



*Responses due January 13, 2017*

## REQUEST FOR STATEMENT OF QUALIFICATIONS ARCHITECTURAL SERVICES

*The City of Hendersonville is requesting Statements of Qualifications from interested architectural firms for planning, design and construction management services.*

### PROJECT DESCRIPTION

The City of Hendersonville is anticipating the need for architectural services over the next five years to assist with the following projects: new police headquarters, citywide facility space analysis, new equipment storage and maintenance facilities, public restroom facilities and multiple facility renovation and expansion projects. It is the intent of the City to select the three best qualified firms on the basis of demonstrated competence and qualification for the type of professional services required here and to engage the services of such firms on an individual project basis for a period of five years. The selected firms shall provide work on an as-needed basis and upon assignment by the City. Projects will be assigned to selected firms based on expertise, experience and staff capacity. Selection is not a guarantee that any minimum amount of architectural services will be assigned to a specific firm. The City of Hendersonville will reserve the right to assign work to the firm that is best suited for each particular project. Additionally, the City reserves the right to issue future Request for Qualifications (RFQ) as may be needed, and to solicit responses from firms not selected as part of this process.

### SCOPE OF WORK

The scope of work may include but shall not be limited to:

1. Compile and evaluate existing information regarding the projects and sites, including solicitation of input from City Staff.
2. Provide planning and evaluation services including but not limited to existing facilities surveys; site analysis, selection and development planning; condition assessment; economic feasibility studies; project financing; zoning review; on site and off site utility studies; and environmental studies and reports.
3. Perform all necessary field survey work to prepare necessary site plans and construction drawings. Survey shall be performed by a currently licensed Professional Land Surveyor in the State of North Carolina.
4. Prepare and submit the necessary design of the projects to the City's project review team.
5. If requested the architect will attend and prepare presentation materials for public meetings.
6. Perform all the necessary coordination with the City, all utilities, NCDOT, Henderson County and any other interested parties.

7. Prepare construction drawings, bid documents, specifications, drainage reports, geotechnical reports, cost estimates and other documents as required.
8. Obtain all necessary permits required to construct the project.
9. Prepare construction cost estimates throughout the design phase of the project.
10. Provide construction administration services, including but not limited to, bidding, advertising, site inspection, negotiating pricing changes, reviewing and approving pay applications and submittals, coordinating and leading progress meetings, developing punch lists, developing as-built drawings and contract closeout.

#### *Evaluation Criteria for Architectural Firm:*

At a minimum, all interested firms are required to submit a statement of qualifications and experience containing the following information:

- Summary - A summary should provide a brief but thorough overview of how your company can provide these design services to the City. Include an introductory statement and a summary of your company's experience with the work described above. Provide firm name, address, telephone number, email address, and contact person(s). Provide the year in which firm was established and any former names under which the firm operated.
- Capacity to Perform Required Services and Qualifications - Provide a complete description of project staff in the form of a graphic organizational chart and a staffing summary that addresses individual roles and responsibilities. Provide a resume for each of the staff members that may be involved in this project. Identify the Project Manager(s) and key staff proposed for these projects. The Project Manager(s) should have extensive experience in related work to these projects, both in scope and extent. A resume of each member of the team is necessary and should detail relevant experience, length of service with the firm and job duties during his/her tenure, educational background and professional background.
- Experience - Provide documentation of relevant experience from projects of similar size and scope completed by the firm within the past ten (10) years. This shall list the following as a minimum:
  - Owner's name and contact information (mailing address, email addresses and phone numbers)
  - Name, location and detailed description of the project
  - Design and construction cost of each project and number of change orders, including monetary impact of each
  - Did the projects come in under, on or over budget and by how much, if over or under budget?
  - Project start and completion dates
  - Project staff and their role
- References - Provide at least three (3) references that the City may contact to verify your qualifications, experience and involvement in the stated activities and projects. Job title, telephone numbers, e-mail address and a physical address for each reference listed should be included in your statement of qualifications.

The attached evaluation will be used in the selection process. A clear, well-defined scope of services will be established with the selected architecture firms; a proposal including costs will be developed and submitted by the selected firms; and the work will proceed upon written authorization by the City.

Submissions must be sent in PDF format and emailed to [jconnet@hvlnc.gov](mailto:jconnet@hvlnc.gov) by 2:00 p.m. local time on **Friday, January 13, 2017**. PDF files must contain the signatures of company representatives who are authorized to execute documents on behalf of the firm. **The total length of the qualification statement, excluding any cover letter or appendices, shall be no more than thirty (30) pages.** Qualification statements received after the deadline will not be considered. Any questions regarding this request should be directed to John Connet, City Manager, City of Hendersonville, NC at (828) 233-3201 or [jconnet@hvlnc.gov](mailto:jconnet@hvlnc.gov).

The selected firms will be notified by February 2, 2017 and will be expected to enter into an agreement with the City as soon as possible after such notification.

The City of Hendersonville accepts no responsibility for any expense related to preparation or delivery of qualification statements. The City of Hendersonville reserves the right to: reject any and all qualification statements, select the firms most qualified for the referenced work, waive technical errors and informalities, and to accept the qualification statement, which, in its sole judgment, best serves the public interest.

It is the policy of the City of Hendersonville that all original documents, reports, studies and other data produced as a direct result of the services performed under the contract shall become the property of the City of Hendersonville. Any copyrighting of material produced as a result of the services performed shall be in the City of Hendersonville's name. Where licensed material is incorporated as an integral component of the services provided the firm shall register the City as a licensed user and shall provide the City with one complete copy of the licensed material.

It is the practice of the City to provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities. The City of Hendersonville is an Equal Employment Opportunity Employer.

## QUALIFICATION STATEMENT EVALUATION

Name of Firm: \_\_\_\_\_  
 Location of Firm: \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Name of Reviewer: \_\_\_\_\_

**Minimum Content Checklist:**

*Summary:*

- Introductory statement
- Summary of work
- Full contact information (name, address, phone numbers, email, contact person)
- Year firm established & any former names
- Proof of licensure

*Capacity to Perform Required Services and Qualifications:*

- Roles & responsibilities of each
- Resumes included

*Experience:*

- Relevant projects in last 10 years
- Owner's name and contact information
- Name of project
- Location of project
- Detailed description
- Start & completion dates
- Design and construction cost and number of change orders
- Project staff and roles

*References:*

- At least 3 references provided
- Job title
- Phone number
- Email address
- Physical address

Evaluation Criteria	Possible Points	Points Given
Understanding of the City's required tasks and needs as demonstrated in the qualifications statement	25	
Experience with similar projects comparable in type, size, and complexity	25	
Qualifications of the staff assigned to perform the work with this project	25	
Demonstrated ability of the Consultant to perform high quality work, to control costs, and meet project schedules	25	
<b>POINT TOTAL</b>	<b>100</b>	