



Request for Qualifications for Professional Services

On-Call Consultant for Architectural & Engineering Design Services

Gastonia, North Carolina

January 9, 2025

I. INTRODUCTION / BACKGROUND

The City of Gastonia, North Carolina (the City) is seeking proposals from qualified consultants to provide on-call Professional Services for Architectural & Engineering Design for a period of three (3) years with a renewal option not to exceed an additional two (2) year period, at the sole discretion of the City. Professional firms shall possess the proper licensure and experience to perform such services. The need for a service will be determined by City Staff from each application. Services will be completed according to any City of Gastonia Architectural & Engineering Design Service Ordinances.

NOTE: Applicants do not need to be able to provide every possible Architectural & Engineering Design Service. Please clarify in your submittal the range of services your firm can provide.

II. PROPOSED SCOPE OF SERVICES

This is an on-call RFQ and no projects have been identified. When project(s) are identified, it is anticipated that the successful firm and the City will work together to develop a more detailed scope of work including fees, specific project goals, and schedule milestones.

Periodically, there is a need for on-call assistance with parts or all of varying City Projects including but not limited to, development design, ADA improvements, and/or facility design/upgrades. On-call needs may include design assistance on portions of projects, schematic development, cost estimating, and/or full design. Applicants will coordinate the development of the services with the Applicants, City of Gastonia Staff, and others, as needed. Projects will vary in nature depending upon the needs at any given time.

III. GENERAL SUBMITTAL REQUIREMENTS AND INFORMATION

The City invites all interested and qualified firms to submit qualifications statements in accordance with the following requirements. At a minimum, the following information should be included in the response to this RFQ. This outline is not all-inclusive and respondents can provide additional information as deemed appropriate.

Introductory Letter:

- a) Name of firm,
- b) Primary contact person and their contact information,
- c) Firm's contact information (i.e., phone, facsimile, email, etc.),
- d) Why the City of Gastonia should select your firm for this work, and indicate if firm is licensed.

Project Team(s):

Provide an Organization Chart of the project team specifying the dedicated Project Manager, key personnel, and sub-consultants assigned to the team and the availability of backup personnel that will support this Project over duration. Include office location in which each individual is located. Provide a statement indicating how the work described in this RFQ will fit into the total workload of the firm.

Qualifications and Experience:

Provide a summary of at least five (5) projects similar to those that may be identified under this on-call contract. Please only include projects within the last five (5) years for which the Consultant was primarily responsible. Each of the project summaries shall include the following:

- a) Description of the project including size and scope. Please indicate if the project was publicly funded.
- b) Description of services rendered by the Consultant.
- c) Key staff involved, along with their assigned responsibilities.
- d) Project duration.
- e) Project references including names, addresses, telephone numbers, and email.

Understanding the Scope of Work Statement:

Respondents must include their details regarding the specific methodologies and approaches to the fulfilling the scope of work. Indicate any work or resources that are to be subcontracted or assume to be provided by the City. Include your firm’s approaches to quality assurance/quality control. Share with us any unique perspectives or innovative methods your firm has implemented in developing the applicable Services.

Project Schedule:

Provide an explanation on how your firm determines project schedule for a normal Architectural & Engineering Design service requests and what methods your firm uses to ensure schedule is met.

Identification of Lawsuits and Administrative Claims/Fine:

Consultants must identify all lawsuits, administrative claims, or fine proceedings Consultant has been a party to in the past five (5) years. Include any fines levied by any governmental unit relating to the proposed work in this RFQ such as fines from the EEOC, Department of Labor or other unit of government.

IV. SUBMITTAL SCHEDULE

Pursuant to North Carolina General Statute 143-64.31, the City of Gastonia uses a “qualifications-based” selection process without consideration of fee proposals in the initial stage for selecting consultants. Interested firms should submit a full completed RFQ proposal package as outlined herein no later than **5:00pm on Thursday, February 6, 2025**.

Please provide an electronic copy (.PDF) of the proposal package to Allen Cottingham via email at Allen.Cottingham@GastoniaNC.gov

Each respondent is responsible for the timely delivery of its proposal package. A confirmation email will be sent upon receipt of the proposal package. No proposal will be accepted after the deadline noted above; any submittals received after this time will not be considered. The City reserves the right to cancel this RFQ for any reason without any liability or to waive any irregularities at their discretion. **Please note that the overall Statement of Qualifications / Proposal should be limited to a maximum of 15 pages including the cover and back pages.**

Anticipated Schedule for Selection:

RFQ released – January 9, 2025

Deadline to submit questions (in writing via email)– January 30, 2025

RFQ response deadline – February 6, 2025

RFQ review & evaluation – February 13, 2025

Interviews (if desired by City) – February 20, 2025

Anticipated Selection – February 27, 2025

V. EVALUATION CRITERIA

The City of Gastonia reserves the right to obtain clarification of any point in a firm’s proposal or to obtain additional information and may include interviews with selected short-listed firms.

A qualification based selection process, administered by our selection committee, will be used to determine firms to whom on-call professional services agreement contracts will be awarded. Qualifications considered will include those listed below.

- Available Range of Architectural & Engineering Design Services (20%)
- Demonstrated Firm/Staff Experience and Capabilities in Key Areas (20%)
- Firm has previously performed acceptable work for the City of Gastonia or other local municipalities. (20%)
- Applicable Project History with the City of Gastonia or other local municipalities. (20%)
- Proximity of the Firm and Key Team Members to the City of Gastonia (20%)

Contact Information:

Any questions should be directed to Allen Cottingham via email at

Allen.Cottingham@GastoniaNC.gov

VI. ADDITIONAL INFORMATION

- **Public Records:**
Upon receipt by the City, all proposal packages are considered a public record except for material that qualifies as “Trade Secret” information under North Carolina General Statute 66-152.
- **Clarification of Submittal:**
The City reserves the right to obtain clarification of any point in a firm’s proposal or to obtain additional information.
- **Conditions and Reservations:**
The City reserves the right to reject any and all responses to the RFQ, or to accept any RFQ response deemed to be in the best interest of the City. The City reserves the right to waive technicalities and informalities. A response to this RFQ should

not be construed as a contract, nor indicate a commitment of any kind by the City. The response does not commit the City to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the City unless the City and your firm execute a contract.