



Request for Qualifications for
Engineering, Architectural and/or
Consulting Services for Umstead
Corrections Property Demolition,
Abatement and Site Preparation

Proposals Due: August 28, 2023, at 3PM

Town of Butner
415 Central Avenue, Suite A
Butner, NC 27509

I. Project

The Town of Butner (“Owner”) is seeking statements of qualifications from civil engineering [and architectural] firms (the “Firm”, or “Firms”)¹ to provide planning, engineering design, permitting, and bidding assistance which includes plans, specifications (Bid Documents) as well as contract administration and observation for abatement of hazardous materials, demolition, site preparation and stabilization at the Umstead Corrections property and for other identified infrastructure which may become necessary for full and proper execution of projects authorized for State Fiscal Recovery Fund (“SFRF”) and American Rescue Plan Act (“ARPA”) purposes.

All services performed pursuant to the award of a contract resulting from this Request for Qualifications will be funded using funds appropriated to The Town of Butner by the US Treasury, the State of North Carolina as well as other sources. Funds include those that are part of the American Rescue Plan Act. As such, all awarded contracts will be subject to any and/or all Federal Requirements as required and codified by United States Code of Federal Regulations, noted in Section XI herein below.

The project is to demolish nine (9) vacant dilapidated structures on town-owned property that combined are approximately 74,197 square feet. The site is located at the northern corner of West D Street and 12th Street, Butner, NC. The 37.36-acre site contains nine structures that were originally used as the NC School for the Blind dating back to the late 1950s and most recently used as a state minimum security detention center until its closing in 2009.

II. Intent

The intent of this Request for Qualifications (RFQ) is to have professional architectural and engineering firms specifically address the services required and provide the Owner with a well-considered response for those services. It is anticipated that a contract will be negotiated with the successful firm properly licensed in the State of North Carolina based on demonstrated competence and qualifications for the type of professional services required. A firm that does not have all services in-house may contract with other qualified firms in a team approach, but the Town will only contract with the lead Firm. The lead Firm will be responsible for the management of all sub-consultants.

III. Scope of Services Required

In general, the Scope of Services may include, but not be limited to, the following:

- Working and leading discussions with the appropriate entities for abatement of hazardous materials and demolition.
- Assisting The Town of Butner with SFRF/ARPA funding requirements, including funding applications as required. Firm should have, and be able to demonstrate, successful experience with NC Commerce and Rural Transformation Grant projects and with projects funded in whole

¹ Where context requires, “Firm” or “Firms” includes the lead Firm’s project team members.

or in part by governmental grants, including projects subject, in whole or in part, to 2 C.F.R. 200.0 et seq, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards";

- Surveying services, field staking, on-site supervising of construction work, and preparing inspection reports.
- Meeting Falls Lake Rules stormwater requirements.
- State and local permitting processes as needed.
- Preparing the final design and construction bid package in conformance with applicable regulations and requirements.
- Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed.
- Project oversight and inspections.
- Construction administration.
- Project closeout.

IV. Firm Qualifications

The selected Firm's assigned project staff must be experienced in all phases of planning, design, construction, demolition, abatement of hazardous materials and regulatory compliance requirements of similar public projects, have extensive knowledge of the regulations governing construction in the State of North Carolina, and have a proven capability to effectively and efficiently produce a successful project consistent with and meeting the needs of the goals outlined by The Town of Butner. As stated above, the selected firm may partner with other firms to create a project team.

V. Proposal Format

Proposals should be organized to include the following elements:

A. Professional Qualifications and Experience - 25 points

1. Include Letter of Interest. State the full name and address of the lead Firm and each sub-consultant that will be part of the project team. For each firm that is part of the project team, specify, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether each firm that is a member of the project team operates as an individual, partnership, or corporation. Include information showing it is licensed to operate in the State of North Carolina.
2. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required

for all proposed project personnel, including all sub-consultants. Qualifications and capabilities of any and all sub-consultants must also be included.

3. Explain and support experience working with governmental funding sources.
4. Include list of positions and standard hourly rates.
5. State history of the lead firm and other firms on the project team, in terms of length of existence, types of services provided, etc. Identify the technical details that make the project team uniquely qualified for this work.
6. Proximity to the Town of Butner.
7. Provide a complete list of client references, minimum of three (3), must be provided for similar projects recently completed. It shall include the Firm/agency name, address, email, telephone number, project title and information, and contact person.
8. Identify any contract for the firm's services that has been considered in default, suspended, or terminated within the past ten (10) years. Include pertinent details.
9. For each member of the project team, include a history of liability claims over the past ten years that resulted in litigation, arbitration, or other legal action. For each such matter:
 - a. Attach a list by case name, case number, location and listing all parties.
 - b. Describe whether such matter is pending or resolved. If resolved, describe the resolution and whether the resolution was reached prior to a decision by a court or arbitrator.

B. Projects Listing - 25 points

The written proposal must include a list of current similar projects including brief description, size, cost, staff involved, etc. The proposal listing must also include descriptions of three (3) past projects of similar size and scope, including size, cost, staff, completion period, etc. for each firm that is part of the project team. Project listing must exhibit experience in the project area and indicate proven ability in implementing similar projects for the project team and the individuals to be assigned to this project.

C. Proposed Work Plan – 30 Points

Provide a detailed and comprehensive description of how the Firm intends to provide the services requested in this RFQ. This discussion shall include, but not be limited to: how the project(s) will be managed and scheduled, how and when data will be delivered to the Town, communication and coordination, the working relationship between the Firm and Town staff, and the Firm's general philosophy in regards to providing the requested services. Responses will be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Past Performance – 20 Points

Past performance of the lead firm, any consultants, and their employees on similar projects.

VI. Proposal Evaluation and Selection Process

1. The Town of Butner intends to select the firm or project team on the basis of best overall qualifications package that, in its sole opinion, is most advantageous to the Town.

2. A proposal with all the requested information does not guarantee the proposing Firm to be a candidate for additional consideration. The Committee may contact references to verify material submitted by the Firm.
3. The ranking of proposals and recommendation of any Firm is the sole responsibility of the Town.
4. The Town, at its sole discretion, may choose to schedule interviews with any, all, or none of the Firms. If interviews are to be held, Firms selected for interviews will be given the opportunity to bring in their interview team to discuss their qualifications, past experience, and proposed work plan in more detail. The Firm's interview team must include the Firm's project team members expected to complete a majority of work on the project, but no more than six members. The interview shall consist of a presentation of up to thirty minutes (length will be provided by the Committee) by the Firm, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews.
5. Manager/Town Council Approval and Contract Negotiation/Execution: A recommendation of the highest rated Firm will be presented to the Town's Manager or Council for approval and authorization to begin negotiations for an agreeable contract and fees. If after discussion and negotiation, a mutually agreeable agreement and fee is not successful, negotiations will be terminated and the Town may enter into negotiations with the second highest rated Firm, and so on. The Town Attorney will prepare the contract that will be entered into with the selected Firm.
6. All Firms who submit SOQs will be notified of the selection results.

VII. Project Timeline

The proposed key activities and milestone dates for the project include:

- RFQ Announced and Distributed - August 7, 2023
- Deadline for Respondent Questions - August 18, 2023
- Proposal Submission Deadline - August 28, 2023
- Firm interviews and site visits, if needed TBD – 2023
- Necessary Selected Firm Notification and Contract Negotiation TBD – 2023
- Award of Contract - September 7, 2023

VIII. Submission of Proposal Packages

Electronic copies are preferred and should be forwarded by email to: jmcmillen@butnenc.org. Please note there is a 25MB file limit.

Mailing Address
Town of Butner
Attn: Town Manager
415 Central Avenue, Suite A
Butner, NC 27509

To be considered, submissions must be received at the address shown above no later than 3:00 PM Friday, August 28, 2023:

IX. General Conditions of the Request for Qualifications

- A. All costs incurred by respondents in preparing or submitting a statement of qualifications for the project shall be the respondents' sole responsibility.

- B. All submissions, responses, inquiries, or correspondence relating to this RFQ will become the property of The Town of Butner when received.
- C. The Town of Butner reserves the right to: accept or reject any and all submissions received in response to this Request for Qualifications; cancel the RFQ process at any time; request additional information or clarification of information provided in a response without changing the terms of the Request for Qualifications; elect not to proceed with any of the respondents; modify the scope of the work; re-solicit RFQs; or choose not to award for any reason.

X. Confidentiality of Documents

North Carolina General Statute Chapter 132, Public Records, governs the accessibility of records compiled by NC Governmental Entities. In general, all documents submitted in response to this Request for Qualifications are subject to public disclosure unless specifically exempted by North Carolina General Statute §132-1.2 and §66-152 which provide definitions and protection of certain documents and information from public disclosure that constitute a “trade secret,” provided it meets the specific conditions as outlined in §132-1.2(1)a-d.

The Town of Butner will attempt to withhold from public disclosure, or redact documents or information, designated “confidential trade secret” that clearly meet the conditions of NC G.S. §1321.2(1)a-d to the extent that it is entitled or required to do so by applicable law. Regardless, The Town of Butner shall not be held responsible for any information that is released nor shall The Town of Butner be held responsible for nor pay any penalty or expense in relation to information so released.

Any submission marked “confidential” or “trade secret” in its entirety may be rejected at the sole discretion of The Town of Butner.

XI. State and Federal Contracting Requirements

The following State and Federal Contracting Requirements may be incorporated into the Service Contract between the Town and the selected Firm (the “Consultant”). Capitalized terms not defined in this Attachment shall have the meanings assigned to such terms in the Contract. All references to the “Contractor”, “Consultant” or “Company” or “Vendor” or “Provider” shall be deemed to mean the Consultant so named in the agreement. This Contract will be funded in whole or in part with state and federal funding. As such, state and federal laws, regulations, policies, and related administrative practices apply to this Contract. The most recent of such state and federal requirements, including any amendments made after the execution of this Contract shall govern the Contract, unless the state and federal governments determine otherwise. This document identifies the state and federal requirements that may be applicable to this contract. The Consultant is responsible for complying with all applicable provisions, updates or modifications that occur in the future relating to these clauses. The state requirements found at N.C. Gen. Stat. §§143C-6-22 and 143C-6-23 and Title 9, Chapter 3, Subchapter 3M of the North Carolina Administrative Code and the federal requirements contained in the most recent version of the Uniform Administrative Requirements for federal awards (Uniform Rules, or Guidance) codified at 2 CFR Part 200, including any certifications and contractual provisions required by any federal statutes or regulation referenced therein to be included in this contract are deemed incorporated into this contract by reference and shall be incorporated into any sub-agreement or subcontract executed by the Consultant pursuant to its obligations under this Contract to the extent required by law. The Consultant and its sub-consultants, if any, hereby represent and covenant that they have complied with and shall comply in the future with

the applicable provisions of the original contract then in effect and with all applicable federal, state, and local laws, regulations, executive orders, and rules and local policies and procedures, as amended from time to time, relating to Work to be performed under this contract.

Any questions concerning this RFQ should be directed to:

Jordan McMillen, Town Manager

919-575-3030

jmcmillen@butnenc.org