



REQUEST FOR QUALIFICATIONS

Architectural services for Police, Fire and Town Administration

Town of Canton

Summary:

The Town of Canton (Town) is requesting Statements of Qualifications from interested architectural firms for planning, design, and construction management services related to its Police, Fire and Town Administration facilities as detailed in the Scope of Work section below. A Pre-proposal meeting will be held on January 9, 2022, at 1pm at 85 Summer Street Canton NC 28716 followed by site inspections.

Direct Inquiries To:

Nick Scheuer, Canton Town Manager

nscheuer@cantonnc.com

Proposal Deadline:

2:00 PM, on the 16th day of January 2023

Delivery of Submissions:

Physical Address:

Town of Canton Town Hall
85 Summer Street
Canton, NC 28716

Background

On August 17, 2021, flooding from the remnants of Tropical Storm Fred caused tremendous damage throughout the entire Town of Canton, affecting multiple municipal facilities, critical Town infrastructure, numerous businesses, and dozens of homes. The Federal Emergency Management Agency (FEMA) issued a Major Disaster declaration on September 8, 2021, making federal assistance for repair or replacement of the Town's infrastructure available through FEMA's Public Assistance Program. The Fire Station, Town Hall and Police Department were among the facilities most impacted.

The Town is seeking to relocate the Fire Department. The Town is also currently negotiating with Champion Credit Union for the purchase of the 401 Main Street office building to house the Canton Police Department and the 138 Academy Street office building to become the new Canton Town Hall. By relocation of these facilities outside of the floodplain, the Town is becoming more resilient to future events and can better serve the community.

Introduction and Project Details

The Town of Canton, NC ("Town") is seeking qualifications statements from a qualified firm to complete planning, architectural and civil design, bidding and construction administration services for the relocation of existing Fire Station facilities to a location to be determined. In addition, the firm should be qualified in remodeling and upfitting existing buildings being purchased by the Town for use as a Police Department and Town Administration.

If the construction manager at risk project delivery method is chosen by the Town, the successful firm may be asked to work in coordination with a Construction Manager. It is the intent of the Town to select the most qualified firm based on demonstrated competence and qualification for requested services. Firms interested in performing these services must exhibit relevant experience with this type of work, as outlined below and should emphasize both the experience and capability of the personnel who will perform the work.

Fire Station and Related Services

The Town currently owns a 5,828-sf fire station located at 21 Adams St, Canton, North Carolina. The property is located within the floodplain of the Pigeon River and is not suitable for continued operations.

The property currently contains an existing 2-story Fire Station with 2 bays, offices, bunking areas, showers, kitchenette, wash facilities, parking area, and dedicated emergency generator.

The Town desires the new facilities to be expanded for future needs. The Town is currently working with a consultant to locate an acceptable parcel and perform due diligence based on the criteria noted below. The selected firm will design the new facility for selected site. The Town encourages designs with optimum response times that incorporate local historical and architectural features consistent with the Town's character as well as modern sustainable design features, such as LEED. The anticipated space needs for this building are shown in Exhibit 1.

Police Station and Town Hall and Related Services

The Town currently owns a two-story building totaling 15,000 square feet that is shared by the Police Station and Town Hall located at 58 Park Street. The Police Department occupied approximately 3,700 square feet, Town Administration and Utility Billing occupied approximately 7,600 square feet with the remaining 3,700 square feet dedicated to a Board Room. The property is located within the floodplain of the Pigeon River and is not suitable for continued operations.

The property also a parking area and a utility drive thru pay window. The Town is purchasing 2 separate buildings which require conversion to suit the Town's purposes. The Town anticipates upgrades will primarily be limited to interior upfit. The 401 Main Street office building (Police Department) is an historic structure. Both this building and 138 Academy (Town Hall) include existing parking and the Town Hall includes an existing drive thru pay window. The Town encourages designs incorporating local historical, architectural features consistent with the Town's character and modern sustainable design features, such as LEED. The anticipated space needs for these buildings are shown in Exhibits 2 and 3.

Exhibit 1
Canton Fire Department Operational Needs

Room	Size	Sq. Ft.
Truck Bay	3@20x76	4560
Gear/Turnout	14x30	420
Equipment Storage/Laundry	14x20	280
Clean Room (air refill)	10x10	100
Decontamination	12x12	144
Restrooms	2@10x10	200
Mechanical	2@8x8	128
Fitness	10x15	300
Elevator	8x8	64
Chief Office	12x14	168
Captain Office	12x14	168
Reporting	10x10	100
Fire Dept. Leisure	18x23	414
Fire Dept. Bunkroom	12x12	576
EOC/Dispatch	12x18	532
IT	12x12	144
Storage/Janitorial	6x8	144
Copy	12x12	144
Kitchen	14x18	252

- 8,838 square feet building w/
- Wired computer network including network switch with network ports in each office
- Dedicated 911 connection
- Network server for RMS, etc.
- Security camera system
- UPS for all computers

Exhibit 2
Canton Town Hall Operational Needs

Entry/Lobby	20x20	400
Receiving Room		
Drop Off Window		
Executive office	3@15x10	450
Office	9@10x10	900
Walk-In Safe	8x8	64
Finance Secure Storage	8x8	64
Board Room (capacity 100)	37x44	1628
Meeting Room	16x37	592
Small Public Meeting Room	12x16	192
IT	12x12	144
Storage/Janitorial	2@6x8	96
Copy	12x12	144
Restroom Public	2@12x16	384
Restroom	2@10x10	200
Kitchen/Break Room	14x18	252
Restroom/Shower	7X8	56

- 5,566 square feet building w/
- Wired computer network including network switch with network ports in each office
- Board Room requires screen and projector/Wi-Fi accessibility for meetings
- Fiberoptic connection to Haywood EOC for CAD operations
- Fiberoptic connection for all other internet traffic (DCI, VOIP phone system, etc.)
- Network server for RMS, etc.
- Security camera system
- UPS for all computers

Exhibit 3
Canton Police Department Operational Needs

Public Entrance/Lobby	10x15	150
Private Patrol Entrance		
Patrol Office (3 Desks)	17x28	476
Chief Office	12x12	180
Captain Office	12x10	144
Lieutenant Office	10x10	100
Investigations	12x12	144
EOC/Dispatch	12x18	216
Records Room	12x12	144
Admin Assist Office	10x10	100
Training Room	20x30	1200
Booking Room	10x15	150
Interview Rooms	2@8x8	128
Observation (between interview)	8x8	64
Evidence Room	15x20	300
Armory (secure)	12x12	144
Break Room	9x12	108
Holding Cell	2@5x7	70
Supply Closet	2@4x4	32
Restroom/Shower	2@12x16	384
Restroom Public	10x10	100
IT	12x12	144
Storage/Janitorial	2@6x8	96
Copy	12x12	144

- 4,718 square feet building w/
- Wired computer network including network switch with network ports in each office
- Fiberoptic connection to Haywood EOC for CAD operations
- Fiberoptic connection for all other internet traffic (DCI, VOIP phone system, etc.)
- Network server for RMS, etc.
- Security camera system
- UPS for all computers
- 2 position multi-radio communications system (Ztron)

Project Scope

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

1. Compile and evaluate existing information regarding the project and site(s), including solicitation of input from Town Staff.
2. Confirm space needs for each facility meet available space and confirm interior layout with the Town
3. Work with the Town's consultant related to final site approvals for the Fire Station.
4. 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; ADA review, on-site and off-site utility studies; and environmental studies and reports.
5. Prepare and submit the concept design of the projects to the Town's project review team.
6. Architect will attend and prepare presentation materials for public meetings upon request.
7. Perform all necessary coordination with the Town, Haywood County, NCDOT, utility providers, and any other authorities having jurisdiction.
8. Provide schematic design of building, parking, interior upfit, communications, and utilities. Provide associated design development, construction documents, bid documents, specifications, design reports, geotechnical and/or environmental reports, and other documents as required for the Fire Station.
9. Provide schematic design of ADA compliant interior upfit, communications, and utilities. Provide associated design development, construction documents, bid documents, specifications, design reports and other documents as required for the Police Station and Town Hall.
10. Obtain all necessary permits required to construct the projects.
11. Prepare comprehensive construction cost estimates throughout the design phases of all projects.
12. Provide construction administration services, including but not limited to, advertising, bidding, construction observation, negotiating change orders, reviewing and approving pay applications and submittals, coordinating and leading progress meetings, developing punch lists, developing as-built drawings, and contract closeout for all projects.

Submittal Instructions and Requirements

Instructions

Interested firms are invited to submit their qualifications for consideration. The submittal should contain at a minimum, the information requested in “Submittal Requirements” below. Submittal packages are limited to 10 pages. Firms shall **submit one (1) electronic PDF copy of the completed proposal via email** or hand delivery, addressed to Nick Scheuer, Town Manager, no later than **2 p.m. January 16, 2022**, to:

Nick Scheuer, Town Manager
nscheuer@cantonnc.com
Town of Canton
85 Summer Street
Canton, NC 28716

The submittal deadline is absolute. Prospective firms and individuals must ensure the Statement of Qualifications is received by the due date and time. Late submittals will not be considered. Statement of Qualifications received after the due date and time will not be accepted or considered and will be returned to the sender without review.

The RFQ may be downloaded from the Town of Canton’s web page. Note that failure to notify the town that you have downloaded an RFQ will preclude you from receiving updates or amendments, if issued.

RFQ Questions

Questions regarding this RFQ may be directed to Nick Scheuer at nscheuer@cantonnc.com. Questions and responses will be posted to the town’s website. The deadline to receive questions regarding the RFQ is January 4, 2022, and final responses will be posted by January 6, 2022.

Non-Mandatory Pre-Proposal Meeting

A pre-proposal meeting will be held at 1pm on January 9, 2023, at the Town of Canton Town Hall conference room located at 85 Summer Street, Canton, NC 28716. This meeting is not mandatory. A field visit to the proposed Town Hall and Police Department buildings as well as the current Fire Department is planned immediately following the meeting to provide an opportunity to view the interior of each building. Currently the proposed Town Hall and Police Department buildings are secure facilities, and the Fire Department is still operational. Therefore, access to all buildings will be by guided tour only. No other visitation arrangements will be made prior to submittal date.

Submittal Requirements

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

1. **Cover Letter.** A signed cover letter from a principal in the firm expressing interest in the project and certifying that sufficient resources in personnel, equipment, and time are available and can be committed to this project.
2. **Summary.** A summary should provide a brief but thorough overview of how your firm can provide design services to the Town. Include an introductory statement and a summary of your firm'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, if applicable.
3. **Capacity.** 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 on these projects. 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.
4. **Experience.** Provide a list of a minimum of five (5) projects of similar size and scope completed by the firm within the past ten (10) years. This shall list the following as a minimum:
 - a. Owner's name and contact information (mailing address, email addresses and phone numbers).
 - b. Name, location, and detailed description of the project.
 - c. Design and construction cost of each project and number of change orders, including monetary impact of each.
 - d. Summary of project actual costs compared to original and revised project budget(s)/estimate(s).
 - e. Project start and completion dates.
 - f. Project staff and their role(s).
5. **Schedule.** Provide a proposed schedule for each of the three projects highlighting opportunities for overlap and noting any specific anticipated involvement from the Town.
6. **References.** Provide at least three (3) references that the Town 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 Town of Canton accepts no responsibility for any expense related to preparation or delivery of qualification statements.

It is the policy of the Town of Canton 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 Town of Canton. Any copyrighting of material produced, and data compiled as a result of the services performed by the successful firm(s) shall be in the Town of Canton's name. Where licensed

material is incorporated as an integral component of the services provided the firm shall register the Town as a licensed user and shall provide the Town with one complete copy of the licensed material. Per N.C. General Statute 143-64.31, Selection of a firm shall include the use of good faith efforts by the public entity to notify minority firms of the opportunity to submit qualifications for consideration by the public entity. It is the practice of the Town to make a good faith effort to procure the submission of proposals by historically underutilized businesses as part of the selection process. The Town seeks to provide all persons and businesses a fair and 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 Town of Canton is an Equal Employment Opportunity Employer.

Selection Procedure

In order to be considered for this project firms must meet the following criteria:

- Firm must be properly registered with the Office of the Secretary of State of North Carolina;
- Firm must be properly registered with the North Carolina Board of Registration for Professional Architect; and
- Firm must employ at least one (1) North Carolina Registered Professional Architect in responsible charge of the work anticipated as a result of this solicitation.

Evaluation Criteria

The following criteria will be utilized to select a firm for this project:

Evaluation Criteria	Possible Points
Understanding of the Town'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, control costs, and meet project schedules	25
POINT TOTAL	100

Additional Information

Public Records

Upon receipt by the Town of Autryville, your Qualifications Package is considered a public record except from material that qualifies as "Trade Secret" information under N.C. General Statute 66-152 and 132-1.2. Your Qualifications Package will be reviewed by the Selection Committee, as well as other staff and members of the general public who submit a public record request. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: any trade secrets submitted by a firm should be marked "Trade Secret – Confidential and

Proprietary Information- Do not disclose Except for the Purpose of Evaluating this Qualifications Package,” on each page of the trade secret materials contained.

In submitting a Qualifications Package, each firm agrees that the Town of Canton may reveal any trade secret materials contained in such response to all staff and town officials involved in the selection process and to any outside consultant or other third parties who serve on the Selection Committee. Furthermore, each firm agrees to indemnify and hold harmless the town and each of its officers, employees and agents from costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Qualifications Package as a trade secret may be disqualified from the selection process.

Conditions, Clarifications and Reservations

The town reserves the sole discretion and right to (1) reject any or all responses, (2) waive informalities in a response, (3) select a firm that has submitted a fully responsive Statement of Qualifications and who is determined by the town to be a professional, qualified firm to be in the best interest of the town, or (4) take whatever action or make whatever decision it determines to be appropriate. The Town of Canton assumes no obligation in this general solicitation of Statements of Qualifications and all costs and expenses of responding to this RFQ shall be borne by the interested firms or individuals.