

# REQUEST FOR QUALIFICATIONS

Design-Build of the Town of Swansboro  
Emergency Operations Center and Public Safety Building

***May 14, 2025***



## **Project Introduction**

Pursuant to North Carolina General Statue Section 143-128.1A, the Town of Swansboro, NC, herein after the "Town", is soliciting proposals from qualified design-build firms interested in providing professional design and construction services for the new Emergency Operations Center (EOC)/Public Safety Building (PSB).

The design-build method is a qualifications-based selection process. As such, the primary factors for selection are the ability of the Designer-Builder to deliver the project on time and within the budget, within the criteria and constraints identified by this document, and pursuant to the requirements of the design-build statute. This Request For Qualifications (RFQ) provides complete information on the services sought and the submittal requirements.

Questions, requests for information, and responses to this RFQ shall be addressed and delivered to:

Town of Swansboro  
Jonathan Barlow / Town Manager  
601 West Corbett Avenue  
Swansboro, NC 28584  
[tnmgr@ci.swansboro.nc.us](mailto:tnmgr@ci.swansboro.nc.us)  
(910)326-4428

- I) All proposals must be received by **noon (EST) on Friday, June 13, 2025.**
- II) Qualifications, amendments, and/or responses received after the time and date listed above shall not be considered for evaluation and will be returned to the Respondent unopened.
- III) The Town of Swansboro reserves the right to reject any and all submissions for any or no reason.
- IV) This RFQ does not obligate the Town to pay any costs incurred by respondents in preparing for and submitting a response, nor obligate the Town to accept or contract for any expressed or implied services.

## **Project Background**

The Town of Swansboro's Public Safety Building, originally constructed in 1989 with additions made in 2017, is a critical facility for the town's emergency operations, housing Fire and Police services. However, the building's infrastructure has become outdated and incapable of meeting modern public safety and emergency response demands. The facility has been declared unsafe if a storm exceeds Category 1, posing a significant risk to the personnel and equipment housed within.

The inadequacies of the current facility were highlighted during Hurricane Florence in 2018. It became evident that the building could not sustain daily operations, much less the expanded need for emergency response during a disaster of that scale. During the storm, the building struggled to serve as an effective Emergency Operations Center

(EOC), limiting the ability of public safety officials to coordinate and respond to critical situations.

Given Swansboro's vulnerability to hurricanes and other natural disasters, it is essential to construct a modern Emergency Operations Center/Public Safety Building to withstand severe weather events and provide a secure and efficient base for daily public safety operations. This new facility will enable the town's emergency services to function effectively under both routine and extreme conditions, ensuring the safety and resilience of the community in the face of future emergencies.

### **Project Goals & Objectives**

With the design and construction of the project, the Town has the following goals:

- I) Design and construct a facility that provides the Fire and Police Departments with a facility that conforms to current and future needs.
- II) Complete the project in a timely and fiscally responsible manner.
- III) Incorporate high-performance systems in design and construction that will allow personnel to work in a safe, comfortable, and operational facility.
- IV) Design and construct a facility to minimize operating and maintenance costs, maximizing energy efficiency.
- V) Prioritize workplace safety and reduce job-related exposure to carcinogens and other substances in an Emergency Services environment.
- VI) Design and construct a facility that promotes resilience in planning, responding, mitigating, or recovering from disasters.
- VII) As a team, work with the Town to plan and implement processes to maximize efficiency, quality, and cost savings.

### **Project-RFQ Purpose**

The Town seeks qualifications for Design-Build Project delivery services for the new Emergency Operations Center/Public Safety Building. The selected Firm shall be capable of performing professional services, including preparing design drawings, specifications, and bid documents for the site development and construction of the new facility. The selected firm will be expected to provide concurrent design and construction turnkey activities for the project, resulting in a finished, fully usable facility that satisfies all project requirements and contractual terms.

The facility will be approximately 16,000 +/- square feet on an undeveloped site of 7 acres +/- . The new facility shall sustain all Emergency Operations for the Town during all disasters, up to Category 4 Systems. Preliminary needs of the facility include, but are not limited to, the following:

## **Scope of Work**

The Town plans to build the new EOC/PSB on an undeveloped property actively being identified and acquired. The selected firm shall work collectively with Town staff to ensure that the selected site meets the project's needs in all phases. The selected Firm shall provide professional architectural and engineering services for the project to prepare construction drawings, specifications, and contractual documents.

The following is the preliminary scope of work that may be modified during contract negotiations with the selected Design-Builder:

- I) Pre-planning, schedule and budget review, site plan validation, and pre-construction project planning, including preliminary cost estimates.
  - i) Site Plan Engineering & Due Diligence for Land Acquisition, including but not limited to Civil Engineering, Surveying, Testing for the Undeveloped Site, or any variation of the property provided after selection.
- II) Preparing site, architectural, structural, mechanical, plumbing, and electrical design plans to include:
  - i) Site Design: Planned Emergency Operations Center/Public Safety Building & Fire Training Center {Phase I} and Future {Phase II} Fuel Farm and Town Complex {Administration, Public Works}
  - ii) Building Design {All Phase I & Conceptual Phase II}
- III) Development and refinement of cost estimates and project schedules.
- IV) Construction of the project
- V) Construction administration and observation, including conferences, site observations, and regularly scheduled progress meetings with the Town.
- VI) Project closeout, establishment of warranties, guarantees, and delivery of manuals.

## **Budget, Timeline, Planning, and Delivery**

### ***Budget***

The Town of Swansboro's estimate for the total budget of this project is \$9,000,000. Total costs include land acquisition, architectural programming and scope of work identification, design and engineering, construction-related expenses and services, construction administration, testing services, permits, and any other building-related professional service fees necessary to complete the project. Once established, adherence to the budget is essential to completing this project.

### ***Planning***

The Design-Builder, as part of its design and pre-construction services, will assist with developing a strategy for the best approach for the successful completion of the project, including guidance and assistance in the preparation of a schedule and a reliable preliminary cost estimate, along with evaluations of any value engineering measures. At

an appropriate point during the project, and before construction, the Town of Swansboro will ask the Design-Builder to commit to a lump sum price for all its design, construction services, and fees.

### ***Delivery***

At all times and project stages, the Design-Builder shall act in the best interests of the Town of Swansboro and use their best efforts to deliver the project in an expeditious and cost-effective manner consistent with the Town of Swansboro project requirements, time constraints, and budget. The Design- Builder shall develop a contractually obligated overall project schedule and will be responsible for methods of construction, safety, scheduling, and coordination of all construction work, in addition to miscellaneous contracts required for completion of the project, within its predetermined budget limits and schedule.

The Town of Swansboro expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully. A spirit of cooperation, collaboration, and a commitment among professional design and construction service providers to work in the best interests of the project is of utmost importance.

### ***Anticipated Schedule***

The Town reserves the right to adjust the following schedule as necessary:

<b>Project Item</b>	<b>Date</b>
Issue Request for Qualifications	<i>May 14, 2025</i>
Deadline for Questions and Clarifications for the RFQ	<i>May 30, 2025</i>
Deadline for RFQ Submittal	<i>June 13, 2025</i>
Complete Firm Interviews	<i>June 23-26, 2025</i>
Request Council Approval to Begin Contract Negotiations	<i>July 8, 2025</i>
Notice to Proceed - Begin Design	<i>August 4, 2025</i>
Begin Construction	<i>Spring 2026</i>
Project Complete	<i>May – July 2027</i>

### **Submission Requirements**

The Firm shall provide one (1) original copy (unbound and suitable for photocopying), three (3) side-bound copies, and one electronic copy of your submittal in PDF format. The font size shall be at least 12 pt, printed on 8 ½" x 11" paper. The submission document shall include a Table of Contents. Submittals shall be delivered in the manner described below:

- Mailed or Hand Delivered to:

Town of Swansboro  
Jonathan Barlow/Town Manager  
601 West Corbett Avenue  
Swansboro, NC 28584  
RFQ for Design-Build Services – EOC/PSB

**The Firm's submission package shall include the following contents:**

**Letter of Interest**

The Firm's Letter of Interest shall include a brief but descriptive overview of the following information:

- The Firm and Team's Qualifications
- The Firm and Team's Experience in Design-Build Construction related to Public Safety Related Infrastructure {Fire, Police, EMS, Emergency Operations Centers, and/or Fire-Rescue Training Facilities}
- A Summary of WHY the Town should Select the Design-Build Firm

**General Information**

- Name and description of the firm.
- Project manager and primary contact.
- Legal company organization/organization chart with names, including licensed contractors and licensed design professionals whom the firm intends to use in the project.
- List of applicable NC licenses for construction, engineering, or other trades/professions pertinent to the requirements of the project.

**Team Qualifications and Experience**

- Describe why your team should be selected and summarize why your firm is qualified and your understanding of and experience with the Design-Build method.
- Define key staff members working on the project, their experience and qualifications/certifications, and their roles and commitment to the project.
- Provide team/staff experience working together on similar projects.
- Provide information regarding team history, working relationship between the Design-Build team members, and relevant experience.
- Provide a statement and certification that all licensed professionals and subconsultants were chosen based on demonstrated competence and qualifications.

**Project Understanding, Approach, and Management**

- Describe your understanding of the project and proposed approach to design.
- Describe your approach for budgeting and bidding the project in accordance with NC GS 143-128.1A(c)8. Provide a description, with examples if applicable, of the process for successfully delivering this proposed project. Address each phase of the project (design, pre-construction, and construction). Include explanation of project team selection, practices, and procedures to ensure quality, and other factors that may be applicable. Design-Builder will indicate in the Certification Section (Section 5) of this RFQ which Option they are proposing.
- Describe the firm's quality assurance, quality control, and conflict/dispute resolution approach.
- Describe the firm's approach to effective communication and meeting the overall goals and objectives of the project.
- Identify any key risks, challenges, concerns you anticipate, and methods to mitigate.
- Provide an outline of the project schedule, showing tasks, milestones, and deliverables, including a schedule of progress meetings with the Town of Swansboro project team.
- Describe your approach to change orders and the firm's track record of delivering projects with minimal change orders.
- Describe your team's track record with "on-time and within budget" projects.
- Describe your approach to safety management and provide current safety ratings/records, and practices.

**Relevant Project Experience/References**

- Please describe the firm's overall reputation, service capabilities, and quality of work as it relates to this project.
- Provide five (5) relevant projects completed or in construction over the last 10 years. A relevant project is one that best exemplifies your qualifications. List projects you believe demonstrate an ability to successfully meet this RFQ's requirements. Please identify recent, representative projects of a similar scope, complexity, and size performed by the proposed team. Please include for each reference/project:
  - ❖ Name of Project
  - ❖ Client
  - ❖ Initial GMP and Final Project Cost
  - ❖ Project Description
  - ❖ Project Amendments (if applicable)



- ❖ Project Timeline of scheduled start and finish dates and actual start and finish dates
- ❖ Photos/Pictures

### **Certifications**

In accordance with NC GS 143-128.1A(c)8, ***Design-Builder will indicate which option below they are proposing for this project.*** If Option 1 is proposed, list any licensed or non-licensed subcontractors the Design-Builder proposes. These subcontractors will be considered as part of the team. Indicate the reason and method by which the Design-Builder has selected these subcontractors.

***Option 1:*** A list of the licensed contractors, licensed subcontractors, and licensed design professionals whom the design-builder proposes to use for the project's design and construction. If this project team selection option is used, the design-builder may self-perform some or all of the work with employees of the design-builder and, without bidding, also enter into negotiated subcontracts to perform some or all of the work with subcontractors, including, but not exclusively with, those identified in the list.

In submitting its list, the design-builder may, but is not required to, include one or more unlicensed subcontractors that the design-builder proposes to use. If this project team selection option is used, the design-builder may, at its election and with or without the use of negotiated subcontracts, accept bids for the selection of one or more of its first-tier subcontractors.

***Option 2:*** A list of the licensed contractors and design professionals whom the design-builder proposes to use for the project's design and construction and an outline of the strategy the design-builder plans to use for open subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the General Statutes. If this project team selection option is used, the design-builder may also self-perform some of the work with employees of the design-builder but shall not enter into negotiated contracts with first-tier subcontractors.

### **Other or Additional Supporting Documents**

#### ***HUB Participation***

Describe the program (plan) that your company has developed to encourage participation by HUB firms to meet or exceed the goals set by North Carolina General Statute 143-128.2. Please explain how the firm will address minority participation in the management levels of the company. Include a HUB plan in the proposal. Provide documentation of HUB participation that the firm achieved over the past three (3) years on both public and private construction projects. Outline specific outreach efforts that your firm will take to notify HUB firms of opportunities for participation. Indicate the minority participation goal that you expect to achieve on the project.

#### ***Surety & Performance***

Provide a letter, dated within the last 30 days, from your surety company, signed by their Attorney in Fact, verifying their willingness to issue sufficient payment and performance



bonds for this project, on behalf of your firms or its agent licensed to do business in North Carolina, and verifying your company's capability and capacity based on your current value of work. Surety company bond rating shall be rated "A" or better under the A.M. Best Rating system or the Federal Treasury List.

### **Licenses**

Provide copies of all required Licenses and written certification by the design-builder. Each licensed design professional included as part of the team was selected based solely on qualifications without regard to fee. Include evidence that a qualifications-based selection (QBS) process was utilized.

### **Evaluation Criteria**

Evaluation Criteria. The submitting Firm's responses to this RFQ will be evaluated and ranked as follows:

70%, based on the Firm's Design-Build experience with similar projects (police, fire, emergency medical/response facilities), and the Firm's understanding of and approach to the Project, as evidenced by its response to the RFQ.

30%, based on the following: The Firm's certifications as called for in the RFQ; indicated quality of deliverables; projected timeline for the Project; narrative statement of why the Firm should be selected.

### **Disclosures**

- 1) **Clarifications** – During the evaluation process, the Town of Swansboro reserves the right to request any necessary clarifications to understand the Team's perspective and approach to the project and scope of work. Any clarifications made before contract execution will become part of the final agreement.
- 2) **Submittal Requirements** – Each submitted copy must be identical in content. Costs incurred in response to this RFQ are solely the responsibility of the submitter. The Town of Swansboro is not responsible for any such costs and will not return any submitted materials.
- 3) **Statement of Qualifications Provisions** – Pursuant to N.C. Gen. Stat. § 143-128.1A.(c)(8)(a), each Design-Builder must submit an explanation of its Project Team selection within its RFQ response. This explanation must include:
  - a. A list of the licensed contractors, subcontractors, and design professionals proposed for the project.
  - b. A strategy for contractor and subcontractor selection in accordance with Article 8 of Chapter 143 of the General Statutes.

All RFQ responses must confirm the Team's compliance with RFQ provisions. RFQs must be signed by a Company Officer authorized to bind the Company. Failure to include requested items may render the RFQ non-responsive and subject to rejection.

- 4) **Minimum Response Requirement** – The Town must receive at least three RFQ responses to consider submittals. If fewer than three are received, the Town will re-advertise the RFQ. After a second solicitation, the Town may consider submittals even if three are not received, following the initial solicitation procedures.
- 5) **Right to Reject** – The Town of Swansboro intends to conduct a fair and equitable selection process. However, if it determines that none of the submissions are advantageous, it reserves the right to reject any or all RFQs with or without cause. Issuing this RFQ does not commit the Town to awarding a contract, reimbursing preparation costs, or procuring related services or supplies.
- 6) **Compliance with E-Verify** – The final contract will require all contractors and subcontractors employed by the selected firm to comply with Article 2 of Chapter 64 of the North Carolina General Statutes regarding E-Verify stipulations.
- 7) **Compliance with Applicable Laws** – The selected Firm/Team must comply with N.C. Gen. Stat. § 143-128.1 and other relevant laws regarding design-build contracts. Additional documentation or information may be required to maintain compliance upon the Town's request.
- 8) **Confidentiality** – The Town assumes no responsibility for the confidentiality of submitted information. Proposals are not publicly accessible until after contract award. Proprietary or confidential information should be clearly labeled as such. If a public records request is made, the submitting Team will be notified and may participate in any related legal proceedings.
- 9) **Conflict of Interest** – By submitting, the Team certifies that at the time of submittal, it:
  - a. Has no financial or other interest that conflicts with its performance under this RFQ.
  - b. Will not benefit from an award that results in a conflict of interest.

A "Conflict of Interest" includes holding or retaining a position in any Town of Swansboro board, office, department, or committee. Any potential conflicts must be disclosed in writing, and the Town reserves the right to reject the proposal based on legal consultation.
- 10) **Contract Negotiations** – Upon selection, the Town will begin negotiations with the chosen firm. If successful, the Town and the Team will enter into a professional services contract. Respondents must be prepared to provide a detailed proposal, including scope of work, staffing plans, action plans, schedules, and fee proposals during negotiations.