



## REQUEST FOR QUALIFICATIONS

### ARCHITECTURAL SERVICES for SMITH REYNOLDS AIRPORT TERMINAL RENOVATION PROJECT



FORSYTH COUNTY / SMITH REYNOLDS AIRPORT

Proposals shall be complete and comply with the requirements listed herein.

Submit Proposals electronically by **12:00 pm, August 28, 2020** to the attention of James Anderson at [andersja@forsyth.cc](mailto:andersja@forsyth.cc). Responses received after this date and time will be deemed nonresponsive and will not be considered.

Questions are to be directed to James Anderson at [andersja@forsyth.cc](mailto:andersja@forsyth.cc) by the question period deadline of 12:00 pm, August 18, 2020.

This RFQ will in no manner be construed as a commitment on the part of the County to award a contract. The County reserves the right to reject any or all applications; to waive minor irregularities in the RFQ process or in the applications; to re-advertise this RFQ; to postpone or cancel this process; select and procure parts of services; and to change or modify the RFQ schedule at any time.

## Notice to Proposers

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It is the policy of the County of Forsyth that an employee, officer, or agent of the County may not participate in any manner in the bidding, awarding, or administering of contracts or agreements in which they, or a member of their immediate family, their business partner, or any organization in which they serve as an officer, director, trustee, or employee, have a financial interest.

The successful Proposer must comply with all provisions of the Americans with Disabilities Act (ADA) and all rules and regulations promulgated thereunder. By submitting a proposal, the successful Proposer agrees to indemnify the County from and against all claims, suits, damages, costs, losses, and expenses in any manner arising out of, or connected with, the failure of the Company, its subcontractors, agents, successors, assigns, officers, or employees to comply with the provisions of the ADA or the rules and regulations promulgated thereunder.

All proposals must be firm and not subject to increase, unless specified within the provisions of this Request for Qualifications (RFQ) and mutually agreed upon by the County and the Proposer.

No special inducements will be considered that are not a part of the original proposal document.

### County Rights and Options

The County, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify this RFQ at any time
- To cancel this RFQ with or without the substitution of another RFQ
- To take any action affecting this RFQ, this RFQ process, or the services subject to this RFQ that would be in the best interests of the County
- To issue additional requests for information or clarification from proposers or to allow corrections of errors or omissions
- To require one or more Service Providers to supplement, clarify or provide additional information in order for the County to evaluate the Responses submitted
- To negotiate an agreement with a Service Provider based on the information provided in response to this RFQ.
- This RFQ does not obligate Forsyth County to contract for services specified herein.

### Public Records

Any material submitted in response to this RFQ will become a "public record" once the Proposer's document(s) is opened and the Proposer is determined to be a participant in the solicitation process and shall be subject to public disclosure consistent with Chapter 132, North Carolina Statutes. Proposers must claim any applicable exemptions to disclosure provided by law in their response to this RFQ. Proposers must identify materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The County reserves the right to make all final determination(s) of the applicability of North Carolina General Statutes § 132-1.2, Confidential Information.

### Trade Secrets/Confidentiality

Proposers must claim any material that qualifies as "trade secret" information under N.C.G.S. 66-152(3) in their response to this RFQ and must state the reasons why such exclusion from public disclosure is necessary and legal.

To properly designate material as trade secret under these circumstances, each Proposer must take the following precautions: (a) any trade secrets submitted by a Proposer should be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Proposal," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

**Do not attempt to designate your entire proposal as a trade secret, and do not attempt to**

**designate pricing information as a trade secret.** Doing so may result in your proposal being disqualified.

In submitting a proposal, each Proposer agrees that the County may reveal any trade secret materials contained in such response to all County staff and City/County officials involved in the selection.

**Familiarity with Laws and Ordinances**

The submission of a proposal on the equipment requested herein shall be considered as a representation that the Proposer is familiar with all federal, state, and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such services, or equipment used in the provision of such services, or which in any way affects the conduct of the provision of such services; and no plea of misunderstanding will be considered on account of ignorance thereof. If the Proposer discovers any provisions in the RFQ/RFQ documents that are contrary to or inconsistent with any law, ordinance, or regulation, it shall be reported to the County in writing without delay.

**E-Verify Compliance**

Per N.C.G.S. 143-133.3, provider shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Provider utilizes a subcontractor, the Provider shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

**Iran Divestment Act**

Provider hereby certifies that it is not on the North Carolina State Treasurer's list of persons engaging in business activities in Iran, prepared pursuant to NCGS 147-86.58, nor will Provider utilize on this agreement any subcontractor on such list.

**Divestment from Companies that Boycott Israel**

Contractor hereby certifies that it is not on the North Carolina State Treasurer's list of companies engaged in a boycott of Israel in violation of NCGS 147-86.80 et. seq. and that it will not utilize on this agreement any subcontractor on said list.

## **INFORMATION AND REQUIREMENTS**

### **I. Location of Project:**

Smith Reynolds Airport  
3801 N. Liberty Street  
Winston-Salem, NC 27105

### **II. Description of Project:**

The terminal building at Smith Reynolds Airport is an iconic building in Winston-Salem and has served as the front door to the community since it was originally built in 1941. Over the years, the building has undergone numerous changes that added capacity and function, but it has lost some of its original design and style. This project should bring back the old style, but at the same time add modern attributes for travelers and tenants. The County and the Smith Reynolds Airport Board plan to lease a large portion of the available space to a fixed base operator (FBO). This space will be the majority of the first floor to accommodate customers flying to Winston-Salem for business and pleasure. Other space in the terminal will be leased to rental car companies and other aeronautical and non-aeronautical businesses.

Renovations will include but not be limited to the following:

- Elevator modernization
- Bathroom renovations
- Exterior façade improvements
- Demolition of the departure lounge
- Flex and Tenant space; maximize space utilization for existing and future lease rentals.
- Demolition of the Air Cargo Building
- Airside Porte-cochere
- Covered Auto Entrance
- Modernization of mechanical, electrical, plumbing, and life safety systems.

### **III. Scope of services:**

Provide professional services to complete construction documents including but not limited to architectural, plumbing, mechanical, civil, electrical, and structural disciplines, assist in the bidding process, and perform construction administration services. The services shall be phased into conceptual, schematic, design development, construction document, bidding, and construction administration phases. At the completion of each phase of design, the architect shall provide a cost control estimate and work with Forsyth County (the Owner) to value engineer the project if required. Services at the bid phase are to include attendance at the pre-bid meeting, responding to contractor questions, and issuing addenda. Construction administration services are to include, but not limited to, submittal review, weekly site reviews and reporting, responding to RFI's, review monthly payment applications, and conducting reviews to establish substantial and final completion.

### **IV. Selection Criteria:**

- A. The qualified firm must meet the minimum qualifications:
- Been in business a minimum of 5 years.

- Extensive experience with aviation related projects. Terminal renovation experience is preferred.
- Lead Architect with 5+ years of experience.
- Demonstrated knowledge of FAR Part 77
- Have minimum insurance of:
  - \$5M Professional Liability
  - \$1M Commercial General Liability
  - \$1M Business Automobile Liability
  - Workers Compensation: NC statutory limits and not less than \$100,000 each accident.

**B. Preferred Qualifications:**

- Lead Architect with 10+ years of experience
- Company headquarters or office serving this project located within the Triad area.
- Experience with Public Works Projects and the formal bidding process.
- Proven track record of delivering projects on time and within budget.
- Personnel assigned for CA have demonstrated experience for conducting field reviews and reporting.

**V. Selection Process:**

The architectural firm will be selected by a committee in fair and uniform manner based in part on appropriate qualifications, experience for this type of project, and current workload. The selection committee is comprised of Forsyth County Construction Management and Airport staff.

Upon receipt of the proposals from respondents, the committee members will review the proposals in detail, make its selection, and provide written recommendation to the County Manager for his approval. Following the County Manager’s approval, contract terms, conditions, and fees will be negotiated with the selected firm. In the event contract negotiations prove unsuccessful with the selected firm, the committee will select another firm with which to begin negotiations.

**VI. Schedule**

The key activities and milestone dates for the selection process are listed below:

<u>Activity</u>	<u>Milestone Date</u>
RFQ Published	7/31/20
Deadline for Respondent Questions	8/18/20
Proposal Submission Deadline	8/28/20
Selection Committee meeting to review	9/03/20
Firm Selection Notification	9/10/20

**VII. RFQ Responses should include the following:**

- Letter of interest
- Firm history
- Current project list. Include current stage of the project and projected completion date.
- List previous projects of similar scope.
- Resumes for staff who would be assigned to the project.
- List of proposed sub-consultants.
- Include as an appendices:

- 2 to 3 pages each for three past renovation projects similar in nature to the terminal renovations, including the following:
  - Square footage
  - Original Budget
  - Actual Construction Cost
  - Owner's Contact Information
  - Rendering of the design
  - Photos of the completed project
- Hourly Rate Schedule
- Sample COI or letter from insurance provider that minimums can be met.

**VIII. RFQ Response Format:**

The response shall be submitted electronically in PDF format to [andersja@forsyth.cc](mailto:andersja@forsyth.cc) by the deadline noted on page 1. Responses received after this date and time will be deemed nonresponsive and will not be considered. All responses must be signed by an official agent or representative of the company submitting the response.

**IX. General Comments:**

- Any cost incurred by respondents in preparing or submitting a response for the project shall be the respondents' sole responsibility.
- All responses, inquires or correspondence relating to this RFQ will become the property of Forsyth County when received.
- Respondents are to refrain from contact with the selection committee members. Any questions regarding the RFQ should be submitted by email and directed to the Construction Management Division, Attn: Mr. James Anderson Jr at [andersja@forsyth.cc](mailto:andersja@forsyth.cc). If a question of general concern is asked by any firm with regards to this RFQ, a copy of the written response will be issued by addendum. The deadline for inquires is noted on page 1.
- Forsyth County has the sole discretion and reserves the right to reject any and all responses received with respect to this RFQ and to cancel the process at any time prior to entering into a formal agreement. The County reserves the right to request additional information or clarification of the information provided in the response without changing the terms of the RFQ.

**X. Confidentiality of Documents:**

In general, documents that are submitted as part of the response to this RFQ will become public records, and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. See page 2 for detailed information.