

A RESOLUTION PROVIDING FEEDBACK ON THE
ARCHITECTURAL SERVICES RFQ FOR DESIGN AND
CONSTRUCTION MANAGEMENT OF FIRE STATION NO. 2
Resolution No. 109/2006-07

BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF
CARRBORO:

The Board of Aldermen is requested to review the Request for Qualifications for the design and construction management of Fire Station No. 2 and provide feedback to staff regarding the process.

Project Schedule: The following is a preliminary milestone date list for this project:

Task	Date
Accept Qualifications	Wednesday, May 31, 2006 by 2:00 PM
Interview Architecture Firms	Thursday, June 15, 2006
Recommendation to the Board of Aldermen	Tuesday, June 27, 2006
Notification of Award	Wednesday, June 28, 2006

REQUEST FOR QUALIFICATIONS

RFQ #0100

**By Town of Carrboro, NC
For Architectural Services
For The Design of 1 Fire Station**

Introduction: In accordance with NCGS 143-64.31, the Town of Carrboro requests statements of qualifications from architectural firms for the design and construction management of a fire station. The Town of Carrboro anticipates awarding a single contract for the services required.

Project Description: Fire Station -A new Carrboro Fire Station will be located north of town off of Homestead Road and will be designed so as to blend in with the surrounding residential area. The site is surrounded by a high school on the east, new subdivision to the west, vacant lot to the south and an existing home to the north. It is expected that this new station will consist of approximately 7,900 square feet and have 2 drive-thru bays. The interior will include sleep rooms for 5 firefighters (1 dorm room per), large kitchen, dining area, day room, bio hazard room, locker rooms, fitness room, police sub-station, backup emergency operations center, watch room and offices for captain and fire fighters, in addition to a small meeting room (750 SF). The site is approximately 1.68 acres and leased from the University of North Carolina.

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Proposal Format: Ten (10) copies of the written proposal (double-sided), bound or contained in a single volume, and one (1) copy on CD containing the complete RFQ in Adobe Acrobat format are to be submitted. Please ensure the CD is readable and that the firm's name is on the face of the CD. Also include the proposal form (Attachment A), signed by an authorized official of the firm. One (1) original should be submitted in a separate envelope marked "original".

Proposal Content: The written proposal should provide background information about the company, its employees, and its experience with related projects and related clients. It should cover the experience of the firm, as well as any consultants on the proposed team. For the purposes of the RFQ, the term "company" shall refer to the prime respondent of this RFQ, or in other words, the company with whom the Town of Carrboro will contract. The term "consultant" shall refer to any and all consultants with whom the prime respondent will include on the project team. The proposal shall clearly delineate any experience, background, etc. between the prime "company" and "consultants".

Specifically, the RFQ should address the following information. Firms may submit their standard qualification package supplemented by a cover letter or attachments as necessary to comply with this request.

- 1: Company profile listing: name, address, year established, type of ownership, size of company and staff, and an organization chart. If company has multiple offices, please list where the work for this project will be performed.
- 2: Information about the overall makeup of the project team, including: the identity of all key personnel, a description of their respective responsibilities and duties, and each team member's experience with Fire Station design projects.
- 3: Information about any consultants to be included on the team. Identify consultant company name, address, telephone number, contact person, and names of key personnel. Identify consultant's experience with Fire Station design projects.
- 4: Company's experience in designing and constructing multiple fire/rescue/EMS stations and application of TJCOG High Performance Principles (<http://www.tjcog.dst.nc.us>), as well as LEED certification. Areas of expertise should

ATTACHMENT B-2

include architectural, civil engineering, structural engineering, mechanical engineering, fire protection engineering, and electrical engineering. Services provided by the architectural team may include schematic design, design development, construction document development and construction management. Experience in facilitating public input is desired because it is anticipated that the company will be asked to conduct a public design charette early in the design process.

- 5: Summary of five (5) similar projects, in the past 5 years, for which the designer was responsible. Each of the project summaries should include the following:
 - a: Description of the facility, including: size, functions housed, and year completed.
 - b: Degree of involvement (principals or consultant).
 - c: Consulting firms involved and their assigned responsibilities.
 - d: Project references including names, addresses, and telephone numbers (Attachment B).
- 6: Current company workload, ability to perform the work, and estimated completion schedule for this project.
- 7: Proposed design approach by company for this project.
- 8: Listing of any pending or settled lawsuits or professional liability claims in which the designer was involved during the past ten (10) years.
- 9: Additional information the respondent believes to be relevant to the selection efforts of the Town of Carrboro including minority business status of prime or consultants. Also include a standard hourly rate chart for all personnel and other charges associated with a project.

Proposal Submission: Submit one (1) original, ten (10) hard copies and one (1) CD copy of the RFQ no later than 2:00 PM Wednesday, May 31, 2006. No submittals will be accepted after this time. Reference the Due Date and Hour, and RFQ number in the lower left corner of the return envelope or package. Submit Qualifications to:

Town of Carrboro
Purchasing Department
301 West Main Street
Carrboro, NC 27510

All questions regarding this package or project shall be submitted in writing and directed to:

Sandy Svoboda, Interim Purchasing Officer
301 West Main Street
Carrboro, NC 27510
ms_vol@townofcarrboro.org

In order that the selection process is as objective as possible, do not contact any Town of Carrboro officials other than noted above.

General Comments:

- 1: Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.
- 2: Ownership of all data, materials and documentation originated and prepared for the Town of Carrboro pursuant to the RFQ shall belong exclusively to the Town and be subject to public inspection in accordance with the Freedom of Information Act. Trade secrets or proprietary information submitted shall not be subject to public disclosure under the Freedom of Information Act; however, the respondent must invoke the protections of the appropriate section of the Code of North Carolina, in writing, either before or at the time the data or other materials are to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire document, line item prices and/or total costs as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
- 3: The Town of Carrboro reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications.

ATTACHMENT B-3

4. It is expected that the Town of Carrboro will conduct interviews of no more than 3 firms. Companies are hereby notified that the interview process will quickly follow the submittal deadline and firms should prepare their submittal and proposed team accordingly. Elaborate presentations and submittals during the interview process are not expected or requested. Each interview will be conducted in the Town Hall, 301 W. Main Street. The Town of Carrboro team will consist of approximately 5- 7 individuals.
5. Following the selection of an architect by the Board of Aldermen, a contract will be negotiated for services. If negotiations are unsuccessful with the first firm selected, a second firm will be selected and negotiations initiated.
6. The company must be licensed in North Carolina.

**TOWN OF CARRBORO
NORTH CAROLINA

REQUEST FORM
FOR
ARCHITECTURAL SERVICES**

VENDOR:

The contents of this proposal are known to no one outside the undersigned company.

Date: _____

Company Name: _____

Address: _____

Contact Person: _____

Phone #: _____

Fax#: _____

Authorized Signee: _____

Print Name: _____

Print Title: _____

Please attach list of individuals to be assigned to this project with qualifications.

REFERENCES:

(Vendor must supply five (5) references of clients to whom similar work was performed.)

Reference Company Name:

Contact: _____ Phone#: _____

Nature of work performed:

Reference Company Name:

Contact: _____ Phone#: _____

Nature of work performed:

Reference Company Name:

Contact: _____ Phone#: _____

Nature of work performed:

Reference Company Name:

Contact: _____ Phone#: _____

Nature of work performed:

Reference Company Name:

Contact: _____ Phone#: _____

Nature of work performed:

Memo

To: Carrboro Board of Aldermen
From: Steve Stewart, Town Manager / Travis Crabtree, Interim Fire Chief
Re: Design Charrette for New Fire Station

28 March 2006

Overview

In a March 6th, 2006 memo (copy attached), I outlined the public review process that the new northern area fire substation would follow in addition to staff reviews. In addition to these reviews, the Board of Aldermen have expressed an interest in a half-day design charrette where members of the public can give input regarding the design of the new northern area fire substation. With the possible exception of a community room, Town staff and the yet-to-be-chosen architect should bear primary responsibility for recommending to the Board of Aldermen the most functional and economical interior for the building. There should be an opportunity for more public dialogue about the building's exterior and grounds. Town staff therefore recommends that a public design charrette be scheduled as one of the first tasks in the selected architect's scope of work.

Analysis

There are no major issues with scheduling a half-day public design charrette for the northern area fire substation. Town staff believes that it would be prudent to have the selected architect as well as Fire Department representation and other staff available during the charrette to listen to the public and, if necessary, respond with cost information or other constructive feedback. Holding the charrette prior to engaging the services of an architect with significant fire station design experience could harm the overall process by raising expectations for a building and site plan that do not meet the functional needs and other requirements of the facility/site.

Issues that Town staff and the selected architect can help the public keep in mind during the charrette include:

- Lot-size limitations on building layout (functionality is the foremost concern);
- Lot-size limitations on parking and the layout of the rest of the site (again, public safety and training needs are paramount);
- NCDOT requirements for ingress / egress that align with the entrance to Winmore;
- An exterior that meshes well with a functional interior layout;
- An exterior that is highly energy efficient and allows for potential LEED certification.

Please advise as to how you wish to proceed.

March 6, 2006

To: Mayor and Board of Aldermen

From: Steve Stewart, Town Manager

Re: Proposed Design Review Committee For Fire Station

I know that you have been approached about the possibility of creating a design review committee for the new fire station. Before considering the creation of another committee, I ask that you keep the following information in mind.

The new fire station is to be built on a parcel of land owned by the University of North Carolina and located within the town limits of Carrboro in the R-20 Zoning District. The use is permitted with a zoning permit to avoid having the governing body issuing a permit to itself. A zoning permit is not ordinarily subject to the advisory board review requirements of the Land Use Ordinance; however, I will recommend that the applicant, in this case the Town, request a review and recommendation from the advisory boards as if this were a CUP-level project. Under the CUP review process, the project would be sent to the Planning Board, Transportation Advisory Board, Environmental Advisory Board and the Appearance Commission for their review and comment. These boards represent a broad cross-section of our community. Each of these boards is supported by Carrboro Planning Department staff. The Board of Aldermen may also choose to hold a public hearing on the project. In addition, the University will want to have an opportunity for review and comment. In our conversations with them, we have assured them that the building will have a residential appearance and will be in harmony with the surrounding area. We have also advised that we will carefully look at Leadership in Energy and Environmental Design (LEED) certification for the facility.

It is important that the construction of the new fire station be completed in a timely manner. I anticipate that this review process outlined above will be comprehensive and lengthy and will involve a great deal of staff time. I would ask the Board to consider whether or not it is necessary to add another level of review and additional staff time from several departments to staff another committee in order to get a fire station that is functional and aesthetically pleasing.

If you have any questions, please let me know.