



REQUEST FOR QUALIFICATIONS
On-Call Professional Architectural
Design Services
for the
City of Gastonia
Gastonia, North Carolina

December 16, 2021

I. INTENT/ BACKGROUND

- i. The City of Gastonia, North Carolina (the City) is soliciting and accepting Statements of Qualification from qualified firms, or individuals, licensed in the State of North Carolina to provide Professional Architectural Design Services as defined in the Scope of Services section below. Professional firms shall possess the proper licensure and experience to perform such services.
- ii. The City is seeking an architectural firm to provide on-call professional engineering services for a period of two years with a renewal option not to exceed an additional one (1) year period, at the sole discretion of the City.
- iii. The City reserves the right to select qualifying Firms which can provide services requested in this RFQ. Only one submittal shall be submitted per firm or individual response, regardless of services offered.
- iv. Gastonia wishes to select engineering firms to enter into agreements such that periodic on-call, as-needed architectural services can be called upon in a manner that allows quick response and completion.

Periodically, there is a need for on-call assistance with parts or all of varying City Projects including but not limited to, facilities design, ADA improvements, and/or facility upgrades.

On-Call needs may include design assistance on portions of projects, schematic development and cost estimating, and/or full design. Projects will vary in nature depending upon the needs at any given time and the list above may not be all inclusive.
- v. Specific projects have not been identified at this time. Selected firms will be contacted once projects have been identified and funded. The City makes no guarantee that the selection of qualified firms for on-call services will result in a contract for actual project(s).

II. GENERAL INFORMATION

- i. This request contains, in general terms, the overall objectives of the City in obtaining the professional services indicated herein. While an attempt is made to describe the general expectations of the City and the anticipated work to be performed, the City and the successful Offeror will need to define a more specific scope of work and fee schedule as part of a negotiation process.
- ii. If it becomes necessary to revise any part of this request, written amendments will be provided in an addendum form to all potential proposing firms.
- iii. Any inquiry or request for interpretation received five (5) or more days prior to the date fixed for opening of proposals will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum to this RFQ and, if issued, posted on the City's website.

Each Offeror shall acknowledge receipt of such addenda in the proposal document. In case any Offeror fails to acknowledge receipt of such addenda

or addendum, the Proposal will nevertheless be construed as though it had been received and acknowledged and the submission of the Proposal will constitute acknowledgement of the receipt of same.

- iv. The City is seeking responses only from firms with demonstrated expertise in the listed professional services.
- v. The successful firm shall have the full and sole responsibility for performing all services as finally agreed upon and accepted by the City. In the event the firm fails to deliver or perform any proposed services within the specified schedule, the City reserves the right to cancel the Contract and secure other means of providing and deduct all costs thereof from any payment due the firm.
- vi. To ensure the integrity of the competitive process, all Offerors shall avoid contacting any public officials or department(s) other than the person(s) listed in this document either directly or indirectly.

III. SCOPE OF SERVICES

It is not a requirement that firms be able to provide all of the services outlined below. The services required will vary depending upon the scope of services requested for a particular project. Services required may include all or part of the following:

- Architectural design and specifications

The City is seeking firms whose combination of experience and personnel will provide timely, cost-effective, and professional services for the City.

This is an on-call RFQ and no projects have been identified. When project(s) are identified, it is anticipated that the successful firm and the City will work together to develop a more detailed scope of work including specific project goals and schedule milestones.

IV. GENERAL TERMS AND CONDITIONS

- i. All Offerors including the employees of the Offeror must comply with all applicable Federal, State, and County laws pertaining to contracts entered into by governmental agencies, including non-discrimination employment. Contracts entered into on the basis of submitted proposal responses are revocable if contrary to law. Contracts for work resulting from this request will obligate the proposer to not discriminate on the basis of race, color, creed, religion, handicap, or national origin in their employment practices.
- ii. The successful firm shall not knowingly employ, during the period of a contract, or any extensions to it, any professional personnel who are also in the employ of the City of Gastonia and who are providing services involving this request or services similar in nature to the scope of this request to the City. Furthermore, the firm shall not knowingly employ, during the period of a contract or any extensions to it, any City of Gastonia employee who has participated in the making of a contract until at least two years after his/her termination of employment with the City of Gastonia.
- iii. Neither the firm, nor any person, firm or corporation employed by the firm in the performance of this request, shall offer or give any gift, money or anything of value or any promise for future reward or compensation to any City of Gastonia employee at any time.
- iv. The City of Gastonia is not tax exempt; therefore tax must be paid on all applicable purchases. All bills shall be submitted to the City showing tax broken out.
- v. Once selected, the successful firm will be required to provide proof of insurance to include professional liability; workers compensation, employer's liability and general liability on an appropriate Accord form prior to commencing work.
- vi. No contract or its provisions may be assigned, sublet, or transferred without the written consent of the City.
- vii. Ownership of all data, material and documentation originated and prepared for the City of Gastonia pursuant to this contract shall belong exclusively to the City of Gastonia.
- viii. The Consultant certifies, by submission of this document or acceptance of a contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State, Federal department, or agency.

v. SUBMITTAL REQUIREMENTS

- i. All proposals and supporting materials shall be submitted electronically per Section IX below. All proposals shall be valid for a period of ninety (90) days after opening. Firms shall be prepared to meet with City staff to discuss any portion of their proposal before a decision is made concerning responses associated or incurred in preparing or responding to this request.

- ii. Proposals and supplemental information should be limited to no more than twenty (one sided) pages of material, which shall be 8.5" x 11" page size. Front and back covers, table of contents, and dividers will not count toward the page limit. Promotional literature, brochures, resumes, and the cover letter will be considered as part of the page limit.

VI. SELECTION CRITERIA

The City of Gastonia reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information and may include interviews with selected short-listed firms.

A qualification based selection process, administered by our selection committee, will be used to determine firms to whom on-call professional services agreement contracts will be awarded. Qualifications considered will included those listed below.

- Proven experience and expertise in the professional services areas described in the "Scope of Services" and as indicated in the firm's cover letter (35%)
- Demonstrated ability to adequately staff the project to meet varying time schedules and demands. (10%)
- Demonstrated experience in performing similar work for other NC municipalities or NCDOT (20%)
- Professional qualifications of the Project Teams (10%)
- Firms that demonstrate exceptional strengths in certain areas of the "Scope of Services" (10%)
- Past work experience with the City of Gastonia (15%)

VII. INQUIRIES

Inquiries regarding interpretation or additional information concerning the City's requirements and/or stipulations concerning this request can be made via email as listed below.

Deadline to submit inquiries is **1:00 p.m. on December 30, 2021.**

Submit to: Emily Davis via email at emilyd@cityofgastonia.com

VIII. ACCEPTANCE OR REJECTION OF SUBMITTALS

The City reserves the right to reject any or all submittals when such rejection is in the best interest of the City of Gastonia; to reject submittals of a Firm who has previously failed to perform properly or, in the opinion of the City of Gastonia, the Firm is not in a position to perform adequately in completing the deliverables.

IX. SUBMITTAL DEADLINES

Interested firms should submit a fully completed SOQ as outlined and formatted herein **no later than 5:00 p.m. on January 6, 2021**. Please provide an electronic copy, submitted to:

Emily Davis
emilyd@cityofgastonia.com

The City reserves the right to cancel this RFQ for any reason without any liability or to waive any irregularities at their discretion.