

Request for Qualifications (RFQ)

for

Architectural Services

for

University of North Carolina
School of Government
Development Finance Initiative

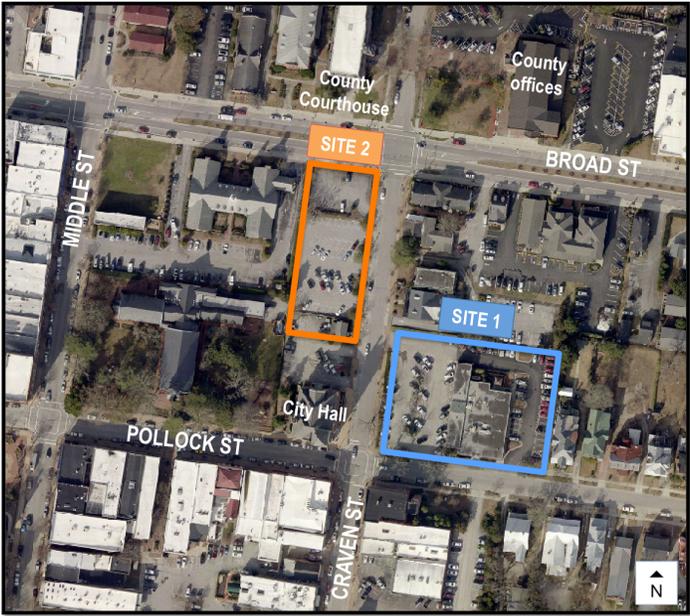
The Development Finance Initiative (DFI) at the UNC School of Government is seeking qualifications statements from individual firms offering Schematic Design Phase Architectural Services for two infill development sites in downtown New Bern (see description below). Services may include: site visits, streetscape analysis, and illustrative conceptual plans.

Project Description

DFI has been engaged by the City of New Bern to provide pre-development services for two sites in the core of New Bern’s historic downtown. Over the past six months, DFI has worked with the City of New Bern and its stakeholders to determine a vision and preliminary program for these two sites, as well as recommendations to realize the City’s community and economic development goals for the entire project study area (New Bern’s Municipal Service District). DFI will be exploring multiple, mixed-use development scenarios for new construction on these two sites in order to determine the costs and benefits of these for the City and other stakeholders. To this end, DFI requires architectural services to advise on the opportunities and constraints of these scenarios, which may involve retail, residential, office, parking, and civic uses. These development scenarios should take into consideration the surrounding area (adjacent streets, proximate buildings, and downtown context), resulting in a schematic design that preserves and enhances New Bern’s historic character.

Site 1 is 1.2 acres and comprised of two publicly-owned parcels, across from City Hall on the corner of Craven and Pollock Street. The City’s vision for Site 1 is a low to mid-rise parking structure, wrapped with active uses such as ground floor retail, office and/or residential on the upper stories.

Site 2 is 0.8 acres and comprised of three parcels under public and private ownership. It is adjacent to City Hall and across from the Craven County Courthouse, on the corner of Craven and Broad Street. The vision for Site 2 is a low-rise, mixed-use building.



The initial programs for these two sites are informed by public engagement, local government and stakeholder input, a parking study, and extensive market research. Ultimately, DFI will assist the City in soliciting an appropriate development partner(s) to execute the final programs.

Professional Services Expectations

The specific expectations of the selected firm for this project will be defined in contract documents. However, at a minimum the following services and responsibilities are anticipated:

1. Meet with DFI and project stakeholders to discuss design concepts and coordinate work.
2. Visit the study area and project sites.
3. Review of documents related to the site.
4. Collaborate with DFI to refine program parameters for various mixed-use development scenarios, including parking programs for Site 1.
5. Advise on suitability of site for new construction per program parameters and existing site conditions.
6. Provide a range of alternative design concepts (three scenarios per site). Design concepts should incorporate the area surrounding the site, including adjacent streets and buildings.
7. Ensure concept conformance with applicable zoning ordinances, district designations, community, and/or or special interest concerns.
8. Present conceptual plans to DFI and City, and in community meetings (3D SketchUp model). Anticipate at least one revision.
9. Prepare and present the final conceptual design schemes for each site, including preliminary building plans, elevations, sections, and site plans.

The estimated timeline for delivering these services will be approximately four months, from February 2016 through May 2016.

Resources to be provided to the selected firm to facilitate its work will include:

- City and stakeholder input gathered thus far – “Public Interests”
- Demographic data and market research
- Geodatabase of site features, including elevation, slope, hydrology, soils, utilities, roads, and buildings
- Site survey and geotechnical survey
- Case studies of comparable projects
- Recent and current plans for public and private investment in and around the sites

Qualification Package Evaluation Criteria

Qualifications Packages will be evaluated on the firms’ ability to meet the requirements of this Request for Qualifications (RFQ). Some evaluation criteria, among other factors, will include:

1. The firm experience in providing similar services for similar projects;
2. Qualifications of key individuals identified in the Qualifications Package that will be assigned to the project;
3. Capability of lead firm to manage the work;
4. Past performance references;
5. Ability to meet established schedules;
6. Qualifications package appearance and presentation.

Submittal Requirements

Any firm that would like to be considered for this project must submit the following information as part of their Qualifications Package (entire package should be no more than 20 pages):

1. A signed cover letter from a principal in the lead firm (a) expressing interest in the project, (b) certifying that the firm is properly licensed to carry out the professional

services described in this RFQ, and (c) certifying that sufficient resources in personnel, equipment, and time are available and can be committed to this project.

2. Up to three (3) examples of statements of previous work completed by the firm and staff that will be involved in this project that are similar in nature to the scope of work proposed for this project. Content should include scope of work performed by the firm, images of plans, location and timing of the projects, and outcomes.
3. Short resumes or bios of professional staff that would be involved in the project design and management, including professional registrations and certifications, office location, position title, length of service in current position, role in past projects of similar nature, and role/commitment to this project.
4. References from two recent clients on similar projects.
5. Assumptions and expectations regarding DFI staff cooperation and assistance.
6. Fee information should not be included in the Qualifications Package

DFI invites all interested and qualified firms to electronically submit their Qualifications Package for this project as a PDF to Marcia Perritt at mperritt@sog.unc.edu. Email attachments must be less than 10 MB.

Submittal and Evaluation Timeline

Each firm is solely responsible for the timely delivery of the Qualifications Package. All Qualifications Packages must be received by 5:00 pm on January 22, 2016. No Qualifications Packages will be accepted after this deadline. Firms accept all risks for late delivery of Qualifications Packages regardless of fault.

DFI will accept questions regarding the RFQ until January 13, 2016. DFI will respond to questions submitted on an individual basis as they arrive. Responses to all submitted questions will be posted on the UNC-CH School of Government Development Finance Initiative's website (<https://www.sog.unc.edu/dfi/NewBernRFQ>) on January 14, 2016 by 5:00 pm.

DFI will evaluate the submittals and short list firms for interviews (if necessary) the week of January 25.

The selected firm will be expected to begin work immediately upon execution of a contract.

Additional Information about this RFQ

1. Public Records

Upon receipt by DFI, your Qualifications Package is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statute 66-152 et seq. Your Qualifications Package will be reviewed by DFI, as well as members of the general public who may submit public record requests. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by a firm should be submitted in a separate documents marked "Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose

of Evaluating this Qualifications Package,” and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the document.

In submitting a Qualifications Package, each firm agrees that DFI may reveal any trade secret materials contained in such response to all DFI staff involved in the selection process and to any outside consultant or other third parties who are hired by DFI to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless DFI and each of its officers, employees and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Qualifications Package as a trade secret may be disqualified from the selection process.

2. Conditions, Clarifications, and Reservations

- a. DFI expects to select one or more firms, but reserves the right to request substitutions of sub-consultants.
- b. DFI reserves the sole discretion and right to reject any and all responses received with respect to the RFQ and to cancel the RFQ process at any time prior to entering into a formal agreement. DFI further reserves the right to request additional information or clarification of information provided in any response. DFI also reserves the right, but is under no obligation, to waive technicalities and informalities.
- c. A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit DFI to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning an individual firm shall constitute a right (property or otherwise) under the Constitution of the United States, or under the Constitution, case law, or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of DFI unless DFI and your firm execute a contract.
- d. All responses to this RFQ shall be the property of DFI.

Contacts/Further Information

DFI appreciates your interest in providing services for this important project.

For further information or questions regarding the content of this RFQ, please contact:

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UNC School of Government
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mperritt@sog.unc.edu