



# Board of Commissioners Meeting

## Agenda Item Submittal

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Item To Be Considered: **Approval for Request for Qualification for the Design-Build of the Town of Swansboro Emergency operations Center and Public Safety Center**

Board Meeting Date: **May 13, 2025**

Prepared By: **Jon Barlow – Town Manager**

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**Overview:** Pursuant to NC General Statute Section 143-128.1A, the Town of Swansboro, NC is soliciting proposals from qualified design-build firms interested in providing professional design and construction services for the new Emergency Operations center (EOC) and Public Safety Building

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 RFQ, 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.

**Each interested Firm's submission 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.

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**Action:** \_\_\_\_\_

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### **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

Each Firm's submission 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.

**Background Attachment(s):** RFQ – Design Build

**Recommended Action:** Approve the RFQ seeking Design-Build services for the Town of Swansboro Emergency Operations Center and Public Safety Building.