **Firm Information and Project Approach** (2 pages maximum)

Provide Consultant and Sub-consultant firm information including location of office(s), staff size, and type of practice. Include information about the firm's approach regarding diversity and list any City of Charlotte; Small Business Inclusion Program Certification, Office of Historically Underutilized Business Statewide Uniform Certification or NC DOT Certifications. Provide a description of the project team with an organizational chart, listing key individuals and responsibilities. Provide the firm NC license number.

### 5.2 **Individual Qualifications/Experience:** (6 pages maximum).

Provide a description of the qualifications and experience of the key individuals who will be actively involved in the project (including license numbers of landscape architects, architects, and engineers, etc.). Clearly identify experience with similar projects, the specific role that individual performed, and the employer at the time of the project.

### 5.3 **Similar Project Experience (Graphics & Narrative)** – (12 pages maximum)

Illustrate a minimum of (4) four and a maximum of (6) six projects completed during the last six (6) years for which the A/E Consultant provided, or is currently providing, professional services which are most closely related to this project. List the projects in priority order, with the most-similar project listed first. Three of the four projects must be completed construction. (For each project, submit a maximum of four pages. Multiple images per page are acceptable). Create a summary matrix as shown below. All categories must be filled in as shown below. Feel free to add Criteria, Team members and Sub-consultants as needed. A high value will be placed on successful projects completed by the same project team as the one being proposed

in the SOQ.

SIMILAR PROJECTS	FIRM CRITERIA				ARCHITECTURE TEAM			SUB-CONSULTANTS		
	Year Completed	Meck. County Project	Single Prime	Certified Sustainable	Team Member	Team Member	Team Member	Firm Name	Firm Name	Firm Name
1. Project Name	insert date	"yes" or "no"	"yes" or "no"	organization*	insert "X"	insert "X"	insert "X"	insert "X"	insert "X"	insert "X"
2. Project Name	insert date	"yes" or "no"	"yes" or "no"	organization*	insert "X"	insert "X"	insert "X"	insert "X"	insert "X"	insert "X"
3. Project Name	insert date	"yes" or "no"	"yes" or "no"	organization*	insert "X"	insert "X"	insert "X"	insert "X"	insert "X"	insert "X"
4. Project Name	insert date	"yes" or "no"	"yes" or "no"	organization*	insert "X"	insert "X"	insert "X"	insert "X"	insert "X"	insert "X"

\* LEED, Green Globes, Energy star, etc.

Provide the following information, along with project graphics and narratives, for each project included using the checklist below and organizing the information in the same sequence:

- Project name, location, and current status
- Project description
- Project Owner (name, address, telephone number, and email address of contacts)
- Project Schedule, design & construction
- Project construction cost (estimated and actual)
- Project Change Order total amounts for completed construction projects
- Method of Construction (single prime, multi-prime, construction manager, CM at Risk)
- Project size in gross square feet
- Description of professional services provided by the prime firm for the project
- Project manager (individual responsible to the client for the overall success of the project)
- Key team members including sub-consultants (i.e. principal-in-charge, project architect, project designer, structural / Civil, MEP engineers, etc.), responsible for the work and the firm they were employed with at the time of the project work. If the firm has multiple offices, indicate which office managed the similar project.

## 6.0 GENERAL INFORMATION

### 6.1 Submittal Ownership and Costs:

Upon submission, all information becomes the property of the ABC Board, which has the right to use any or all ideas presented in any submission in response to this RFQ, whether or not the submittal results in a contract with the submitting Consultant. All costs for development of the written submittal and the oral presentation are entirely the responsibility of the Consultant and shall not be remunerated in any manner by the ABC Board.

### 6.2 Non-Warranty of Request for Qualifications:

Due care and diligence has been used in preparing this RFQ. However, the ABC Board shall not be responsible for any error or omission in this RFQ, nor for the failure on the part of the Consultants to ensure that they have all information necessary to affect their submittals.

### 6.3 Request for Clarification:

The ABC Board reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either orally or in writing.

### 6.4 Acceptance/Rejection of Submittals:

The ABC Board reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in the ABC Board 's judgment, best serve the interest of the ABC Board. The respondent acknowledges that this

RFQ is a solicitation for Qualifications and is not a contract or an offer to contract.

**6.5 Collusion:**

The Consultant, by submitting a Qualifications Statement, declares that the submission is made without any previous understanding, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and that it is in all respects, fair, and in good faith without any outside control, collusion, or fraud.

**6.6 Consideration of Submittals:**

Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFQ. The firm must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the ABC Board. The ABC Board reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions before recommending any award.

**6.7 Americans with Disabilities Act (ADA) Compliance:**

The ABC Board will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability.

**6.8 Minority/Women/Small Business Enterprise: [MAB1]**

It is the policy of the ABC Board to provide minorities, women, and small business enterprises equal opportunity for participating in all aspects of the ABC Board's contracting and procurement programs, including but not limited to employment, construction development projects, and materials/services, consistent with the laws of the State of North Carolina. The policy of the ABC Board prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of the ABC Board to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination. The ABC Board has a commitment to promote this type of participation in ABC Board projects, and to the creation of project teams that include and assign importance to social and cultural diversity.

**6.9 Insurance and Indemnity Requirements:**

Prior to executing a contract with the ABC Board the consulting firm must supply certificates of insurance endorsed with amounts equal to or greater to the amounts outlined in this section. To the extent permitted by law the Consultant shall indemnify and save harmless the ABC Board, its agents and employees and assigns from and against all loss, cost damages, expense and liability caused by sickness and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the Consultant in the performance of professional services under this contract.

The Consultant further agrees to purchase and maintain during the life of this contract with an insurance company acceptable to the ABC Board and authorized to do business in the State of North Carolina the following insurance:

Automobile: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$2,000,000 each person/\$2,000,000 each occurrence.

Comprehensive General Liability: Bodily injury and property damage liability insurance as shall protect the Consultant from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract. The ABC Board shall be additional Insured for General Liability. This shall be noted on the Insurance Certificate

Consultant's Professional Liability: In a limit of not less than \$2,000,000.

Workers' Compensation and Occupational Disease Insurance:

Coverage A - Worker's Compensation: Meeting the statutory requirements of the State of N.C.

Coverage B - Employer's Liability: \$500,000 each accident / \$500,000 disease - each employee / \$500,000 disease - policy limits.

Certificates of such insurance will be furnished to the ABC Board and shall contain the provision that the ABC Board be given thirty days written notice of any intent to amend or terminate by either the Consultant or the insuring company.

**END OF REQUEST FOR QUALIFICATIONS**