



**Request for Qualifications (RFQ)
For
Architectural Services**

Town of Duck, North Carolina, Public Safety Facilities

**Space Needs Update, Site Planning, Facility Design,
Contract Bidding and Administration**

Introduction

The Town of Duck, located in the northern Outer Banks of Dare County, North Carolina, and incorporated in 2002 is a popular tourist destination covering 2.32 miles of a barrier island. Fire services are provided by the Duck Fire Department (a combination department comprised of full-time firefighter/EMT's and volunteer firefighters). The Duck Volunteer Fire Department, Inc., is a non-profit organization governed by a Board of Directors that oversees fundraising and volunteer member support. The Town of Duck fully funds all expenditures related to full-time staffing, and a large percentage of the operating expenses of the Department. The non-profit entity holds the current lease for the land upon which a building they own is located.

Also located in this building is the Duck Police Department with a total of 14 full-time sworn personnel serving the community 24/7 and an Administrative Specialist who serves both departments during regular business hours. The building also serves our contracted lifeguard service during the summer season.

The building, which is 40 years old, is functionally obsolete with additions and modifications made in an attempt to increase storage and accommodate a change to having full-time staff in the station 24 hours a day as opposed to serving a volunteer staff who do not sleep in the building.

This building, along with a two smaller outbuildings, are on land leased from the US Department of Defense (US Army Corps of Engineers). As such, site plans must be reviewed and approved by the lessor.

In 2016, the Town contracted with a design firm to conduct a Facilities Conditions and Space Needs Assessment. While some of this information remains useful to define the current state of our needs, this assessment will need to be updated to reflect changes in staffing and operations since that report was completed.

Project Description

The Town of Duck is requesting Statements of Qualification (SOQ) for professional architectural, design, and space programming consulting services for the Design and Construction of a new, or newly renovated and expanded, Public Safety Building.

The intent of this Request for Qualifications (RFQ) is to solicit Statements of Qualification (SOQ) from firms qualified and interested in the project.

The Town of Duck plans to select a firm to develop the design and budget for capital planning and construction. The selected firm will also assist the Town with site planning and analysis, constructability, and possible LEED or energy efficient/high performance standard building design.



Scope of Work

The work elements may include, but not be limited to the following:

- Programming - Review the initial physical conditions and space needs assessment of the Town's Public Safety facilities, completed in 2017, and make updates as needed to account for changing best practices and needs of the organization which may include a location for an emergency operations center which can also function as training/community space.
- Schematic Design
 - New facility
 - or
 - Renovation and Expansion of Existing Facility
- Design Development (site and building)
- Construction Document Development
- Bid Phase Services
- Construction Administration Services and Project Closeout

Content of Response to Request for Qualifications:

Interested firms must have recent experience in fire station facilities design and construction.

Interested firms must submit four (4) written and bound responses and one electronic PDF copy by 3:00 PM EST on December 23, 2022. The electronic PDF copy should be submitted on a single USB drive with the bound copies.

Written responses and USB drive to be delivered to:

All written responses and the USB drive responsive to this Request for Qualifications must be received no later than **Friday, December 23, 2022, at 3 p.m.** Responses should be addressed to:

Drew Havens
Town Manager

If by U.S. Mail:
P.O. Box 8369
Duck, North Carolina 27949

If by parcel delivery:
1200 Duck Road
Duck, North Carolina 27949

Subject: Public Safety Building Project

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Any questions related to this Request for Qualifications should be directed to Drew Havens at dhavens@townofduck.com or 252-254-5950.

- The USB drive should only contain the one PDF file and only that one file will be reviewed.
- Both the written copies and USB drive must be received by the deadline above. Responses received after the deadline above will not be accepted or considered.
- Responses submitted must be concise and address the objectives requested.



- Responses shall be limited to a maximum of 20 single-sided pages, excluding Items 1 and 10 below
- Statements of Qualifications shall address the following, at a minimum, and should conform to the following numbering system:
 1. Letter of transmittal identifying contact person
 2. Statement substantiating firm's understanding of project objectives and task assignments
 3. Proposed timeline for the programming, design, permitting, bidding, and construction phases of the project
 4. Company background and history
 - a. A brief history of the firm
 - b. Resumes of the principals
 - c. Firm's State license number
 5. List similar design work performed by the company over the last 5 years
 - a. Include, at a minimum: size, scope, cost, location, dates, time adherence, and owner contact
 - b. List similar work performed by the company beyond 5 years, including size, scope, location, and year of completion
 6. Identify the proposed project architect (person directly responsible for the design and production of working documents) and the proposed principal-in-charge and/or project manager (if different from the project architect)
 - a. Include five projects the proposed project architect completed in the last five (5) years. For each project, include size, scope, cost, location, owner contacts, date completed versus original scheduled completion date, final actual cost versus initial budget, and percent of change orders issued for the project. Projects listed in Number 5 above may be included.
 - b. List other work performed by the proposed project architect while with present firm
 - c. Include resumes of project architect and project manager
 7. List the firm/consultant and individual(s) who will perform or be responsible for the close supervision of the following design work:
 - a. Architectural Design
 - b. Civil Engineering
 - c. Structural Engineering
 - d. Mechanical and Plumbing Engineering
 - e. Electrical Engineering
 - f. Equipment Design
 8. Provide three (3) client references (other than items 5 and 6 above). Local government references are preferred.
 9. Describe the levels and types of technology used by your office.
 10. Describe previous litigation or arbitration in which your firm has been involved and the outcome during the past five (5) years.
 11. Describe your firm's approach to construction administration. How will you ensure that the contractor meets the owner's objectives in terms of schedule, cost control, and quality control? List the person who will be providing construction administration and include their resume. Furnish project data on the firm's two most recent construction administration projects (with data on time and schedule). Indicate the percentage of change orders for these projects.



12. State any history or present condition that would put the firm in a conflict of interest in the design and/or construction of the project. Attach any supporting material to your response.

Method of Evaluation:

The Town of Duck will assemble a committee to review the responses to this Request for Qualifications. It is anticipated that a short list of firms will be developed and that interviews will be scheduled with these firms. The committee will then select the firm that it deems to be the most qualified firm based on competence and qualification related to the Scope of Work listed above and will seek to negotiate a contract and fee for the services to be provided. If a satisfactory contract and fee cannot be agreed to, the Town will negotiate with the firm deemed to be the second most qualified. Once a contract and fee have been agreed to, the Town Manager will submit the same to the Town Council for approval and authorization to proceed.

Responses to this Request for Qualifications will be evaluated based on the following:

1. Relevant experience with similar projects.
2. Qualifications and experience of project manager and project team members.
3. Capability of firm to perform the Scope of Work.
4. Understanding of the Scope of Work.
5. Approach to completing the Scope of Work.
6. Plan and timeframe to complete the Scope of Work.
7. Client references.
8. The degree to which sufficient information was provided in the Request for Qualifications.

General Comments:

1. All costs incurred by the Proposer associated with RFQ preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of an agreement, shall be borne entirely and exclusively by the Proposer.
2. All responses, inquiries, or correspondence relating to the RFQ will become the property of the Town of Duck when received and will not be returned.
3. The Town of Duck reserves the right to refuse any or all packages received that do not meet the criteria listed above or that are received after the due date and time.
4. The Town of Duck reserves the right to expand the scope of the project with the selected organization based on the results of the initial study.