



Emergency Operations Center Committee

Meeting Agenda

July 27, 2022 – 3:00 pm

Call to Order

Review Action Items from July 11th Meeting

- RFQ Draft (*feedback submitted from members*)

Member Comments

Closed Session – *pursuant to NCGS 143-318.11 (a) (5) for the discussion of possible property acquisition.*

Adjournment

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Engineering & Architectural Services RFQ
REQUEST FOR
QUALIFICATIONS/PROPOSALS
Engineering & Architectural Design
Services

TOWN OF SWANSBORO, NORTH
CAROLINA

The Town of Swansboro requests Statements of Qualifications/Proposals for Engineering & Architectural design services, [cost estimates](#), and site identification for a new Public Safety Building/Emergency Operations Center (PSB/EOC), which is funded through the North Carolina Office of State budget Management-SCIF Grant funds. This request for qualifications (RFQ) solicitation does not commit the Town of Swansboro to award a contract, to pay any cost incurred in the preparation of this proposal, or to procure or contract for these services. Pursuant to North Carolina General Statute 143-64.31, the Town utilizes a “qualifications-based” selection process without consideration of fee during the initial phase in hiring engineering & architectural firms. The Town’s primary purpose in using the RFQ process is to obtain detailed design and construction document that will allow the Town to procure a qualified contractor to construct the proposed facility.

For information purposes, this RFQ includes the following information on the following items:

- 1) Project site identification and conceptual layout: See attachment “A”

Project scope: Town of Swansboro (NC) is soliciting proposals for the engineering, design and site identification for a new PSB/EOC. [The EOC must meet or exceed all Federal, State, and local requirements and or guidance's. Able to withstand 150 MPH winds or better. The proposed building would be sized to accommodate reasonable future growth and completely furnished. Secure with controlled access. Complete capability on all communication mediums and backup power to ensure continuous emergency management operations in degraded and aster conditions. The possible building design and uses of the PSB/EOC are as following but not limited to:](#)

[Dual-Use Building- A new municipal building that would serve as an operations center during declared emergencies. The building would be planned to include all features and communication assets needed for temporary emergency center but would primarily serve another town function most of the time.](#)

- 2) [Public Safety Center- A new police and fire station to replace our current building that would be used as an emergency center when needed.](#)

3)2) Anticipated project budget: Estimated up to \$6,000,000.

4)3) Project schedule: Pending approval by Swansboro Board of Commissioners. Project to be completed by _____.

5) Qualifications selection criteria and criteria weighting: An Evaluation Committee will evaluate the proposals using the following criteria.

- Expertise, qualifications, and current/past experience of the Offeror, particularly with all aspects of governmental building, including public safety specifications, emergency operating centers, formal bidding process. project management, and other projects of similar nature. (40 points)
- Ability of Offeror to provide responsive services. (20 points)
- Demonstrates technical understanding of the project. (20 points)
- Past performance on contracts of similar size and scope we well as keeping project cost within budget. (20 points)

6) Each offeror shall submit with its proposal an explanation of its project team selection consisting of licensed design professionals the offeror plans to retain.

DELIVER PROPOSALS TO:

Town Manager Paula Webb
Town of Swansboro
601 W. Corbett Avenue
Swansboro NC 28584 Phone: 910-326-4428
pwebb@ci.swansboro.nc.us

Please use the above contact and do not contact other staff or elected officials regarding this procurement process. Improper contact may result in disqualification of your proposal. No pre-proposal conferences, meetings, or site visits shall be conducted. Any questions that are necessary to complete proposals should be sent in writing 5 business days prior to submission deadline to name listed above.

1. Number of Copies and Due Date three (3) copies, as well as a thumb drive with digital copy, are due by 3:00 p.m., _____, _____, 2022. Statements of Qualifications/Proposals received after that time will not be considered. Copies via email will not be accepted. The Town is not responsible

for late submissions. Mark the outside of the package with a label titled “PSB/EOC PROPOSAL” with the due date.

2. Schedule/Process Following evaluation of the qualifications of the engineers & architect, the three most highly qualified design firms shall be ranked. If after the solicitation for services not as many as two responses have been received from qualified firms, the Town shall again solicit for engineering & architectural firms. If as a result of such second solicitation not as many as two responses are received, the Town may then begin negotiations with the highest-ranked firm under G.S. 143-64.31 even though fewer than two responses were received. If the Town deems appropriate, it may invite some or all

responders to interviews. Interviews are not anticipated at this time but may be requested if deemed necessary.

3. Selection Criteria & Format of Proposal

The offerors should address the following in their statements:

A. Expertise in providing Engineering-Architectural services for government facilities

i. Brief firm introduction; Provide a description of the team and firm that will enter into the contract, including origin, background, current size, available resources, locations, and general organization for design; Include an authorized contact person for the proposal process. Provide copies of your North Carolina Professional License, Licenses of design professionals proposed, bonding capacity, and a summary of the firm’s financial stability. Each offeror shall certify that each licensed design professional who is a member of the design and engineering team, including subconsultants, was selected based upon demonstrated competence and qualifications in the manner provided by G.S. 143-64.31.

B. Past performance on similar work

i. List three to five most relevant government projects by your firm as the engineer/architect on record. ii. Examples of firm(s) providing design and planning services, constructability reviews, and value management iii. Examples of coordination with multiple agencies iv. List of references (a minimum of 3 references)

C. Adequate staff and team for assignment to this Project

i. Organizational chart of the engineering/architectural team.

ii. Resumes of all key team members proposed to be assigned. If any subconsultants are proposed, please indicate the person, firm, and provide information in Section “a. Expertise” for each firm. Note: The engineer/architect shall obtain written approval from the Town prior to changing key personnel after the contract has been awarded.

D. Approach to providing a unified Project

- i. Experience in collaborative relationships
- ii. Examples of engineering and architectural contracts that were constructed within budgetary parameters of customers.

E. Location of office and familiarity with the area

- i. Knowledge of local codes and ordinances; Previous experience in the region; Location of firm(s).

F. State any conflicts of interest your firm or any key team member may have with this Project.

G. Financial Information, including

- i. Financial Statement for past 2 years
- ii. Proof of ability to obtain performance bonds if required.

Other Conditions: The Town reserves the right to cancel or reject any or all proposals and to negotiate and award a contract deemed to be in the Town’s best interest. The Town shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a proposal in response to this RFQ agree that the materials and submittals are prepared at the firm’s own expense with the express understanding that the firm cannot make any claims whatsoever for reimbursement from the Town for the costs and expense associated with preparing and submitting a proposal. Each firm shall hold the Town of Swansboro harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ. The Town is not required to enter into a contract with any Offeror if deemed in the best interest of the Town. The Offeror certifies that to the best of its knowledge no employee of the Owner nor any member thereof, nor any public agency or official affected by the proposal, has a pecuniary interest in the business of the Offeror, and that no person associated with the Offeror has any interest that would conflict in any manner with the performance of the proposal. This public body does not discriminate against faith-based organizations or against a bidder or offeror because of race, religion, color, sex, national origin,

age, disability, or any other basis prohibited by state law relating to discrimination in employment.

**ATTACHMENT
“A”**

Proposed Site(s) of PSB/EOC Facility

DRAFT