

Request For Qualifications (“RFQ”)

For: Architectural/Design Services

**For: New Airport Terminal Building with Consolidated
Emergency Operations/Training Center**

Issued: January 26th, 2023

Proposals Due: March 3rd, 2023 @ 2PM

INTRODUCTION

Per NCGS 143-64.31, Washington County (NC) seeks written proposals from qualified Architectural/Design Firms for the design of a new Airport Terminal building to include a consolidated Emergency Operations/Training Center within the overall facility (the "Project").

PROJECT DESCRIPTION

The selected firm will work with Washington County to design and prepare specifications for the Project, as well as assist in the bidding and oversight of the contractor ultimately hired to construct the designed Project on County-owned property adjacent to the existing Plymouth Airport Terminal located at 1069 Plymouth Airport Road, Plymouth, North Carolina.

The Project is envisioned to consist of approximately 10,000 square feet of heated space with over half of the space dedicated for use by the Plymouth Municipal Airport as a Terminal Building. The remainder of the space is anticipated to be available for use by the Emergency Management Department as a dedicated local Emergency Operations Center.

There is also the potential for an additional 3,000 feet of space that may be added to the project scope as an alternative, depending on the overall Project budget and/or availability of additional funding to include this additional space for use by the 911/Communications Department. If this alternative/additional space is not added to the initial design scope, the design of the overall Project is expected to take the eventual addition of such space into consideration to enable its later addition.

The overall Project is envisioned to consist of a public lobby, pilot's lounge, men's and women's restrooms, locker/shower room, equipment/server room, adequate space for HVAC, generator, and UPS systems, training room(s), offices (8), conference room (2), Emergency Operations Center, kitchen/break room, storage, public entrance, mechanical space, drive-thru vehicle bays (4) and parking. The design of the new facility will

incorporate the design criteria for a hardened shelter to provide protection in the event of emergency operations under conditions of adverse weather, disaster, etc. The facility must comply with NFPA 1221 standards.

Emphasis should be placed on innovative designs/ways to fully and more efficiently/economically utilize all applicable shared common areas and spaces for the mutual benefit and enjoyment of all building uses/occupants, while maintaining enough distinction to discern which portions of the building are truly aviation related vs. any non-aviation related space. Additional office space for other ancillary uses may also be included such as dedicated office space for economic development.

To the extent required by applicable FAA regulations, it is the County's intention to estimate the fair market rental value of any non-aviation related commercial space included within the Project, and to lease such space to any future occupants thereof, including without limitation the County itself if used for non-aviation purposes. Initially the County anticipates facilitating this by paying such rent from its general fund to its aviation fund to maintain the integrity of aviation vs. non-aviation property and assets and overall FAA compliance.

Firms are highly encouraged to review the innovative floor plan and consolidated common space model utilized by Duplin County in its Airport Terminal Building located at 260 Airport Road, Kenansville, NC 28349 as an illustrative example of the type of consolidated design sought by Washington County.

Firms should also be on notice that Washington County is presently under contract with AVCON, Inc. to provide aviation related engineering and consulting services.

The Project budget is currently estimated to be \$3.5M - \$4M with the County having already appropriated these amounts in its current fiscal year budget.

INITIAL PROJECT SCHEDULE ESTIMATE

The following is a preliminary timeline for this Project:

Task	Date
Publish RFQ/Advertise (<i>NCGS 143-64.31</i>)	1/26/23
Addenda (if applicable) Issuance Deadline	2/24/23 @ 5PM
RFQ Proposals Due	3/3/23 @ 2PM
Review & Tentatively Select Most Qualified Firm	3/6/23 @ 6PM
Negotiate Contract	3/10/23
Design Phase	3/13-5/12
Design Presentation/Approval	5/15/23
Construction Contract Bid Publication	TBD – Summer 2023
Construction Contract Finalized	TBD – Summer/Fall 2023
Construction Completion	TBD - 2024

PROPOSAL FORMAT

A written proposal must be submitted in the format outlined herein. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. A total of seven (7) hard copies and one (1) electronic copy of the proposal shall be submitted to the County.

PROPOSAL CONTENT

The written proposal should provide background information about your firm, its employees, standard fee schedules, and its experience with related projects and related clients in the southeast. It should cover the experience of the firm, as well as any consultants on the proposed team. For the purposes of the RFQ, the term "Firm" shall refer to the prime respondent of this RFQ, or in other words, the Firm with whom the County will contract.

The term "Consultant" shall refer to any and all consultants or subcontractors with whom the prime respondent will be including on the project team. The proposal shall clearly delineate any experience, background, etc. between the prime "Firm" and any "Consultant(s)".

Specifically, the proposal should address the following information in order:

1. Firm profile listing: name, address, year established, type of ownership, size of Firm and staff, and an organization chart. If Firm has multiple offices, please list where the work for this project will be performed. Please also list the number of states in which the Firm has performed Aviation and/or EOC design and highlight any consolidated facility design similar in nature to the Project scope.
2. Information about the overall makeup of the proposed project team, including: the identity of all key personnel, a description of their respective responsibilities and duties, and each team members experience with regional and national Aviation and/or EOC design projects.
3. Information about any consultants to be included on the team. Identify consultant Firm name, address, telephone number, contact person, and names and job descriptions of key personnel. Identify consultant's experience with Aviation and/or EOC Facility design projects.
4. Firm's experience as prime designer on a project team.
5. Summary of at least five (5) similar projects for which the designer was responsible within the past ten (10) years. Each of the project summaries should include the following:
 - a. Description of the facility, including: size, functions housed, and year completed.
 - b. Scope of Work
 - c. Degree of involvement (principals or consultant).
 - d. Project references including names, addresses, and telephone numbers.

6. Current Firm workload and ability to perform work for this project within the preliminary project schedule.
7. Proposed design approach by Firm for this project. The County desires to procure an architectural firm with Aviation and EOC design experience. Please describe how the Firm's perspective on Aviation and EOC design will be incorporated into the project approach.
8. Listing of any pending or settled lawsuits or professional liability claims in which the designer was involved and found liable or guilty in any way for any claims during the past ten (10) years.
9. Please provide references of clients for whom Firm and consultants have provided Aviation and/or EOC design services. Include name, title, Firm or agency, and telephone number for each reference.
10. This is a **QUALIFICATIONS**-based selection process intended to result in the selection of the most qualified firm without regard to price for the solicited services at this stage.
 - a. Do **NOT** include any cost or fee estimates for providing the solicited services to the County other than standardized unit pricing/fee schedules your Firm may have which apply to all of firm's work or services including those outside the scope of this project.
 - b. Any such schedules of standardized fees **SHOULD** be included.
 - c. The successful firm will be asked to negotiate a contract with county at a reasonable price to provide the services after selection, and in the event no reasonable price can be negotiated, the county may reject that firm and negotiate with the next most qualified firm until an agreement is reached.
11. Additional information the respondent believes to be relevant to the selection efforts of the County.
 - a. Note: The County reserves the right to issue Addenda to update the terms and conditions of this RFQ, which if issued shall be openly published on its website at <https://washconc.org/bid-opportunities/> by the deadline stated in the project schedule above. It is the responsibility of each Firm to check for and respond in accordance with any such addenda before submitting its final proposal in response to this RFQ.

PROPOSAL SUBMISSION

Submit seven (7) hard copies and one (1) electronic copy of your Firm's written proposal in response to this RFQ no later than the deadline first stated above. No proposal will be accepted after this time. No faxed submissions will be accepted. Firms are solely responsible for ensuring timely delivery of any proposals to the County by the deadline stated.

Submit qualifications to:

**Washington County Manager's Office
Attn: AVEOC Terminal Project
116 Adams Street
Post Office Box 1007
Plymouth, North Carolina 27962**

All questions regarding this project should be directed to County Manager Curtis S. Potter at 252-793-5823 or via email at: cpotter@washconc.org.

General Comments:

1. Any cost incurred by respondents in preparing or submitting proposals for the project shall be the respondents' sole responsibility.
2. All responses, inquiries, or correspondence relating to this RFQ will become the property of the County when received and will be subject to the open records law of the state of North Carolina.
3. The County reserves the right to refuse any or all proposals received.
4. The County reserves the right to select a Firm without holding interviews.

SELECTION 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.
- Other factors which may be appropriate for the project.