



## REQUEST FOR QUALIFICATIONS DESIGN SERVICES for CITY OF CONCORD CLEARWATER ARTIST STUDIOS

City of Concord will receive Qualification Statements from Architectural firms for the purposes of proving their capability to provide appropriate design services to renovate the lower level and future Pottery Building at Clearwater Artist Studios located at 223 Crowell Drive, Concord, NC 28025

**Submission Requirement:** The RFQ documents will be available on the City's website @ <http://www.concordnc.gov/Departments/Finance/Purchasing/RFPs-and-Bids>. Documents can be sent electronically or via mail. **(See insurance requirements on page 6)**

**Due Date: January 22, 2016 at 3:00pm EST** / The physical address is 35 Cabarrus Avenue West, Concord, NC 28025 (Planning and Neighborhood Development Office 1<sup>st</sup> Floor). The mailing address is P.O. Box 308, Concord, NC 28026.

Please submit your Qualification Statements with all of the requirements of this RFQ via mail or in person to:

**Attn: Alan Eudy**, Construction Coordinator  
City of Concord  
Planning and Neighborhood Development  
[eudya@concordnc.gov](mailto:eudya@concordnc.gov)  
704.920.5130

If you have any questions please contact Alan at the phone number or email listed above.

### **ATTACHMENTS**

- Attachment 1 – Areas 1-3
- Attachment 2 – Area 4
- Attachment 3 - Area 1 Conceptual
- Attachment 4 – Area 4 Conceptual

## **REQUEST FOR QUALIFICATION**

### **For Architectural Design Services Clearwater Artist Studios**

#### **Summary**

The City of Concord is soliciting proposals for Architectural services for a design package for Clearwater Artist Studios. The City's plans for this space include artists' studios, classroom space, sound studio, and possible café or brewery. It will be the responsibility of the successful firm to deliver a space/conceptual plan for two areas and full sets of construction plans to build out for two additional areas.

The scope of work for services required is described in this document. The firm selected for this project will report directly to the Community Development Construction Coordinator.

#### **BACKGROUND**

Clearwater Artist Studios is located in Gibson Village, a former textile neighborhood adjacent to Concord's Historic District and a half mile from downtown. The site was Concord's original water treatment plant in the early to mid-1900s, and was later used by the city's Electric Department until 2006. The site sat vacant until 2009 when the first artist began renting what is now the Water Works Building. Clearwater consists of three buildings and two parking lots on 3.79 acres. The buildings on site are named: Operations Building, Water Works Building, and Clear Well Building.

The City has already completed the first phase of the renovations to the Operations Building which includes 12 studios and 2000+ square feet gallery space. This Request for Qualification is seeking a qualified firm to provide design services and to complete construction documents for the rehabilitation of the lower level space totaling 4905 square feet into artist studios and a sound studio and a nearby 4,000+ building for pottery. Services are also being sought for conceptual drawings for possible café, restaurant or brewery.

The City will execute a contract with the qualified firm to provide the following (not listed in order of preference):

1. Conceptual plans and construction documents for the spaces as denoted below, incorporating the latest thinking in the field concerning office requirements.
  - a. **Area 1** (4905 square feet) –Construction plans and documents for bidding and construction
  - b. **Area 2** – (976 square feet) Conceptual Drawings
  - c. **Area 3** – (1790 square feet) Conceptual Drawings
  - d. **Area 4** - (4171 square feet) Construction plans and documents for bidding and construction

**SEE ATTACHMENTS 1-4 for more information about areas**

2. Preparation of necessary bid documents to be sent to construction firms for the project and attend a construction pre-bid meeting. Any bid clarifications as necessary should be included in the proposal.

5. Site inspections (mid-point & end of project) of the contractor and subcontractors during the construction phase.

6. Submit all plans and specifications to Cabarrus County and City of Concord for permitting and revise drawings to meet all governmental comments and revisions. Architect will be responsible for responding to all reviews and revise construction documents accordingly. If project is being bid during this period, issue required addendums to all bidders reflecting any Construction Document changes.

7. Final sign-off on the project

The existing facility will be available for inspection between the dates of **January 11<sup>th</sup>, January 12<sup>th</sup>, January 19<sup>th</sup>, & January 20<sup>th</sup>, 2016.** Please call Alan Eudy (704.920.5130) to make an appointment.

## **STATEMENT OF QUALIFICATIONS CONTENT**

Please provide the information requested below:

### **1. Company Information:**

- a. Name of firm
- b. Complete address
- c. Contact person
- d. Telephone number
- e. Website Address
- f. E-mail address

**2. General Statement of Qualifications** that responds to the project background information given above. As this project will consist of renovations to an existing building, please answer the questions providing information to support experience with design large commercial renovations. Please highlight any experience that includes the designing of artistic spaces or adaptive reuse of buildings.

### **3. Personnel**

- a. List the professional and support positions and number of personnel in each position.
- b. Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the project manager and project architects identified as part of the project team, provide the name and phone number of clients with whom the architect has worked on a similar building project.
- c. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.
- d. Please submit an Hourly Rate Schedule for personnel that will be working on the project.

### **4. Legal Concerns / Insurance Coverage**

- a. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company.

(See insurance requirements on page 6 for your review)

### **SPECIAL NOTES:**

#### **Submittal Validation Period**

Submittals shall be valid until the City of Concord has completed an award.

#### **Rejection of Submittals**

The City of Concord also reserves the right at its sole discretion to reject any or all submittals, without penalty, and to not issue a contract as a result of this request. Concord reserves the right at its sole discretion, to waive any irregularity contained in any submittal, to re-advertise for a new RFQ, and to extend the deadline for submission.

#### **Responsible Firm Evaluation**

The City of Concord shall only consider responsible firms whom, in the sole judgment of the City, have the experience, resources, skills, capacity, reliability, and business integrity necessary to perform the requirements of the contract. The City will consider references and other information available to the City whether specifically provided by the respondent or

otherwise. During the evaluation process the City may elect to entertain questions confidentially to preserve the trade or business practices of respondents.

**Costs to Submit**

The City of Concord will not be liable for any costs incurred by any respondent in preparation of a submittal in response to this request, in conduct of a presentation, or any other activities related to response to this RFQ.

**Disclosure and Disclaimer**

The RFQ is for informational purposes only. Any action taken by the City of Concord in response to RFQ submittals made pursuant to the RFQ, or in making any award or failing or refusing to make any award, shall be without any liability or obligation on the part of the City or any of its officers, employee or advisors.

The RFQ is being provided by the City without any warranty or representation, expressed or implied, as to its content, accuracy, or completeness. Any reliance on the information contained in the RFQ, or on any communications with the City or City officials or employees, shall be at the developer's own risk. Firms should rely exclusively on their own investigations, interpretations and analysis in connection with this matter. The RFQ is made subject to correction of errors, omissions, or withdrawal without notice. The RFQ does not constitute an offer by the City. The City's determination as to the qualifications and acceptability of any party or parties submitting in response to the RFP shall be made at the sole discretion of the City.

## INSURANCE REQUIREMENTS

<u>Coverage</u>	<u>Minimum Limits</u>
Workers' Compensation	\$100,000 each accident \$100,000 bodily injury by disease each employee \$500,000 bodily injury by disease policy limit
General Liability	\$1,000,000 per occurrence regardless of the contract size.
Automobile Liability	\$1,000,000 per occurrence regardless of the contract size.
Umbrella	\$1,000,000 per occurrence if contract does not exceed 180 days and does not exceed \$500,000; otherwise,  \$2,000,000 per occurrence

Professional Liability insurance policy limit requirements shall be based on the total amount of compensation to be paid to Contractor, and on a determination by the City of whether the services provided are for hazardous or non-hazardous activities. The required limits are:

For Non-Hazardous Activities:      \$1,000,000 per claim / \$1,000,000 annual aggregate.

For Hazardous Activities:      **For contracts less than \$100,000:**  
\$2,000,000 per claim / \$2,000,000 annual aggregate

**For contracts over \$100,000:**  
\$5,000,000 per claim / \$5,000,000 annual aggregate

Note: If a contractor's professional liability coverage is included under the umbrella coverage, the contractor is required to submit their schedule of underlying policies listed on their umbrella policy. In addition, the professional liability coverage limits should be listed separately on the Certificate of Insurance.