



**Request for Statement of Qualifications
for
PROFESSIONAL SERVICES FOR RENOVATIONS TO THE
OUTER BANKS VISITORS BUREAU OFFICES**

Date: February 18, 2019

**Submittal deadline:
March 15, 2019, 4:00 PM, Local Time**

Prepared By:

Diane Bognich
Outer Banks Visitors Bureau
1 Visitors Center Circle
Manteo, NC 27954
252-473-2138
www.outerbanks.org

SECTION I - GENERAL INFORMATION FOR PROPOSERS

A. PROJECT DESCRIPTION

A. Name or Title of Project

Renovations to the Outer Banks Visitors Bureau offices

B. Project Location(s):

Outer Banks Visitors Bureau
1 Visitors Center Circle
Manteo, North Carolina 27954

C. Project Overview:

The Outer Banks Visitors Bureau is requesting a statement of qualifications for professional services related to the design and construction of renovations to the Outer Banks Visitor Bureau's Marketing Department. The building was designed and constructed in 2002/2003 to serve as a centralized location for the administrative activities of the Outer Banks Visitors Bureau.

The Marketing Department is located just inside the main floor of the building. Currently, there are five cubicle style workspaces, an open meeting area and a computer server room. The scope of services shall provide the necessary design, construction procurement, and construction administration services to analyze and remodel the work area for additional office space and to ventilate the computer server room as described in Section B. The scope will also include analyzing the existing unenclosed areas to implement additional filing and storage solutions.

Demonstrated capability of the firm to perform all of the work elements, review of comparable work and references, timely mobilization of staff and equipment, schedule for completion of services will be considered. The selected firm will be notified of award within a two week period following the Board approval of award.

D. Contact for Information:

Diane Bognich, Director of Administration
Outer Banks Visitors Bureau
1 Visitors Center Circle
Manteo, North Carolina 27954
Telephone (252) 473-2138
Email: bognich@outerbanks.org

E. Deadline:

Receipt of Submissions: 4:00 P.M., March 15, 2019

Submissions will not be accepted or considered after 4:00 P.M. on the closing date. Submissions received after the deadline will be returned unopened.

F. Statement of Qualifications Submission:

All submissions must be received in an appropriately marked and sealed envelope or package at the Outer Banks Visitors Bureau, 1 Visitors Center Circle, Manteo, NC 27954. Submissions in the form of emails, telegrams, telephone calls, facsimiles or telex messages will not be accepted. Each submission shall be signed by an official authorized to bind the vendor.

The outside of the envelope shall additionally be identified as follows:

- Outer Banks Visitors Bureau Office Renovations.
- The envelope shall be marked on its face with the name of the person, firm or corporation submitting.

Proposers shall submit two (2) original sets of the Statement of Qualifications in a sealed opaque envelope marked as noted above and may be submitted in person or by mail. All Respondents shall provide the following information:

1. A Cover Letter/Transmittal. Introductory letter including confirmation of willingness to execute and meet all of the requirements as described hereon.
2. Firm's general background and experience with government organizations or related entities
3. A detailed listing of similar project experience, including a minimum of three similar projects and brief descriptions of same; and a minimum of three client references from projects of a similar size and scope.
4. Names, qualifications and expertise of individuals who will be assigned the responsibility of working directly with the Bureau.
5. Schedule. Provide the project team's current workload, proposed process, and project schedule.
6. Approach or methodology to accomplish project objectives.

G. Award:

The Bureau intends to enter into a contract as soon as practicable after receipt of offeror's submittals. The award of a contract shall be at the sole discretion of the Bureau. Award will be made to the offeror whose qualifications is determined to be most advantageous to the Bureau, taking into consideration the evaluation factors set forth in, Section D. "Criteria for Statement of Qualification Evaluations." The Bureau reserves the right to accept or reject any or all submissions in whole or in part and to waive informalities.

H. Disposition of Submissions:

All materials submitted in response to this RFQ will become the property of the Bureau. One (1) copy of each submission shall be retained for official files and will become a public record after the award and open to public inspection.

L. Laws and Regulations:

This procurement shall be governed by the NCGS and the Code, Policies and Procedures of the Outer Banks Visitors Bureau.

B. STATEMENT OF WORK

The intent of this RFQ is to have the firms under consideration specifically address the services required. The owner is looking for a "turnkey" approach, where the firm(s) will provide the following (not listed in order of preference):

1. A review of the existing building system plans as a means to generate project design baseline information, design parameters, and determine alternative means and methods.
2. Meet with staff to discuss project objectives and outline project alternatives.
3. Recommendations relative to the installation of different building systems (e.g., electrical, lighting, plumbing, mechanical, etc.).
4. Detailed engineering and construction drawings that will serve as the basis for permitting, bidding and construction by a licensed general contractor.
5. Assistance with selection of construction firms that should be given an opportunity to bid on the project based on their reputation for quality, their experience (previous governmental projects are given specific attention), their reputation for on-time and on-budget performance, and their financial credibility.
6. Preparation of necessary bid documents to be sent to construction firms for the project.
7. Review of the bids received to assess the relative merits of each and assist the owner in awarding the contract.
8. Regular site observations of the contractor and subcontractors during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
9. Assistance, where necessary, with the government approval process (i.e., permits).
10. Final sign-off on the project, assuring that the final project represents what was originally captured in the working drawings.
11. This project is expected to be substantially completed by August 30, 2019.
12. The existing facility will be available for inspection between the dates of March 1, 2019 and March 8, 2019. Please call to make an appointment.

In general, the anticipated scope of construction work may consist of, but not be limited to the following items;

1. Redesign for up to 7 cubicle or office areas.
2. Relocate/locate mechanical systems according to new partitioned spaces.
3. Provide code compliant electrical systems in each partitioned space to include surface mounted light fixtures w/ circuits, receptacles, and switches.
4. Demolition of cabinets/countertop spaces to provide space for identified filing and storage infrastructure.
5. Construct or provide ventilation for the server room.

C. GENERAL CONTRACTUAL CONDITIONS:

- A. The selected firm shall certify that it has no knowledge of any circumstances which will cause a conflict of interest in providing professional services; and that no contingent fees have been paid for soliciting or securing this contract.
- B. Each firm or individual submitting a response shall include a certification that it does not discriminate on any basis prohibited by applicable Federal or State law in employment or provision of services.
- C. The selected firm(s) shall at its own cost and expense maintain General Liability and Worker's Compensation Insurance as required by the State of North Carolina covering each of the persons employed by it in the operation of this contract and keep the insurance in force during the term of this contract. The successful Offeror(s) shall maintain and provide the Bureau with certificates of Professional Liability Insurance and Commercial General Liability and Insurance with the minimum policy limits;
 - a. Commercial General Liability: **\$500,000** Combined Single Limits (CSL) covering bodily injury and property damages
 - b. Professional Liability (errors and omissions) insurance on an occurrence basis is preferred, covering work done or to be done by or on behalf of the Architect/Engineer and providing insurance for professional liability in the amount of **\$300,000.00** annual aggregate
- D. The successful Offeror(s) shall defend, indemnify, and hold harmless the Bureau, its officers, employees, agents, and representatives from any and all liability or loss of any nature whatsoever arising out of or relating to the Offeror(s)'s operations under the Statement of Work and any contract entered into including, without limiting the generality of the foregoing coverage, any act or omission of the Offeror(s), its agents, servants, employees, or invitees in the execution of performance of said contract.

D. SELECTION CRITERIA FOR SUBMISSION EVALUATIONS

All submissions shall be initially reviewed to determine if they are responsive to the submission requirements. Those not meeting the minimum requirements set forth herein will be deemed non-responsive, and will not be subject to further review.

The responsive submissions shall be evaluated and ranked in accordance with the following criteria;

The selection committee will review all RFQ submittals in accordance with the following criteria:

1. Quality of response to the Request for Qualifications (10%).
2. Approach and methodology to how consultant will meet the Bureau's objectives for the project (20%).
3. Consultant's capabilities: Technical and field capabilities to perform the specified work within this RFQ (25%)

4. Satisfactory performance of similar services for projects of comparable size and complexity (25%).
5. Schedule: Individual/Firm's current workload, timeliness and proven ability to complete projects within completed date (20%).

Demonstrated capability of the firm(s) to perform all of the work elements, review of comparable work and references, timely mobilization of staff and equipment, schedule for completion of services will be considered.

The funding award for these services and project shall be made at the sole discretion of the Executive Director and/or the Dare County Tourism Board. The Bureau is under no obligation to select any presented submissions. The Bureau reserves the right to request additional information from all applicants. In the selection of the top respondent, the Bureau reserves the right to engage in an interview process to obtain additional information that will be used during the selection process. The Bureau reserves the right to reject any and all submissions, waive any informalities and to negotiate portions thereof.

There is no expressed or implied obligation for the Bureau to reimburse responding firms for any expense incurred in preparing or responding in any informality or reject all qualifications submitted.

All offerors responses to the RFQ shall remain valid for a period of not less than ninety (90) calendar days from the due date of this RFQ.

A submission indicates acceptance by the proposer of the terms, conditions and requirements described in this RFQ unless clearly and specifically noted in the submittal.

Submissions should be prepared simply and economically, providing a straightforward, concise delineation of the capabilities of their offering.

Qualifications will be reviewed by staff and a selection made based upon the most qualified competitor, subject to negotiation of fair and reasonable compensation. If efforts to negotiate a fair and reasonable fee are unsuccessful with the most qualified firm(s), negotiations will cease with that firm and begin with the second ranked firm. If the Bureau is unable to negotiate a satisfactory agreement with the selected firms, the Bureau will select additional firm(s) in order of their competence and qualifications and continue negotiations until a satisfactory agreement has been reached and approved by the Bureau.