

Wake Tech Community College  
Bid #130-WTCC9125C

Department/Agency	Wake Technical Community College
Project Title	Eastern Wake Site – General Education Building 1 and Student Services
Design Services	Architect
Scope	Construct 110,000 sf General Education Building 1 at the Eastern Wake Site. This building will also include Student Services programs necessary to support the overall campus needs with Food Service, Library, Learning Center, and an Auditorium space.
Contact	Sarah Burnette
Telephone	919-866-5820
Email	<a href="mailto:sburnette1@waketech.edu">sburnette1@waketech.edu</a>
Total Construction Estimate	\$49,500,000
Source of Funds	Wake County Bonds
NCCCS #	2302
Publish Date	January 28, 2021
Closing Date	March 08, 2021 @ 2:00 PM
Submit Five (5) Hard Copies and One (1) Electronic Copy of Statement of Qualifications and SF-330:	Wake Technical Community College 9101 Fayetteville Road Montague Hall(Building M), Suite 208 Raleigh, NC 27603-5696
Physical Location for Fed Ex/UPS Delivery:	9101 Fayetteville Road Raleigh, NC 27603 Montague Hall(Building M), Suite 208
NC Licensing Statement	In order to offer architectural, engineering, or landscape architectural services in response to this solicitation, the proposing firm must be properly licensed to practice Architecture, Engineering, or Landscape Architecture in the State of North Carolina. More information on the North Carolina state boards may be found at the following websites:  NC Board of Architecture: ( <a href="http://www.ncbarch.org">http://www.ncbarch.org</a> ) NC Board of Examiners for Engineers & Surveyors:( <a href="http://www.ncbels.org">http://www.ncbels.org</a> ) NC Board of Landscape Architects: ( <a href="http://www.ncbola.org">http://www.ncbola.org</a> )

**SELECTING CRITERIA**

In selecting designers, the selection committee should take into consideration qualification information including such factors as:

1. Specialized or appropriate expertise in the type of project.
2. Past performance on similar projects.
3. Adequate staff and proposed design or consultant team for the project.
4. Current workload and State projects awarded.
5. Proposed design approach for the project including design team and consultants.
6. Recent experience with project costs and schedules.
7. Construction administration capabilities.
8. Proximity to and familiarity with the area where the project is located.
9. Record of successfully completed projects without major legal or technical problems.
10. Other factors which may be appropriate for the project.

**SUBMITTAL CRITERIA**

Proposing firms must submit Five (5) complete hard copies of the Statement of Qualifications with Standard Form 330 (SF 330) and One (1) electronic copy on USB drive.

<https://www.gsa.gov/forms-library/architect-engineer-qualifications>

Detailed information on the submittal requirements are indicated in the RFQ. Interested firms may request a complete copy of the RFQ by contacting the following person:

**Sarah Burnette Email: [sburnette1@waketech.edu](mailto:sburnette1@waketech.edu)  
E-mail and Fax submittals will not be accepted.**

**REQUEST FOR QUALIFICATIONS (RFQ)  
For Design Consulting Services**

**Eastern Wake Site  
General Education Building 1 & Student  
Services**

**NCCCS# 2302**

**RFQ Closing Time: March 8, 2021 at 2:00 p.m.**

**Part 1 – Submittal Requirements**

<b><u>Section No.</u></b>	<b><u>Section Name</u></b>
Section I	Requests for Qualifications
Section II	Statement of Qualifications (SoQ) Content Requirements
Section III	Available Project Information
Section IV	Sample SoQ Evaluation Form

**1. INTENT**

The intent of this Request for Qualifications (RFQ) is to solicit Statements of Qualifications (SoQ), in accordance with the requirements described in this RFQ, for the following:

- A. Professional architectural and engineering design consulting services for programming, schematic design, design development, construction documents, and constructions administration from Architectural firm acting as the lead firm and their assembled sub-consultant teams.
- B. A Qualification and Performance analysis process will be employed for this selection. The successful Firm(s) will be those who show successful experience in the scope and types of work proposed.
- C. The successful Firm will be required to enter into a fixed fee contract utilizing the Wake Technical Community College STANDARD FORM OF AGREEMENT BETWEEN OWNER AND DESIGNER.

**2. DEFINITIONS**

- A. "The Owner" means Trustees, officers, and/or employees of Wake Technical Community College, Raleigh, NC.
- B. "Firm" means the person or firm responding to this RFQ.
- C. "Statement of Qualifications (SoQ)" means the submission received from a Firm in response to this RFQ.
- D. "Request for Qualifications" or "RFQ" means this entire document, including all of the documents and any addenda thereto issued before the RFQ closing time.

**3. STATEMENT OF QUALIFICATIONS SUBMISSION**

- A. SoQ's will be received at the Southern Wake Campus - Montague Hall (Building M), Suite 208 up to 2:00 p.m. on Monday, March 8, 2021, (the RFQ closing time) by:

Mrs. Sarah Burnette  
Project Manager – Design & Construction  
Wake Technical Community College  
Montague Hall(Building M), Suite 208  
9101 Fayetteville Road  
Raleigh, NC 27603  
Telephone: (919) 866-5820

- B. SoQ's submitted via fax or e-mail are not acceptable and will not be considered.



**8. SUPPLEMENTARY INFORMATION AND INTERVIEWS**

A. Following the evaluation team's initial evaluation of the SoQ's, Wake Technical Community College may require select Firms to attend an interview. Unsolicited supplementary or clarifying information received after the RFQ closing time will not be considered.

B. Interview Information:

1. The purpose of the interviews will be to obtain supplementary clarifying information in addition to the written SoQ's.
2. Wake Technical Community College will notify those Firms selected for an interview.
3. The interviews will take place at a place and time determined by Wake Technical Community College and are anticipated to be within 30 days after the RFQ closing time.
4. Selected Firms will receive supplemental information regarding the interview process with notification of selection.
5. Each Firm is expected to have in attendance the person(s) from their firm(s) who will be responsible for the execution of this project.
6. COVID-19 Requirements - To ensure the safety of all involved, masks are required to be worn at all times while on campus. Firms are limited to two in-person attendees for presentations. Additional team members may be online through Microsoft TEAMS, hosted by Wake Tech.
7. Wake Technical Community College reserves the right to independently verify the past performance of any Firm or any member of the Firm's project team.
8. Following the interviews, the evaluation team will make a selection based on a tabulation of the evaluation sheets from all of the team members. Results of the evaluation and selections will be presented to the Board of Trustees of Wake Technical Community College for approval.

**9. PRE-RFQ MEETING**

N/A

**10. INQUIRIES**

- A. Until closing time for submittal of the proposals, questions on the project or the submittal process should be directed to the following person:

Sarah Burnette  
Project Manager – Design & Construction  
Wake Technical Community College  
Phone: (919) 866-5820  
E-mail: [sburnette1@waketech.edu](mailto:sburnette1@waketech.edu)

**END OF SECTION**



**1. INTENT**

- A. This Section specifies in detail, the form and minimum content requirements for information required to be submitted in each SoQ.
- B. Firms may, at their discretion, include additional information which they consider relevant to ensure a full and proper evaluation, provided that the specified maximum allowable number of pages is not exceeded.

**2. FORMAT REQUIREMENTS**

- A. Limit SoQ submission to a maximum of 15, single-sided, 8½" x 11" pages or equivalent (e.g. 11" x 17" fold out sheets for charts, schedules, etc. count as a single page, any other use of 11" x 17" sheets counts as two pages). This page limit *excludes* a transmittal letter, title page, table of contents and SF330. The page limit *includes* resumes of key personnel and any unsolicited supplementary information such as corporate brochures, etc.
- B. Organize the SoQ submission to clearly and succinctly present the required information. Use the main headings and present the information in the order provided in Section IV - SoQ Evaluation Form.
- C. Provide five [5] complete hard copies of the SoQ and one [1] electronic copy on USB drive.

**3. CORPORATE PROFILE**

- A. Provide general information about the Firm, which need not be specific to this RFQ. Include history of the Firm, years in business, office locations, number and experience of staff, types of services provided and specialist areas of expertise.

**4. PROPOSED PRIME CONSULTANT AND SUBCONSULTANT TEAM**

- A. Firms must demonstrate in their SoQ that they, together with their sub-consultants, have the capacity available to commit to managing and performing all of the consulting services and producing all of the deliverables required for this particular project, within the required project schedule. Capacity includes sufficient qualified staff resources, technology and equipment.
- B. Firms must assemble, and identify in their SoQ, a consulting team that includes, as a minimum, the following specialist disciplines:
  - 1. Architectural
  - 2. Civil/Site Engineering (including Landscape Services)
  - 3. Plumbing, Mechanical, Electrical Engineering (IT and FA consultants)
  - 4. Structural Engineering
  - 5. AV, Card Access, Security Cameras
  - 6. Acoustical Consultant
  - 7. Science Lab Consultant
  - 8. Food Services Consultant

- C. Firms must indicate whether each of the above disciplines will be resourced through the Firm's own staff or through sub-consultants.
- D. Provide, for the Firm and for each proposed sub-consultant firm:
  - 1. Name of firm, head office address, telephone number and fax number – if joint venture, whether special or ongoing relationship.
  - 2. If different from the above, the firm's branch, regional or other office address, and telephone number at the location from which most of the services will be performed.
  - 3. Name, position, office address, telephone number, and e-mail address of firm's primary contact person for purposes of this RFQ.
  - 4. Name(s) of firm's principal(s) and their professional credentials.
  - 5. Names of key personnel proposed to be committed to the project. Identify their discipline, their role (e.g. team leader, lead designer, technical expert, etc.), their professional credentials and experience (in the form of maximum one-page resumes) and their proposed extent of participation in the project.
  - 6. Other relevant information, at the Firm's discretion, within the specified maximum page limitation requirement for the proposal
- E. Describe how the prime consultant and sub-consultant team will be organized, by indicating formal reporting lines and informal lines of communication in a proposed organization chart.

## 5. EXPERIENCE AND PAST PERFORMANCE

- A. Firms should provide summaries of three to six projects completed within the last five years, for which the Firm has provided prime consultant services. These referenced projects must include:
  - 1. At least two projects similar in nature and scope of services to the project for which proposals are being sought.
  - 2. At least two projects that have been performed by the prime consultant and sub-consultant team, including key personnel, substantially the same as the one proposed for this project.
- B. The referenced projects may be past projects for Wake Technical Community College or for other clients.
- C. The summary for each referenced project should include:
  - 1. Name, location and brief description of the project.
  - 2. Name of client (owner) and name, telephone number and e-mail address of client representative.

3. Identification of prime consultant and sub-consultant team, including names of key personnel.
4. Name of construction contractor and name, telephone number and e-mail address of contractor representative.
5. Planned and actual start and completion/occupancy dates, with an explanation of any significant deviations.
6. Original construction budget and final construction cost, with an explanation of any significant deviations.
7. Other pertinent information demonstrating the Firm's experience and past performance record, e.g. unique project challenges or problems, innovative design solutions, project successes, client recommendations, etc.

**6. PROPOSED WORK METHODOLOGIES**

- A. Describe proposed priorities, sequences, etc. for this project.
- B. Describe how all of the required disciplines will be coordinated to optimize design, ensure high quality properly coordinated construction documents.
- C. Describe the Firm's design philosophy and how the building users' needs and requirements will be considered in the design process.
- D. Describe the management systems, strategies and skills that will be employed to ensure that:
  1. Wake Technical Community College's expectations around project scope, time, cost, quality, performance and aesthetics will be met.
  2. The highest quality of professional services and deliverables will be provided to Wake Technical Community College within the required timelines.
- E. Describe the Firm's approach to supporting the growth/development of HUB firms.
- F. Provide any other relevant information about the Firm's work methodologies.

**END OF SECTION**

**1. PROJECT DESCRIPTION**

- A. This project will construct the first General Education Building at the Eastern Wake Site, setting the standard for the follow-on academic building projects. The scope is comprised of a 110,000 GSF classroom and student services building, including general chemistry and biology labs, biopharma labs, student services spaces, auditorium, library, and individualized learning areas. Typical smart classroom spaces are envisioned to be 900 GSF, supplemented by other support learning spaces to allow for flexible teaching opportunities and active learning for traditional degree and non-degree programs, along with dedicated spaces for study and informal education.
- B. Allocations will be made for limited business functions including cashiers, registration, supply & distribution (possible loading dock), IT services, counseling, and food services functions. Programming for this building will be similar to the first buildings constructed on the RTP and Stephen C. Scott Northern Wake Campuses.
- C. The project also includes associated extension of chilled and heating water piping systems, electrical and communication (low voltage) systems, and the extension of roadways and parking areas, along with other typical utility and infrastructure integration.
- D. The building will follow current Wake Tech Architectural, Engineering and IT standards.
- E. Also see Wake Technical Community College 2020 Masterplan for Eastern Wake Site <https://www.waketech.edu/about-wake-tech/administrative-offices/facility-operations/design-construction/master-plan>

**2. PROJECT BUDGET**

- A. The total construction estimate for this project is \$49,500,000.

**3. PROJECT SCHEDULE**

- A. See Section I, Part 5-B for project schedule objectives.

**4. PROJECT DELIVERY SYSTEM**

- A. The anticipated project delivery system is by the Construction Manager at Risk (CMR) process.

**5. PROJECT MANAGEMENT FRAMEWORK**

- A. A Project Manager, employed by Wake Technical Community College, has authority and responsibility for the overall management and delivery of the project. No other Wake Tech representatives are authorized to make decisions or commit Wake Tech on the project unless specifically approved by the Wake Tech Project Manager or their supervisor chain.

- B. The successful Firm will be expected to appoint a project leader who will interface with the Wake Technical Community College's project manager. This interface will be the formal and principal point of contact and communication between the successful Firm and Wake Technical Community College.

**6. OTHER CONSULTANTS**

- A. Wake Technical Community College may retain the following special consultants under direct contract with the College.
  - 1. Special Inspections
  - 2. Surveying
  - 3. Construction Materials Testing
  - 4. Geotechnical
  - 5. Commissioning
  - 6. Structural Peer Review
  - 7. Other Specialty Services as needed

**7. OTHER AVAILABLE PROJECT INFORMATION**

- A. The following additional information, which may be relevant to the consulting services, is appended to this Section for information purposes:
  - 1. The project will be designed and built to meet, at minimum, LEED Certified or Green Globe (one globe) standards, however, higher levels of achievement are encouraged.

**END OF SECTION**

NAME OF RFQ/PROJECT: **Eastern Wake Site, General Education Building 1 & Student Services**

NAME OF FIRM:

**EVALUATION CRITERIA**

Item Description	Score	Max. Points
<b>1) Corporate Profile</b> (suitability of corporate profile for project needs)		
<b>2) Proposed Prime Consultant and Sub-consultant Team</b>		
a) Overall capacity and sufficiency of qualified staff resources		
b) Education, experience, and track record of prime consultant's team leadership		
c) Education, experience and track record of other key personnel in each required discipline:		
1) Architect		
2) Civil Engineering		
3) Plumbing, Mechanical, Electrical Engineering		
4) Structural Engineering		
5) AV, Access Card, Security Camera Consultants		
6) Acoustical Consultant		
7) Food Service Consultant		
8) Science Lab Consultant		
<b>3) Experience and Past Performance Record:</b>		
a) Similarity of referenced projects to RFQ project		
b) Previous budget and schedule targets met		
c) Client satisfaction, other project participants' satisfaction		
d) Project management systems (scope, time, cost, quality, etc.)		
e) Services and deliverables quality management systems		
f) LEED or Green Globes Design experience		
<b>4) Proposed Work Methodologies:</b>		
a) Proposed priorities, sequences, etc. for this project		
b) Coordination of required disciplines to optimize design		
c) Design philosophy		
d) Management systems, strategies and skills		
e) Standard Construction Administration Services		
f) Support for the development of HUB firms		
g) Project Close-out and Completion effectiveness		
<b>Total Score</b>		

Please also submit a **Standard Form 330**

<https://www.gsa.gov/forms-library/architect-engineer-qualifications>