

**THE CITY OF  
ROCKY MOUNT, NORTH CAROLINA**

**REQUEST FOR LETTERS OF  
QUALIFICATIONS FROM  
ARCHITECTURAL DESIGN FIRMS FOR  
A NEW SOCCER OFFICE  
SPORTS BUILDING**

[RFQ #546](#)



**BY THE  
CITY OF ROCKY MOUNT  
PARKS AND RECREATION DEPARTMENT**

**RESPONSES DUE BY:  
4:00 P. M. - MONDAY  
OCTOBER 10, 2011  
TO: CITY OF ROCKY MOUNT  
PURCHASING OFFICE**

# TABLE OF CONTENTS

Description of Work .....	3
Submittal Information.....	4
City Contacts and Proposal Due Date Information.....	5
Architect Selection Schedule .....	6
Evaluation Criteria.....	6

## **MINORITY BUSINESS PARTICIPATION**

The City of Rocky Mount is seeking the participation of minority owned architectural firms in the selection process for the New Soccer Office Building. Minority architect business owners and other Companies are urged to contact the Purchasing Office for additional information and assistance as needed. You may contact Delton L. Farmer, Purchasing Manager, at 252-972-1228 or by email at [delton.farmer@rockymountnc.gov](mailto:delton.farmer@rockymountnc.gov).

**THE CITY OF ROCKY MOUNT, NORTH CAROLINA  
REQUEST FOR LETTERS OF QUALIFICATIONS FROM  
ARCHITECTURAL DESIGN FIRMS FOR A NEW SOCCER OFFICE  
SPORTS BUILDING**

**DESCRIPTION OF WORK**

The City of Rocky Mount is seeking to hire a qualified and motivated architectural design firm to provide architectural services for the detailed design of a New Soccer Office Sports Building and landscaping requirements to be located at the Rocky Mount Sports Complex, 600 Independence Boulevard, Rocky Mount, North Carolina, 27801.

Rocky Mount is located in beautiful Eastern North Carolina 40 miles east of Raleigh, North Carolina. Rocky Mount is a community with a population of over 57,000 people and is the home of North Carolina Wesleyan College. Rocky Mount is a thriving community that has experienced phenomenal growth in tourism since the construction of the Rocky Mount Sports Complex five years ago.

The City of Rocky Mount will not discriminate against any bidder submitting a bid because of race, creed, color, national origin or handicap and reserves the right to reject any and all responses to this proposal.

The New Soccer Office Sports Building will be a regional facility that will serve the citizens of Rocky Mount and soccer fans from all fifty states. The new soccer office sports building should enhance the quality of life of Rocky Mount residents by providing positive activity spaces for users while also creating a pleasing aesthetic structure and landscape. It is desirable that the massing of the exterior structure be creative and reflects the functions of the interior spaces. The outside design of the building shall match the existing building designs and color scheme. Desired elements of the New Soccer Office Sports Building will include:

- Concession Stand
- Restroom for Men & Women with at least 5 stations each.
- Picnic Shelter
- Office area (five offices, conference room and reception area).
- **Total Approximate Square Footage is to be at least 5000 square feet.**

A Review Committee appointed by the Parks & Recreation Director and approved by City Management will meet with the architectural firm selected for the project in a pre-design meeting to discuss the City's needs relative to the Soccer Office Building design.

It is proposed that the architectural firm selected will also serve as the Project Manager for the construction of the New Soccer Office Sports Building. The selected firm shall provide all bid specifications, blueprints for the building and landscape requirements along with all flood plain requirements. The firm will also assist with a prebid conference, fielding questions during the bid solicitation process and assisting with evaluation of the bids received for a council recommendation. The project, including construction, will be scheduled for completion by September 30, 2012.

## **SUBMITTAL INFORMATION**

**INTERESTED ARCHITECTURAL FIRMS ARE TO SUBMIT THE FOLLOWING INFORMATION WITH THEIR LETTERS OF QUALIFICATION** (Your response should be organized in conformance with the numbering system below).

### **1. Provide overall history and background of the firm:**

- a. Names and resumes of principals
- b. Size and make up of staff
- c. Status of office technology
- d. List of projects similar in nature and scope to this one performed by the firm within the last five years. (Note any that were financed with government funding.)
- e. List any awards received for related design work.

### **2. Identify the Project Architect proposed for this project:**

- a. Submit resume showing professional qualifications.
- b. List projects he/she has completed in the last ten (10) years as a Project Architect (indicate size, cost, date, location, owner contact, schedule adherence, restoration or new)
- c. Indicate where this person is located

### **3. Provide resume of the individuals responsible for each of the disciplines below that would be involved with this project:**

Civil	Plumbing
Structural	Electrical
Landscaping	Mechanical-HVAC

- a. Indicate whether in-house staff or consultant
- b. If a consultant, identify the individual that will actually perform the work and indicate his/her qualifications
- c. Indicate where these individuals are located

### **4. Provide five (5) client references with Company names, Contact person, telephone number and dollar value of the projects. We are especially interested in references for Parks and Recreation building designs.**

### **5. Project Commitment**

- a. Indicate status of projects in progress at this time and the estimated completion of your obligations to the project. Also indicate how quickly your firm could begin work on this project if your firm is selected and a contract is approved.

### **6. Indicate whether your firm:**

- a. Has been suspended, debarred, or otherwise excluded from transactions by any Federal or State agency
- b. Has been convicted of fraud or any criminal offense in connection with any design services contract with a public or private client in the past five years
- c. Has had a contract terminated for cause or default in the past five years

7. Provide any supporting information such as brochures, photographs, drawings, etc. of other projects your firm has provided architect design services for.

8. Send your response to:

City of Rocky Mount  
Purchasing Office  
331 South Franklin Street  
Rocky Mount, N. C. 27802

**ATTENTION: SOCCER SPORTS BUILDING ARCHITECT SERVICES**

The Purchasing Office contact is: Delton L. Farmer, Purchasing Manager, and he can be contacted by email at [delton.farmer@rockymountnc.gov](mailto:delton.farmer@rockymountnc.gov).

**Questions and Additional Information**

Any and all questions in reference to this project are to be requested via email only to:

Ms. Dale Smith  
Parks and Recreation Director  
[Dale.smith@rockymountnc.gov](mailto:Dale.smith@rockymountnc.gov)

**PROPOSAL DUE DATE**

Six (6) copies of your Company information is to be received no later than **4:00 p.m., on MONDAY, OCTOBER 10, 2011** by the City of Rocky Mount Purchasing Office.

## **ARCHITECT SELECTION SCHEDULE**

The Letters of Qualifications and other information will be reviewed by the Review Committee, City Management Staff, Parks & Recreation Department Staff and the Purchasing Manager.

**The Review Committee has established the following schedule for this process but reserves the right to adjust the schedule as needed :**

September 9, 2011	Last day for submitting Letters of Qualifications by interested architectural firms to the City of Rocky Mount Purchasing Office.
September 19, 2011	Evaluation complete and short list announced.
September 22-23, 2011	Design Committee interviews short list firms.
September 27, 2011	Design Committee submits a recommendation to City Manager
October 10, 2011	Recommendation to the City Council for contract award

## **EVALUATION CRITERIA**

The Review Committee will consider the following factors for evaluating Letters of Qualifications and information presented in interviews:

- Experience with Parks and Recreation building designs
- Experience with governmental projects
- Adequate staff and proposed design or consultant team for the project
- Current workload
- Proposed design approach for the project
- Experience with project cost management and schedule adherence
- Experience with construction project management
- Record of projects completed without major legal or technical problems
- Record of projects where major legal or technical problems existed