

REQUEST FOR QUALIFICATIONS
NEW PUBLIC SAFETY BUILDING/EMERGENCY
OPERATIONS CENTER

{Fire and Police Department Facility}

Issued: **ENTER DATE**



Project Introduction

Pursuant to North Carolina General Statute 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 Public Safety Building (PSB)/Emergency Operations Center (EOC).

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:

Jonathan Barlow / Town Manager

601 West Corbett Avenue

Swansboro, NC 28584

tnmgr@ci.swansboro.nc.us

(910)326-4428

- I) All sealed proposals must be received by **ENTER TIME** on **ENTER DAY & DATE**.
- 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 However, the building's infrastructure has become outdated and incapable of meeting modern public safety and emergency response demands.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 Public Safety Building/Emergency Operations Center 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 found 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 Public Safety Building/Emergency Operations Center. 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 **To Be Determined**. The new facility shall sustain all Emergency Operations for the Town during all disasters, specifically Category 4 Tropical Systems or less. Preliminary needs of the facility include, but are not limited to, the following:

Fire

- (1) Fire Chief Office with Meeting Space
- (2) Assistant Fire Chief Offices
- (2) Shift Officer Offices – (3) Rotating Shift
- Storage Space/Rooms
 - Personnel Records
 - Fire Prevention Material and Building Plans
 - Small Equipment Inventory
 - EMS Supply Room
 - Uniform/Miscellaneous Items
- Day Room/Living Room/Dining Room {Open Concept}

- Commercial Kitchen {Open to Day/Living/Dining Room}
 - Pantry & Cold Storage Space for Three Shifts
 - Supports Daily Operations & EOC Activations
- Outside Covered Patio/Grilling Area
- (8) Bunk Rooms {Sleeps 3 per room}
- (6) Restrooms with Showers
- Crew Watch Room/Communications Room
- Laundry Room {Daily Operations and EOC Activation}
- (4) Drive-Thru Apparatus Bays {Minimum of 80'}
- Apparatus Bay Storage/Rooms
 - Crew Turnout Gear Locker Room {Space for 50}
 - Storage Room for Out of Service/Spare Gear
 - SCBA Storage and Refill
 - Tool/Equipment Storage, Maintenance, and Repair
- Decontamination – {Exterior Access} Shower, Turnout Gear Extractor & Dryer

Police

- (1) Police Chief Office with Meeting Space
- (1) Deputy Police Chief Office
- (1) Lieutenant Office
- (1) Detective Office
- Patrol Sgt Office Space {Space for 2}
- Storage Space
 - Weapons/Munitions/Tactical Gear
 - Duty Gear
 - Records
 - Large Items
- Officer/Squad Room
- Interview/Interrogation
- Officer Walk-Up/Evidence Prep
- Evidence Processing
- Evidence/Narcotics/Arms Storage

- Kitchenette/Break Room
- PD Duty Room
- Photography/Fingerprint/Intox Area
- Receiving Area
- Sally Port
- Holding Area with Attended Toilet
- (2) Restrooms with Shower

Emergency Operations Center / Shared Space

- Training Room/Emergency Operations Center {Primary EOC}
- Conference Room {Secondary EOC – Limited Activation}
- (2) Restrooms with Showers
- Administrative Assistant Office
- Main Entrance/Foyer
- Physical Fitness
- Storage Rooms
 - EOC Supplies & Equipment
 - Training Supplies & Equipment
- Data/Mechanical/Electrical/Fire Suppression/Fire Alarm Systems
- Emergency Power System/Generator {Full Facility Operations}
- Controlled Access Points
- Public Accessible Restroom with Shower Capabilities {Primary ADA}

Scope of Work

The Town plans to build the new PSB/EOC on an undeveloped property actively being identified and acquired. The selected firm shall work collectively with the Land Acquisition Committee and Town to ensure that the selected site fits 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.
- II) Preparing site, architectural, structural, mechanical, plumbing, and electrical design plans to include:
 - i) Site Design: Planned Public Safety Building/Emergency Operations Center {Phase I} and Future {Phase II} Fuel Farm and Training Facility
 - ii) Building Design {Phase}
- 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

Budget

Adherence to the established budget is critical for the successful completion of this project. The Town has allocated an estimated budget of up to \$9 million, with \$3 million specifically designated for land acquisition and site development. The total project cost shall encompass all expenses related to architectural programming, design and engineering, construction, construction administration, testing services, permitting, and other necessary professional fees and services required to complete the project.

Timeline

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

Project Item	Date
Issue Request for Qualifications	Enter Date
Deadline to Submit Proposals	Enter Date
Notify Selected Firm to Begin Contract Negotiations	Enter Date
Complete Contract and Award of Contract by the Town Board of Commissioners	Enter Date
Notice to Proceed	Enter Date
Begin Construction	Enter Date
Project Completion	Enter Date

Submission Requirements

The Firm shall provide one (1) original copy (unbound and suitable for photocopying), eight (8) 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:

➤ Addressed to:

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

- The Firm’s Name & Return Address
- Sealed Package

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, and Emergency Operations Centers}
- A Summary of WHY the Proposed Team and Firm Should be Selected for the Project.

Firm Capability

The Firm shall list all relevant experience and experience for any proposed sub-consultants. The projects listed should be similar to the primary facility type or any portion thereof, as defined in the Project—RFQ Purpose section. The Firm shall provide information on at least three (3) projects completed in the last five (5) years, showing budgetary and timeline compliance and change order history, including the original budget, pre-build estimate, and final cost. The three (3) projects must include a brief

description, the date the project was completed, and reference contacts for those projects.

The Firm shall also provide any unique qualifications, innovative approaches, project and budgetary methods, or significant influences that should be considered during the evaluation process.

Firm Staff Profile

The Firm's submission shall include resumes of key staff members, including the project manager and task leaders, and those identified as having a significant role in the project. The Submission shall provide detailed information on each company and key staff involved in the project team, including their experience with the Design-Build process, particularly for like-typed facilities {Fire, Police, and Emergency Operations Centers}. The Firm, Staff, and any Proposed Sub-Consultants who comprise the project team must be identified by their roles, assignments, and qualifications.

For each company, outline capabilities, relevant experience, number of employees, office location, and years in business. Clearly define the scope of services for each company and include a written certification that all licensed professionals were selected based on qualifications, with evidence of a qualifications-based selection (QBS) process. Additionally, disclose any legal matters, litigation, or safety violations.

Project Approach

The Firm shall provide a detailed description of the proposed approach to the project, responding to the preliminary scope without simply restating it. Identify key risks, challenges, anticipated concerns, and mitigation steps to ensure successful delivery. Describe the team's approach to design, quality assurance, and quality control and their track record of delivering projects with minimal change orders. Highlight the team's experience with the regulatory bodies likely to review the project at the local, state, or federal level. Explain the use of technology and how it will facilitate engagement with the owner throughout each project phase. Additionally, outline the project schedule, including tasks, milestones, and deliverables, and review meetings with the town's project team.

Evaluation Criteria

The submitting Firm's response to this RFQ will be evaluated and ranked by the categories and methods listed below for an available score of 100 points.

- 1) *Design-Build Firm Experience with like-typed facilities (Fire, Police, EMS, or Emergency Operations Centers) – **40 Points***
- 2) *Design and Engineering Professionals Experience with like-typed facilities (Fire, Police, EMS, or Emergency Operations Centers) – **25 Points***
- 3) *Firm Capability {Previous Project Compliance} – **20 Points***
- 4) *Project Understanding and Approach – **10 Points***
- 5) *Deliverable Quality and Project Timeline – **5 Points***