

Town of  
**KERNERSVILLE**  
PARKS & RECREATION

Request for Qualifications

**ARCHITECTURAL AND  
ENGINEERING SERVICES**

**FOR**

**KERNERSVILLE RECREATION &  
EVENT CENTER**

Issue Date: March 9, 2021

Submission Deadline: March 29, 2021





# CALL TO ARCHITECTURAL FIRMS REQUEST FOR QUALIFICATIONS

## **OVERVIEW AND PURPOSE**

The Town of Kernersville is planning to build a new recreation and event center located at the Ivey M. Redmond Sports Complex Park, 788 Beeson Road, Kernersville, North Carolina. In 2020, the Town completed a Feasibility Study that included community engagement, programming, conceptual design and development of a budget to determine the project scope. On November 4, 2020, the Town's Board of Alderman approved the conceptual design completed under this Study. This Feasibility Study completed by CPL Architecture Engineering Planning, and was presented to the Board, is attached as part of this RFQ.

The Town now seeks to select a qualified architectural/engineering firm to provide the architectural and engineering services required to complete the proposed Kernersville Recreation and Event Center project through the Parks and Recreation & Department. The professional services requested include:

- Development of a project schedule and estimation of construction costs;
- Implementation of approved conceptual designs and renderings which reflect the allocated budget and Town priorities for the facility;
- Completion of schematic design through construction documents and specifications preparation; and
- Construction procurement and construction administration through a Construction Manager at Risk (CMAR here after) method.

This work will serve as the basis for key decisions about final design, bidding, construction funding, and the timing of construction.

## **OBJECTIVES**

The Town of Kernersville proposes to retain a highly qualified, capable firm, to act as the architect in the planning/design of the project. The Town requests qualifications from architects, engineers, or combinations interested in providing the services noted above. Within this document, and subsequent actions, the Town may refer to firms participating in this RFQ process as "Respondents" and/or "Architects."

The Town will offer prime consideration to the firm with significant and current experience in the development, design, construction of a Community Center/Recreation focused facilities using a CMAR method.

Furthermore, the Town is under no obligation to enter into any contract with any Respondent on any terms or conditions; and the Town reserves the right to negotiate with the next highest ranked vendor if the Town and vendor are unable to reach acceptable financial and contractual terms.

## **SCOPE OF WORK**

After firm selection, the selected Architect(s) will be responsible for performing the basic architectural and engineering services that the Town will further specify during contract negotiations. The contract agreement will provide payment for phases of work completed, with options, to proceed through all phases, or to discontinue work as the circumstances may





## CALL TO ARCHITECTURAL FIRMS REQUEST FOR QUALIFICATIONS

dictate. The Architect(s) will be required to retain, and be responsible for, all basic engineering disciplines such as:

- Architecture and interior design;
- Mechanical, electrical, plumbing, fire protection engineering;
- Structural engineering;
- Site design services including surveying, civil engineering and landscape architecture; and
- Acoustics/sound dampening

The Architect(s) must identify and select the appropriate sub-consultants; however, the Town reserves the right to approve proposed sub-consultants that will be associated with the project.

***\*The Town of Kernersville will select a CMAR via a separate RFQ process.***

### ASSUMPTIONS

The Town anticipates constructing a recreation facility consisting of most, if not all, of the following elements: a reception lobby; office suite; classrooms for recreation programming, fitness studios, stage and associated support spaces; a three basketball court sized gymnasium with an elevated / suspended walking track around the interior perimeter of the gymnasium; a concession area/teaching kitchen; two multipurpose rooms, a second floor fitness room adjacent to the gymnasium that will provide access to the elevated walking track; public restrooms; parking lot; landscaping; and ADA Accessibility for the entire facility. Anticipated square footage of the facility is 53,100sqft.

### HISTORICALLY UNDERUTILIZED BUSINESSES

In accordance with North Carolina General Statutes §143-128 (as amended by Chapter 480 of the 1989 Session Laws and by Chapter 496 of the 2001 Session Laws), it is the policy of the Town of Kernersville that on all building construction contracts with costs of \$100,000.00 or greater, including projects done by a private entity on a facility that the Town will lease or purchase, the Town shall have a minority participation goal of ten percent (10%).

### SCHEDULE

Request for Proposal Issued: March 9, 2021

Deadline for Questions: March 22, 2021

Deadline for RFQ Submission: March 29, 2021

Contract Negotiations: March 30, 2021

Contract Award: April 6, 2021 (Board Meeting)





## CALL TO ARCHITECTURAL FIRMS REQUEST FOR QUALIFICATIONS

### **SUBMISSIONS**

Responses must submit Qualifications electronically addressing the criteria outlined below. Statements of Qualifications may not exceed 15 single-sided pages, excluding the cover letter. The Town will retain all Statements of Qualifications and will not return submissions to Respondents.

The Town will accept qualification packets through 5:00 PM on March 29, 2021. E-mail subject line should state:

**“Request for Qualifications – Kernersville Recreation and Event Center  
Architectural and Engineering Services”**

The Town welcomes written questions by 1:00 PM by March 22, 2021, regarding this solicitation. Submit questions via email to:

Ernie Pages, Parks & Recreation Director

Email: [epages@toknc.com](mailto:epages@toknc.com)

### **QUALIFICATIONS**

Submissions should include information that relates directly to this project. A successful consultant must have the ability to implement the preferred design while fulfilling project goals and effectively addressing the interests and needs of the Town, while meeting established project deadlines.

Expertise required includes:

- A strong background in designing multipurpose facilities and gymnasiums. A history of previous designs constructed within provided budget estimates.
- The ability to foresee and effectively address potential issues and concerns.
- Licensure in the state of North Carolina for professional engineers, architects, and similar professional services in good professional standing.

Respondents should organize submissions in the following order:

- **Team experience and availability** – Include a brief summary of your firm, and key staff members, and experience in designing comparable projects. This section should include any previous experience working with the design and construction of gymnasiums, multipurpose facilities, community centers, as well as previous experience working with local government. Include examples of similar projects done by the project team, and a list of references.

**Note:** If a project team member, or subconsultant, makes a personnel change, or similar change of significance, *the firm must notify the Town as soon as possible.*

- **Team organization** – Provide an organizational flow chart of the project team, annotated with a description of relevant qualifications possessed by key personnel, for both in-house and sub-consultants. Identify the project lead and that person’s availability. Describe coordination and relationships with sub-consultants. Identify





## CALL TO ARCHITECTURAL FIRMS REQUEST FOR QUALIFICATIONS

---

minority and women owned firms.

- **Project Approach** – A statement of your firm’s project approach. Include potential challenges, and expected issues of concern. In addition, provide the answers to the following questions:
  - How would your firm further develop and bring to fruition the programming and conceptual design approved by the Town?
  - How does your firm consider operations and staffing needs when designing a community center?
  - How does your firm accelerate the design and construction process without sacrificing quality?
  - Given the approved project budget included in the Feasibility Study; how does your firm handle project cost control during design and during construction so that the Town’s budget expectations are met?
- **Legal History** – Produce a statement disclosing your firm’s history of litigation/disputes for the last 10 years including any pending litigation/arbitration disputes.

### **AWARD AND CONTRACT**

The Town may open submitted packets at any time after the submission deadline. The Town will evaluate all submissions, satisfying the requirements of this RFQ, to establish which applicant’s qualifications best fulfills the need of the Town. The Town anticipates entering into a contract with the selected firm to execute the proposed work. This RFQ, however, does not commit the Town to award a contract, nor pay any cost incurred by a firm in the preparation of the RFQ, or to contract for the goods and/or services offered. The Town reserves the right to accept, or reject, any and all qualifications received as the result of this request, to negotiate with all qualified firms, or to cancel this request for qualifications if it is in the best interest of the Town to do so.

A selection committee will review all submitted statements of qualifications and, based on the information presented, will rank the responsive statement of qualifications. The Town may compile a short list of agreeable firms for further consideration and an interview with the presentation committee.

After the selection of a firm, there will be a period of negotiation between the Town and the design team to better define, elaborate upon, and finalize the firm’s exact and final Scope of Work.

**Attachment:** Feasibility Study Presentation

