

**Town of Montreat  
Buncombe County, North Carolina**

**Request for Qualifications  
For Professional Architectural Services  
In Providing Design Services for the Construction a New  
Montreat Town Hall  
January 9, 2014**

**Proposal Instructions and Requirements**

The Town of Montreat is soliciting proposals from selected architectural firms for professional architectural services in providing design services for the construction of a new Town Hall facility.

Proposals will be received in the office of the Town of Montreat until 3:00 p.m. Friday, February 28, 2014.

Any proposal received later than the specified time/date will NOT be accepted or considered. All proposals shall be sealed and marked as follows: “**Architectural Services for the Town of Montreat**” and delivered to:

Ron Nalley, Town Administrator  
Town of Montreat  
96 Rainbow Terrace  
P.O. Box 423  
Montreat, NC 28757

**Project Scope**

The Town of Montreat, North Carolina is requesting qualifications from qualified firms to provide architectural and construction design, including complete drawings, plans, construction cost estimates and site development and building specifications for the construction of a new Town Hall facility. The site is a 0.776 acre tract located between Florida Terrace and Arkansas Trail. Special consideration will be needed for a cost conscious design of a structure compatible with the Town of Montreat’s historical character and natural setting. A space needs assessment and general site study report has been completed and is available on the Town of Montreat’s website.

## Submittal Requirements

Statements of Qualifications should clearly and concisely address the following:

- Firm name and location of office where work will be performed.
- Brief overview and history of the firm.
- Demonstrated Firm experience in local government administrative buildings, including experience in architectural planning, design and construction management, contract documents and specifications and with designing new buildings for sites in comparable areas for organizations with a similar size.
- Demonstrated Firm experience in publicly funded governmental projects in North Carolina. Please note any work utilizing USDA loan programs as a primary funding source.
- Resumes of the project architect and key personnel who will be involved with this project; their qualifications and experience as related to the scope of work detailed above as well as their anticipated assignments related to this project. Specific information on their background, training and experience with similar projects should be included.
- Other work commitments of the project architect and other specified key personnel during this project time frame.
- The extent of work on this project that will be done by consultants or subcontractors. Provide the name, location, discipline, experience and training of each consultant.
- Provide a list of client reference for related local governmental work done in the past five years. Include name, address, telephone number and contact person most involved with the project and person with your firm that participated in the design of that project.
- Historical data on all governmental projects (local, state or federal) completed over the past five years showing schedule performance and change order history. Include original budget, pre-bid estimate, and final cost. Include experience in delivering publically funded projects on time and on budget.
- Documented evidence of professional, general liability and errors and omissions policies and coverage's.
- Document any history of litigation associated with project performance and /or professional liability. Litigation includes pre-suit dispute resolution and all matters settled out of court.
- An hourly rate schedule for the employees proposed for this project.

Please limit the submission to 20 pages or less on 8 ½ inch paper and it may be printed on both front and back sides. Eight (8) copies and a digital PDF copy of the statement of qualifications are due no later than 3:00 p.m. on Friday, February 28, 2014. No statement of qualifications will be accepted after this time. All proposals shall be sealed and marked as follows: “**Architectural Services for the Town of Montreat**” and delivered to:

Ron Nalley, Town Administrator  
Town of Montreat  
96 Rainbow Terrace  
P.O. Box 423  
Montreat, NC 28757

## **Selection Criteria**

The considerations below, with their weighted scores, will be utilized for selection of the firm. Selection will be made after a thorough review conducted by the Montreat Board of Commissioners.

1. The firm's recent experience, knowledge, and familiarity in the design of similar projects and demonstrated ability in incorporating the client's design preference. (35%)
2. The experience of the firm's staff assigned to this project in performing the type of work required by this project and delivering the project within budget with minimal to no change orders attributable to the architect. (30%)
3. The firm's experience and demonstrated ability to meet project time schedules established for the work. (20%)
4. The firm's financial ability and staff resources to complete the work supported by an accounting system to identify costs chargeable to the project. (5%)
5. The firm must possess high ethical and professional standards and must have performed satisfactorily on previous contracts with other local government clients, including a positive client relationship, commitment to the project budget and sufficient supervision of the construction project. (10%)

## **Selection Process**

Phase 1: Each firm initially will be evaluated by staff and the Board of Commissioners based upon information provided in the Selection Criteria listed above. From such review, firms receiving the highest ranking will be the firms chosen to participate in Phase 2, the second phase of the selection process. The Town reserves the right to reject any and all statements of qualifications. The Town also reserves the right to waive any irregularities in the statements of qualifications.

Phase 2: The firms who are chosen for Phase 2 of the selection process will be required to make a presentation to the Board of Commissioners. The Town reserves the right to establish additional rules and procedures for the presentations and for the interview process.

Final Selection: The Town of Montreat will negotiate a contract with the top rated firm as selected by the Town Council. If a contract cannot be successfully negotiated with the top rated firm, the Town will proceed to the second rated firm. The Town reserves the right to reject any and all statements of qualifications.

## **Selection Timeline**

1. **January 9, 2014** – Town Council directs Montreat staff to prepare the architect RFQ
2. **February 28, 2014 at 3:00 p.m.** – Montreat Town Hall Professional Services RFQ for Montreat Town Hall Due
3. **March 13, 2014** - Staff and Board of Commissioners reviews architect RFQ's, then selects and contacts the top architect firms for meetings.
4. **April 3, 2014** – Board of Commissioner meeting with top architect firms.
  - a. Top architect firms give presentations to Montreat Town Council.
  - b. Montreat Town Council chooses an architect firm for the Project and instructs staff to begin contract negotiations.
5. **April 10, 2014 – Town Council meeting (starting at 7:00pm)** - Town Council approves the final architect contract for the Professional Services project.

## **Proposal Costs**

The town shall not be liable for any cost incurred by firms in preparing their proposal.

## **Economy of Preparation**

Proposals should provide a straight forward, concise description of the firms' ability to meet the requirements of the proposal. Emphasis should be on completeness and clarity of content. Proposals should limit themselves to 20 pages or less and may be printed on both front and back sides. Eight (8) copies of the proposal and one electronic copy in PDF format should be provided.

## **Acceptance of Proposal Content**

The contents of the proposal of the successful firm may become part of the contractual obligations, if a contract ensues. Failure of a successful proposer to accept these obligations may result in the town entering into a contract with another firm.

## **Questions**

Please submit questions electronically via email to [rnalley@townofmontreat.org](mailto:rnalley@townofmontreat.org) and in the subject line note "Town of Montreat Town Hall Questions." Deadline for questions is by the end of the day, February 21, 2014. Any changes in the proposal may be sent by email and furnished to all proposers. Verbal information obtained otherwise will not be considered in the awarding of the proposal.

## **Commitment to Award**

This solicitation does not commit the town to award a contract, to pay costs incurred in the preparation of the proposal, or to procure or contract for the services listed herein. The town reserves the right to reject any or all proposals received.

## **Contract Negotiations**

This Request for Qualifications is not to be construed as a contract or as a commitment of any kind. If this Request for Qualifications results in a contract offer by the Town, the specific scope of work, associated fees and other contractual matters will be determined during contract negotiations.

## **Public Records**

All information contained in the proposals may be a public record open to inspection and copying by the public under State and Federal Law.

## **Timing**

Professional Services work to begin immediately after execution of a contract with the Town.

## **Professional Liability Insurance**

The successful proposer upon award of contract shall provide certificates of all appropriate liability insurances(s), written by an insurer authorized to transact insurance in the State of North Carolina.

## **E-Verify Employer Compliance**

Contractors and their subcontractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must comply with E-Verify requirements to contract with governmental units. E-Verify is a Federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. Please understand that Contractors, as defined above, must use E-Verify. Therefore, all contractors must be in compliance with the E-Verify requirements to enter into contracts with the Town of Montreat.

## **Points of Contact**

Questions concerning this project should be directed to Ron Nalley, Montreat Town Administrator (828) 669-8002 extension 305 or email at [rnalley@townofmontreat.org](mailto:rnalley@townofmontreat.org). No firm shall contact any member of the Town Council during the selection process. Such contact may be a basis for disqualification.

## **Attachment A - Site Location**