

**REQUEST FOR QUALIFICATIONS**

**For**

**ARCHITECTURAL/ENGINEERING  
SERVICES**



**REPAIRS TO MEMORIAL STADIUM**

**310 North Kings Drive, Charlotte, North Carolina**

**Acceptance Date:.**  
**September 2, 2009**

**Acceptance Place:**

**3205 Freedom Dr, Suite 101, Charlotte NC, 28208**

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

## Request for Qualifications for:

### **1.0 PURPOSE**

The Mecklenburg County Real Estate Services Department is requesting the submission of a Statement of Qualifications from Architectural and Engineering firms to provide design services for the repair of damages due to the failure of a storm water culvert that extended under the concrete seating and concourse. Currently, the concrete and soil over the failed section of storm water culvert is being removed. City of Charlotte Storm Water is preparing design document to make the required repairs to the system. The scope for this RFQ is to rebuild the concrete seating once the City of Charlotte Storm Water has completed their repairs. This work will be limited to the east end field of the facility. The extent of the repair will be limited to the drive, landscaping, retaining walls, replacing a historical wall at the top of the seating area, sidewalks, exterior walkway lights, reconnecting the electrical feeders, sanitary sewer repair, and bleachers.

The project is located at 310 N Kings Drive, Charlotte, NC 28204.

### **2.0 PROJECT DESCRIPTION**

The original stadium was constructed sometime in the 1930's.

The repair of the stadium will consist of:

- Installing structural soil fill in void left by demolition and repair of the storm water culvert.
- Designing the concrete seating area with sub-drainage and surface drainage features for storm water runoff.
- Propose different seating designs, and work with Park and Recreation and Real Estate to chose the best seating system that fits within the budget.

*Note: Mecklenburg County reserves the right to award design contracts for all or on any portion for which an Architectural/Engineering team is selected under this RFQ. Mecklenburg County further reserves the right to reduce the scope of work of a consultant and to terminate the professional services contract of selected consultants based on consultant non-performance (i.e. Schedule, responsiveness, quality of design, accuracy of documents, etc.) and on the consulting firm's workload and availability of the staff included in the design team as described in the firm's submittal or proposal. The County reserves the right to remove any or all work described above in this RFQ and issue a new RFQ for any portion of the Repairs of Memorial Stadium.*

### **3.0 SCOPE OF SERVICES**

The selected Consultant will work with the Mecklenburg County Real Estate Services Department Project Manager and other agencies as required to comply with requirements. The Consultant must be qualified and prepared to accomplish the following services:

**3.1 Planning Phase:**

**3.2 Sustainable Design**

**3.3 Schematic Design and Design Development Documents**

**3.4 Construction Documents**

**3.5 Plan Review / Approval**

**3.6 Bidding Phase**

**3.7 Construction Administration**

**3.8 Warranty Phase.**

A detailed description of the scope of work for each of the mentioned services will be provided to the selected Consultant at a later date as part of a Request for Fee Proposal.

#### **4.0 SELECTION PROCESS / SCHEDULE**

Pursuant to North Carolina General Statute 143-64.31, Mecklenburg County utilizes a “qualifications-based” selection process without consideration of fee proposals in the initial stage for hiring architects and engineers. The selection process and schedule will be as follows:

- 4.1 **Advertisement** – August 19, 2009, A Request for Qualifications will be advertised in the Charlotte Observer, and RFQ's will be made available to local consulting firms and those firms who have expressed an interest in the project. Other methods will be used to advertise this project. Consultants who have submitted a Notification of Interest will be notified of any changes to the schedule.
  - 4.1.1 **Notification of Interest / Addenda** – Upon receipt of this Request for Qualifications, Consultants interested in submitting qualifications shall immediately notify the County, by mail to: Douglas Buchanan, PE, LEED AP, Project Manager, 3205 Freedom Drive, Suite 101, Charlotte, NC 28208, or e-mail: [Doug.Buchanan@MecklenburgCountyNC.gov](mailto:Doug.Buchanan@MecklenburgCountyNC.gov) to be placed on a list (Notification of Interest List). This list will be used for distribution of any addenda to this RFQ. It shall be the responsibility of the Consultant to contact the County's Project Manager prior to submission to ascertain if any addenda have been issued and to obtain such addenda.
  - 4.1.2 **Inquiries / Questions** - Questions regarding this project must be E-mailed directed to the Mecklenburg County Real Estate Services Department, Douglas Buchanan, using the contact information mentioned above. To ensure fair consideration for all Consultants and maintain equal access to information we request that you not contact anyone other than the individual named above prior to the time an award decision has been made. There will be no formal visits to the site.
  - 4.1.3 **Inquiry Deadline** - Any Consultant in doubt as to the true meaning of any part of the Request for Qualifications or related documents may submit a request to the Project Manager at least (7) seven days prior to the submittal deadline in order to be considered for a response. Any changes or additions to the RFQ information will be e-mailed or mailed to each Consultant who has submitted a Notification of Interest. Oral answers will not be authoritative.
- 4.2 **Qualifications Submittal** – Written submittals must be received by the County Real Estate Services Department no later than **September 2, 2009 at 12:00 noon**. **Submittals received after this deadline may not be considered.** The process of compiling, printing, and mailing/delivery of the consultant's submittal shall be made at the sole expense of the submitter.
  - 4.2.1 **Submittal Material**– Consultants interested in providing services as described in this RFQ shall **submit twelve (12) originals** of the submittal in a sealed container labeled on the outside, “**Repairs to Memorial Stadium**” along with the firm name. Send or deliver submittals to:

Mecklenburg County Real Estate Services Department  
3205 Freedom Drive, Suite 101  
Charlotte, NC 28208  
Attention: Douglas Buchanan
- 4.3 **Shortlist Selection** – The Shortlist Selection Committee will evaluate the written submittals based on the criteria identified in Section 5.0. Selected firms will be informed about the interview date and

time, and interview requirements.

- 4.4 Interviews** – During oral presentations to the Selection Committee, the shortlisted project teams will further detail their qualifications, approach to the project, and their ability/expertise to perform the services required for this project. (These presentations shall be made at no cost to Mecklenburg County.) Reference checks will be carefully considered during this phase of the selection. Interview presentations will be limited to personnel directly involved in the project.

Based on the criteria set forth in Section 5.0 and the additional detail received at the oral presentations, the Selection Committee will rank the firms through a process of discussion and consensus. This ranking will be recommended to the Board of County Commissioners.

- 4.5 Board Approval**- The Board of County Commissioners will consider authorizing the County Manager to negotiate and execute a contract with the top ranked firm. The Board will also authorize the County Manager to negotiate with the second ranked firm, if negotiations with the top ranked firm are unsuccessful.

## **5.0 SUBMITTAL REQUIREMENTS**

Submittals are encouraged to be compatible with the County’s in-house office paper recycling program, *Paperchase*. Therefore, they should be printed on recycled paper, copied front and back. Three ring notebooks, spiral bindings, plastic covers, and any other materials contributing to the County’s waste stream should be reusable and not containing firm names, logos or text. Prospective Consultants shall submit **twelve (12)** copies of their qualification statements. For ease of review, each submittal should strictly follow the requested format, and be organized with tabs according to the major categories set forth below. **For purposes of complying with maximum page counts listed below, a sheet printed on both sides will count as two pages.** Submittals shall contain the following:

- 5.1 Firm Information and Project Approach** – Briefly provide firm information. Provide a description of the project team, listing key individuals involved and the role they will perform (principal-in-charge, project architect, project designer, structural, landscape architectural, civil, etc. Indicate how this project will fit into the total workload of the Project Team during the project period. (Two pages maximum.)
- 5.2 Similar Project Experience (Graphics & Narrative)** – Submit a maximum of five (5) projects completed during the last ten (10) years that demonstrate the team’s experience with projects of similar character and scope. Construction must be completed on four out of the five projects listed. Construction must be completed on four out of the five projects. For each project submit a maximum of two (2) pages of graphics (multiple images per page are acceptable), and a one (1) page maximum typewritten description. Fully describe each project, including function, size, cost and scope, and current status. A brief narrative shall address the design approach, design objectives, challenges and resolutions, as well as how the consultant performed in keeping the project on schedule and within budget. For each project list the key individuals, such as principal-in-charge, project architect, project designer, structural / civil engineer, etc, who were responsible for the work and the firms they were employed by at the time of the project work. Provide the name, address, and telephone number of Owner contacts for each project shown. A high value will be placed on successful projects realized by the same team as the one submitting qualifications. (15 pages maximum)
- 5.3 Philosophy and Design Intent** - The project designer shall submit a statement of design philosophy. This statement should include issues of context, function, aesthetics, etc. (Two pages maximum)

- 5.4 Project Management/Technical Expertise** - Describe the organization of the team that will work on this project. Describe the location/proximity of the team offices to the proposed project site. Provide a description of the team member's tasks in this project including consultant responsibilities, and the specific roles of key individuals. Describe the method of cost control to be utilized. Describe the team's method of keeping the project (design and construction) on schedule. What will be your team's approach to ensuring accurate coordination of architectural, structural, Electrical, and Plumbing etc. for construction documents? (Two pages maximum)
- 5.5 Individual Qualifications / Experience** - Provide a brief description of the qualifications and experience of the key individuals who will be actively involved in the work (include registration numbers of architects and engineers). Credit will be given for past similar project experience of individuals. Clearly identify each key individual's experience with similar type projects, the specific role that individual performed, and the firm they were employed by at the time of the project work. (Four pages maximum)

## **6.0 SELECTION CRITERIA**

The selection of a consulting team shall be based on qualification information exhibited in both written and graphic form, personal interviews and reference checks. Consultants will be evaluated on past performance and relevant experience/expertise with similar projects, the qualifications and experience of key project team members who will be actively involved in the work, and the specific details of their Project Approach. Criteria for selection will include, but not necessarily be limited to the following:

- 6.1 Management / Technical Expertise:** The consultant team shall demonstrate recent project management / technical expertise and individual qualifications for projects of this type. The team shall be able to demonstrate a track record of completing projects on schedule and within budget.
- 6.2 Similar Project Experience:** The Consultant team shall demonstrate experience in the design of similar projects.
- 6.3 Sustainable Design.** This project will entail sustainable design for new construction. The Consultant team should demonstrate how sustainable design has been incorporated into similar projects.

## **7.0 GENERAL PROVISIONS / MISCELLANEOUS REQUIREMENTS**

- 7.1 Submittal Ownership** - Upon submission, all information becomes the property of Mecklenburg County, which has the right to use any or all ideas presented in any submission in response to this Request for Qualifications, whether or not the submittal results in a contract with the submitting Consultant. The cost for development of the written submittal and the oral presentation is entirely the obligation of the Consultant and shall not be remunerated in any manner by Mecklenburg County.
- 7.2 Non-Warranty of Request for Qualifications** – Due care and diligence has been used in preparing this Request for Qualifications. The County shall not be responsible for any error or omission in this Request for Qualifications, nor for the failure on the part of the Submitter to ensure that they have provided all information necessary for a complete submittal.
- 7.3 Request for Clarification** – Mecklenburg County reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either orally or in writing.

- 7.4 **Acceptance/Rejection of Submittals** - Mecklenburg County 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 County's judgment, best serve the interest of the County. Mecklenburg County reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the period of contract which results from this Request for Qualifications. Mecklenburg County reserves the right to use other consultants that were not selected under this Request For Qualifications for specific portions of this project and for future phases of this same project.
- 7.5 **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.
- 7.6 **Consideration of Submittals** – Proposals will be considered from Consultants normally engaged in providing and performing services as specified in this RFQ. The Project Team must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to the County. The County 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 & conditions before recommending any award.
- 7.7 **ADA Compliance** - Mecklenburg County will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. Mecklenburg County will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Mecklenburg County programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify County Staff.
- 7.8 **Minority/Women Business Enterprise** - It is the policy of Mecklenburg County to provide minorities and women equal opportunity for participating in all aspects of the County'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 Mecklenburg County 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 Mecklenburg County to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.
- 7.9 **Insurance and Indemnity Requirements** - To the extent permitted by law the Consultant shall indemnify and save harmless Mecklenburg County, 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 Mecklenburg County 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 \$1,000,000 each person / \$1,000,000 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. Mecklenburg County shall be named as an “additional insured” for this type of insurance.

Consultant's Professional Liability: In a limit of not less than \$1,000,000.

Workers' Compensation and Occupational Disease Insurance:

Coverage A - Worker's Compensation: Meeting the statutory requirements of the State of North Carolina.

Coverage B - Employer's Liability: \$100,000 each accident / \$100,000 disease - each employee / \$500,000 disease - policy limits.

Certificates of such insurance will be furnished to Mecklenburg County and shall contain the provision that Mecklenburg County 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**