

Request for Qualifications for Architectural & Engineering Services

The Town of Gibsonville, North Carolina is requesting letters of interest and statements of qualifications for the design of a new Public Library.

The Town is soliciting responses from architectural/engineering firms with experience in designing similar facilities. Design services will be procured through a qualification-based selection process without regard to fee, in accordance with G.S. 143-64.31.

A site consisting of approximately 5 acres has been selected for the project. The Town has retained the services of a Library Planning Consultant to assist in the preparation of a building program and anticipates the construction of a facility with approximately 15,000 square feet. The Town is also in the process of employing a Geo-technical Engineering company to conduct test borings of the site and to provide a detailed report of their findings.

The A/E Design Team shall cooperate with Town Manager and Library Department Staff to design the Project in line with the Town's goals and budget. The principal office of the A/E Design Team shall be located in NC, VA, TN, or SC. They shall demonstrate experience with all authorities having jurisdiction including EPA, DENR, and Building Code Enforcement personnel. Experience in projects with USDA-RD participation will also be taken into consideration in the selection process. Compliance with USDA-RD Instruction 1942-A, Guide 27 will be required.

The proposal shall contain no less than three sets of submittals in an 8 ½" x 11" format not to exceed ten pages along with one electronic submission in PDF form to bbaxley@gibsonville.net. The submittal shall include the following:

- A letter of interest and statement summarizing the design team's qualifications, experience and any special qualifications for this type of work.
- A listing of specific team members, their respected positions in the firm, and role in the performance of the design and administration work anticipated to be shown in the organization flow chart. The lead designer for each specialty must be clearly identified.
- A listing of municipal design work performed by the firm with client references.
- Photographs, graphic illustrations, and reports from similar work and projects.
- Experience and efficiency working with all authorities having jurisdiction and normally involved in development of standards in the design and review process for construction of public safety facility.
- Certification that the entity is not, nor has ever been debarred from doing business with the State of North Carolina.
- A statement noting the firm's proximity to and familiarity with the proposed project location.

Professional services contract team shall be rendered using a modified architect/owner contract. All questions and submittals shall be made only to:

Gibsonville Town Manager
129 West Main Street
Gibsonville, NC 27249
Email: bbaxley@gibsonville.net

Upon review of all submittals the Town of Gibsonville may select up to three firms for interviews. Based upon interviews a firm and alternate will be named followed by negotiations for fees for A/E services. If an agreement with the named firm cannot be completed, negotiations with the alternate firm shall commence.

All submissions must be received by the Town by Monday, November 14, 2022 at 3:00 pm. Interviews may be scheduled and conducted and it is contemplated that a design team will be selected by Wednesday, December 14, 2022.

Under no circumstances shall contacts be made with Town of Gibsonville personnel or the Board of Aldermen regarding this Request for Qualifications and selection process.