

**REQUEST FOR QUALIFICATIONS
SPACE NEEDS ANALYSIS
MOREHEAD CITY, NC**

Closing Date: September 12, 2013

Table of Contents

- 1) Purpose & Overview
- 2) Scope of Services
- 3) Proposal Content
- 4) Exclusions
- 5) Selection Process
- 6) Selection Criteria
- 7) Submittal

1.0 PURPOSE & OVERVIEW

The Town of Morehead City has recently completed a number of major building projects and property acquisitions resulting in many new assets. This is in combination with several already existing properties held by the City. Some buildings are synonymous with the history of Morehead City and are located in a recognized district that has been determined to contain many historically eligible buildings. It is now the desire of the City to have a space needs analysis conducted of current buildings and properties to develop an understanding of the existing and future long term needs of the City government.

This Request for Qualifications (RFQ) is to solicit proposals for a study to determine existing space needs and overall long term (20 years) space needs for City government operations; to evaluate existing City property and buildings determining deficiencies and practicality of continued use including a recommendation for alternate uses or disposal for deficient or redundant properties; determine the appropriate City functions to be relocated to the Charles Wallace Building (a City owned property located at 1100 Bridges St.) if deemed prudent or necessary; Evaluate existing Public Utilities and Public Works shared site and make recommendation for efficient utilization or relocation of specific activities.

The respondent will prepare a report that will accomplish the above listed items as well as:

1. Update and clarify existing City facilities inventory;
2. Identify and analyze current space needs as well as the needs for the future operation and management of the City government.
3. Indicate how the existing facilities meet / fail to meet the current and projected needs.
4. Determine existing building code and accessibility issues as a factor of meeting the needs of the city;

2.0 SCOPE OF SERVICES

The consultant is expected to conduct the following activities as part of the study process:

- A. Lead, attend and participate in meetings with City officials and staff to determine the existing and future needs of each department and function of City government. Update and clarify existing facilities inventory.
- B. Prepare analysis of existing and future space needs based on interviews and meetings with City officials and staff. Study shall recognize standards and procedures normal to each facility mission. Present findings to City officials for concurrence.
- C. Prepare analysis of those City functions and operations that are appropriate to relocate to the Charles Wallace Bldg. if deemed prudent or necessary.
- D. Compare and contrast all viable options for space utilization. Analyze potential conflicts, deficiencies and impediments, both regulatory and functional, that impact operations.

- E. Create and develop a realistic timeline for implementation of the recommendations. Timeline should include and be based on realistic funding capabilities of the City.

3.0 PROPOSAL CONTENT

All respondents should submit a written Statement of Qualifications (SOQ) to include information about the respondent directly related to each of the Selection Criteria outlined above. The respondents' proposal shall not exceed fifteen pages and must include the following:

1. A portfolio of similar projects containing elements described within this RFQ;
2. Names and addresses of clients for whom the Respondent has performed similar services;
3. Biographical sketch and qualification of principal employee(s), including subs, who will be performing the services;
4. A confirmation of the understanding of the Scope of Services and capability to perform such services;
5. Proposed timetable for completion of the Scope of Services. Include information regarding current workload ;
6. History of the consultant with regard to timely completion of projects; and
7. Name, address, and telephone number of the contact person.
8. The Respondent shall provide a complete listing of any litigation involving the firm in the past five (5) years. The Respondent shall also provide a listing of dismissal (and/or terminated services) within the past five (5) years.

4.0 EXCLUSIONS

The following locations shall not be included in the study as they are essential for specific purposes only and may not be utilized for other purposes:

- A. All city well sites
- B. All city lift station sites
- C. Wastewater treatment plant
- D. All city elevated tank sites except Arthur Farm Rd. site
- E. All city fire stations
- F. Morehead City Police Dept.
- G. All city cemeteries

Attachments may include above listed properties

5.0 SELECTION PROCESS

The Selection Committee will review and evaluate all Statement of Qualifications submitted by firms responding to the RFP. The proposals will be evaluated and ranked based on the Selection Criteria outlined in Paragraph G. The Selection Committee will interview top ranked firms as part of the evaluation process, as it deems necessary. At the conclusion of the evaluation process the firms will be ranked in priority order with the highest ranking firm being selected to negotiate a contract with the Town. If a contract satisfactory to both parties cannot be negotiated, the Town will then enter into negotiations with the next highest firm and so on until an agreement is reached. This RFP does not commit the City to award a contract.

6.0 SELECTION CRITERIA

All qualified respondents who submit proposals will be considered. The respondents will be evaluated based on the following criteria and Statement of Qualifications should address each of these areas:

Specialized experience, expertise, and qualifications of the firm to be used on this project.	20%
Specialized experience, expertise, and qualifications and depth of key project team members who will be assigned to this project.	20%
Proposed schedule/time frame to complete analysis and the availability of personnel to perform the work within a limited period of time following request of such work.	20%
Project approach and understanding of the scope.	15%
The firm's record of cost effectiveness on previous projects.	15%
Familiarity and experience with the NC State Building Code, Americans with Disabilities Act, etc.	10%

7.0 SUBMITTAL

Interested parties are invited to submit a written response to this Request for Proposals. Five (5) copies of their response must be received by **2:00 p.m., Thursday, September 12, 2013** at City Hall, 706 Arendell St. Morehead City, NC 28557. Any proposals received after this deadline will not be considered. Proposals and inquiries should be addressed to:

David McCabe
Morehead City Public Works
706 Arendell St.
Morehead City, NC 28557
Telephone: (252) 726-6849 / FAX: (252) 726-2267

END OF RFQ