

# Request for Qualifications for City of Locust – Senior Center Facility

**RFQ Issue Date: Monday, May 22, 2023**

## Project Description

The City of Locust, in partnership with Stanly County Senior Services, is soliciting responses from qualified firms licensed in North Carolina to provide library and senior center programming, schematic design, and cost estimating services for a facility expansion to the Locust Library that will host senior center services. The building is estimated to be at least 3,500 square feet and will physically attach to the existing library.

The facility may also house several amenities including community room, exercise room(s), bathrooms, porch/deck, storage, etc. The firm selected will have to work in conjunction with the City of Locust design team on the facility's infrastructure, aesthetic concept, layout, and operational cohesiveness.

## Scope of Work

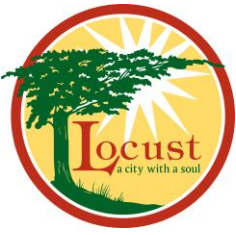
- 1. Preliminary Design Phase:** Conduct a site analysis and assessment of proposed facility location. Develop initial conceptual design options based on our requirements and preferences. Prepare schematic drawings, floor plans, and elevations. Collaborate with Stanly County Senior Services, Stanly County Family YMCA, and West Stanly Community Foundation to finalize design concept.
- 2. Design Development Phase:** Refine the approved design concept into a comprehensive architectural plan. Prepare detailed construction drawings, including floor plans, sections, and details. Provide specifications for materials, finishes, furnishings, and equipment.
- 3. Construction Documentation Phase:** Prepare construction documents, including drawings and specifications, for bidding and permitting purposes.
- 4. Bidding Phase:** Assist in the review and evaluation of contractor bids.
- 5. Construction Administration Phase:** Provide periodic site visits to ensure adherence to the design intent and assist in resolving construction-related issues. Assist in reviewing and responding to contractor's inquiries. Conduct final walkthrough and/or inspections, and assist in the project close out process.

## Qualification Package Evaluation Criteria

Qualification packages will be evaluated on the firm's ability to meet the requirements of this RFQ. Special emphasis will be placed on the proposed team's experience and qualifications.

### Evaluation criteria are as follows:

- Firm(s) and individual experience with projects of similar scope in terms of libraries and senior centers
- Firm(s) experience with local government projects
- Qualifications, certifications, abilities, availability and geographic location of the key individuals
- References from past projects



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## SOQ Requirements

Firms that are interested in providing the requested services to the City of Locust are invited to submit a Statement of Qualifications (SOQ), in electronic format only, to Cesar Correa, City Administrator at [cityadmin@locustnc.com](mailto:cityadmin@locustnc.com)

SOQ should include an estimated project timeline and milestones.

Each firm is solely responsible for the timely delivery of its SOQ. All SOQs must be delivered by 3:00 pm local time on Friday, June 30, 2023. No qualification packages will be accepted after this deadline. Firms accept all risk of late delivery regardless of fault.

The SOQ package should be no more than **20** pages in length.

**Please identify a contact person for questions during the RFQ process and provide contact information including telephone number, email, and postal address.**

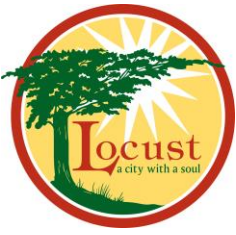
## RFQ Decision Timeline

Any questions should be submitted directly to Cesar Correa, City Administrator in electronic format at [cityadmin@locustnc.com](mailto:cityadmin@locustnc.com) no later than Friday, June 23, 2023. Following the RFQ submission deadline of June 30, 2023, a review committee will select a respondent based on the evaluation criteria referenced above. The City Administrator will present a recommendation to Locust City Council to award the contract to the selected respondent during the July 13, 2023, City Council meeting.

## Terms and Conditions

The following terms and conditions apply to this RFQ:

1. All responses shall become the property of the City.
2. Due care and diligence has been exercised in the preparation of this RFQ and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses. Neither the City nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposures.
3. The City reserves the right to select the vendor from the responses received; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope, or to cancel any requirement in its entirety; or to reject any or all proposals received.
4. A response to this RFQ does not constitute a formal bid; therefore, the City retains the right to contact any/all proposing vendors after submittal in order to obtain supplemental information and/or clarification in either oral



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or written form. Furthermore, an explicit provision of this RFQ is that any oral communication made is not binding on the City's proposal process.

5. The City will not be liable for, nor pay for any costs incurred by responding vendors relating to the preparation of any proposal for this RFQ.

6. Acceptance will be defined as the City selecting you as our provider of service for the intent of negotiating a contract for services.

7. It is the intent of the City that after the successful Vendor has been selected, the City and the selected vendor will enter into contract negotiations containing all terms and conditions of the proposed service. Any acceptance of a proposal is contingent upon the execution of a written contract and the City shall not be contractually bound to any bidder prior to the execution of such written contractual agreement. The contents of the bid submitted shall become part of the contractual obligation and incorporated by reference into the ensuing contract. The contract with a successful vendor may include penalties for non-performance and failure to meet the proposal implementation schedule.