



REQUEST FOR QUALIFICATIONS

Architectural services for Camp Hope

Town of Canton

Summary: The Town of Canton (Town) is requesting Statements of Qualifications from interested architectural firms for planning, design, and construction management services related to its Camp Hope facilities as detailed in the Scope of Work section below.

Direct Inquiries To: Lisa Stinnett, Canton Interim Town Manager
lstinnett@cantonnc.com

Proposal Deadline: 2 p.m. on the 11th day of September 2024

Delivery of Submissions:

Physical Address:

Town of Canton Town Hall
85 Summer Street
Canton, NC 28716

Background

On August 17, 2021, flooding from the remnants of Tropical Storm Fred caused tremendous damage throughout the entire Town of Canton, affecting multiple municipal facilities, critical Town infrastructure, numerous businesses, and dozens of homes. The Federal Emergency Management Agency (FEMA) issued a Major Disaster declaration on September 8, 2021, making federal assistance for repair or replacement of the Town's infrastructure available through FEMA's Public Assistance Program. The Armory and Colonial Theater, both listed on the register of historic structures, were among the facilities most impacted.

The Town is seeking professional assistance to floodproof, repair and replace, and elevate various cabins within the bounds of Camp Hope located at 312 Camp Hope Road, Canton, NC (See Figure 1).

Introduction and Project Details

The Town of Canton, NC ("Town") is seeking qualifications statements from a qualified firm to complete planning, architectural design, bidding and construction administration services for Camp Hope.

If the construction manager at risk project delivery method is chosen by the Town, the successful firm may be asked to work in coordination with a Construction Manager. It is the intent of the Town to select the most qualified firm based on demonstrated competence and qualification for requested services. Firms interested in performing these services must exhibit relevant experience with this type of work, as outlined below and should emphasize both the experience and capability of the personnel who will perform the work.

Related Services

Referencing Figure 1 below, Cabins #6, #7 and the Bath House were demolished post TS Fred. These buildings will be reconstructed as wood structures and elevated on treated wood piles or concrete blocks. Cabins #1, #2, #5, and #8 (existing wood structures) will be elevated on treated wooden piles and buried spread footings. The remaining existing stone cabins (#3 and #4) will have dry floodproofing installed as a mitigation measure (exterior flood barrier system at each building opening below the flood protection elevation). The dry-floodproofing methods shall be consistent with Floodproofing Non-Residential Buildings July 2021, FEMA P-936 and meet the requirements for the Design and Certification of Dry Floodproofed Non-Residential and Mixed-Use Buildings, January 2021, NFIP Technical Bulletin #3. FEMA has obligated this as a "large" project and allocated \$511,313.62 which is inclusive of cost escalation factor (CEF) and mitigation. Restoration of the Bath House will be funded by the Town.



Figure 1

Scope of Work

The architect shall:

1. Compile and evaluate existing information regarding the project site, including solicitation of input from Town Staff.
2. Develop preliminary concepts plans for floodproofing, repair and replacement, and elevation of various cabins within the bounds of Camp Hope for review by the Town (See Exhibit 1). Please note that the Architect may require the following subconsultant services:

- a. Structural engineering
 - b. Geotechnical testing/engineering
3. Prepare and submit design plans to the Town's review team.
4. Attend and prepare presentation materials for public meetings, if requested.
5. Confirm all proposed repairs meet applicable codes and standards.
6. Coordinate with the Town's flood mitigation consultant (McGill Associates, PA) regarding criteria for the selected flood protection system.
7. Perform all necessary coordination with the Town, Haywood County, NCDOT, utility providers, and any other authorities having jurisdiction.
8. Provide schematic design, design development, construction documents, bid documents, specifications, design reports, geotechnical and/or environmental reports, and other documents as required.
9. Obtain all necessary permits required to construct the project.
10. Prepare comprehensive construction cost estimates throughout the design. FEMA reimbursable cost elements shall be tracked separately during design and construction and shall be prepared consistent with line-item allocations from the Project Report and associated Damage Dimension and Description documents prepared by FEMA. These documents will be provided to the selected provider.
11. Provide construction administration services, including but not limited to, advertising, bidding, construction observation, negotiating change orders, reviewing and approving pay applications (including FEMA and non-FEMA costs elements), reviewing and approving submittals, coordinating and leading progress meetings, developing punch lists, developing as-built drawings, and contract closeout. The Town may also require respondents to provide a breakdown of daily staff time for this project along with detailed descriptions of tasks performed for use in architectural costs reimbursement requests to FEMA.

The Town has a Master Plan (including Camp Hope) that was prepared by Clemson University. The Town will make this available to the selected Architect as part of the project.

Schedule

While there is no specific deadline established by FEMA, the completion of repair activities at Camp Hope has been identified as a top priority by the Town Board of Aldermen. Therefore, the Architect should develop an aggressive schedule for completion of this project. Anticipated timelines include completion of design and permitting within six months from notice to proceed, three months bid award and completion of construction within six months.

**Exhibit 1
Camp Hope Repairs**

i. Exterior:

- a. All new building construction shall meet current building code requirements and shall be ADA accessible.
- b. Cabins #6, #7 and the Bath House shall have a wooden exterior and appurtenances consistent with the character of the existing camp structures.
- c. Confirm remaining concrete slabs for Cabins #6, #7 and the Bath House are structurally sufficient as foundations for new construction of elevated buildings.
- d. Connect new buildings and elevated existing buildings to existing utilities.
- e. Finished floors shall be constructed to meet the minimum flood protection elevations noted below (FPE includes at least 1 foot freeboard per Town’s Floodplain Ordinance):

Structure	Minimum FF FPE
Cabin 1 (approx. 600 sf existing)	3158.5
Cabin 2 (approx. 600 sf existing)	3157.5
Cabin 5 (approx. 720 sf existing)	3153.0
Cabin 6 (approx. 720 sf new building construction)	3152.0
Cabin 7 (approx. 1180 sf Office - new building construction – includes A/C unit)	3152.0
Cabin 8 (approx. 1180 sf existing)	3148.5
Bath House (approx. 700 sf new building construction - Non-FEMA)	3152.0

- f. Floodproofing protection shall be constructed to meet the minimum flood protection elevations noted below (FPE includes at least 1 foot freeboard per Town’s Floodplain Ordinance):

Structure	Minimum FF FPE
Cabin 3 (approx. 600 sf existing)	3155.7
Cabin 4 (approx. 600 sf existing)	3154.7

Floodproofing shall be provided for all building entry points and utility entry points below the above noted elevations. Provide backflow prevention for sewer pipes.

ii. Interior:

- a. All new interior building construction shall meet current building code requirements and shall be ADA accessible.

- b. Interior finishes for cabins #6, #7 and the Bath House shall be consistent with the character of the other existing camp structures.
- c. The interior layout of Cabin #6 shall be similar to existing Cabin #5 including an open bunk room, a kitchenette and a bathroom. A 40-gallon electric water heater shall also be provided.
- d. The interior layout of cabin #7 shall be suitable for use as an office including three fully enclosed rooms, a kitchenette and a bathroom. A 40-gallon electric water heater and forced heat and air conditioning shall also be provided.
- e. The Bath House interior layout shall provide six separate shower stalls, 2 bathrooms and a common dressing room with six lockers. An 80-gallon electric water heater shall also be provided.

Submittal Instructions and Requirements

Instructions

Interested firms are invited to submit their qualifications for consideration. The submittal should contain at a minimum, the information requested in "Submittal Requirements" below. Submittal packages are limited to 10 pages. Firms shall **submit one (1) electronic PDF copy of the completed proposal via email** or hand delivery, addressed to Nick Scheuer, Town Manager, no later than **2 p.m. on the 11th day of September 2024**, to:

Lisa Stinnett, Interim Town Manager

lstinnett@cantonnc.com

Town of Canton
85 Summer Street
Canton, NC 28716

The submittal deadline is absolute. Prospective firms and individuals must ensure the Statement of Qualifications is received by the due date and time. Late submittals will not be considered. Statements of Qualifications received after the due date and time will not be accepted or considered and will be returned to the sender without review.

The RFQ may be downloaded from the Town of Canton's web page. Note that failure to notify the town that you have downloaded an RFQ will preclude you from receiving updates or amendments, if issued.

RFQ Questions

Questions regarding this RFQ may be directed to Lisa Stinnett, Interim Town Manager, lstinnett@cantonnc.com. Questions and responses will be posted to the town's website. The deadline to **receive questions regarding the RFQ is close of business September 4, 2024**, and final responses will be posted by September 6, 2024.

Non-Mandatory Pre-Proposal Meeting

N/A

Submittal Requirements

At a minimum, all interested firms are required to submit a statement of qualifications and experience containing the following information:

1. **Cover Letter.** A signed cover letter from a principal in the firm expressing interest in the project and certifying that sufficient resources in personnel, equipment, and time are available and can be committed to this project.
2. **Summary.** A summary should provide a brief but thorough overview of how your firm can provide design services to the Town. Include an introductory statement and a summary of your firm's experience with the work described above. Provide firm name, address, telephone number, email address, and contact person(s). Provide the year in which firm was established and any former names under which the firm operated, if applicable.
3. **Capacity.** Provide a complete description of project staff in the form of a graphic organizational chart and a staffing summary that addresses individual roles and responsibilities on these projects. Identify the Project Manager(s) and key staff proposed for these projects. The Project Manager(s) should have extensive experience in related work to these projects, both in scope and extent. A resume of each member of the team is necessary and should detail relevant experience, length of service with the firm and job duties during his/her tenure, educational background, and professional background.
4. **Experience.** Provide a list of a minimum of three (3) projects of similar size and scope completed by the firm within the past ten (10) years. This shall list the following as a minimum:
 - a. Owner's name and contact information (mailing address, email addresses and phone numbers).
 - b. Name, location, and detailed description of the project.
 - c. Design and construction cost of each project and number of change orders, including monetary impact of each.
 - d. Summary of project actual costs compared to original and revised project budget(s)/estimate(s).
 - e. Project start and completion dates.
 - f. Project staff and their role(s).
5. **Schedule.** Provide a proposed schedule for the project highlighting any specific anticipated involvement from the Town.
6. **References.** Provide at least three (3) references that the Town may contact to verify your qualifications, experience and involvement in the stated activities and projects. Job title, telephone numbers, e-mail address and a physical address for each reference listed should be included in your statement of qualifications.

The Town of Canton accepts no responsibility for any expense related to preparation or delivery of qualification statements.

It is the policy of the Town of Canton that all original documents, reports, studies and other data produced as a direct result of the services performed under the contract shall become the property of the Town of Canton. Any copyright of material produced, and data compiled as a result of the services performed by the successful firm(s) shall be in the Town of Canton's name. Where licensed material is incorporated as an integral component of the services provided the firm shall register the Town as a licensed user and shall provide the Town with one complete copy of the licensed material.

Per N.C. General Statute 143-64.31, Selection of a firm shall include the use of good faith efforts by the public entity to notify minority firms of the opportunity to submit qualifications for consideration by the public entity. It is the practice of the Town to make a good faith effort to procure the submission of proposals by historically underutilized businesses as part of the selection process. The Town seeks to provide all persons and businesses a fair and equal opportunity to participate in all aspects of its contracting and procurement programs and to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities. The Town of Canton is an Equal Employment Opportunity Employer.

Selection Procedure

In order to be considered for this project firms must meet the following criteria:

- Firm must be properly registered with the Office of the Secretary of State of North Carolina;
- Firm must be properly registered with the North Carolina Board of Registration for Professional Architect; and
- Firm must employ at least one (1) North Carolina Registered Professional Architect in responsible charge of the work anticipated as a result of this solicitation.

Evaluation Criteria

The following criteria will be utilized to select a firm for this project:

Evaluation Criteria	Possible Points
Understanding of the Town’s required tasks and needs as demonstrated in the qualifications statement	25
Experience with similar projects comparable in type, size, and complexity	25
Qualifications of the staff assigned to perform the work with this project	25
Demonstrated ability of the Consultant to perform high quality work, control costs, and meet project schedules	25
POINT TOTAL	100

Additional Information

Public Records

Upon receipt by the Town of Canton, your Qualifications Package is considered a public record except from material that qualifies as “Trade Secret” information under N.C. General Statute 66-152 and 132-1.2. Your Qualifications Package will be reviewed by the Selection Committee, as well as other staff and members of the general public who submit a public record request. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: any trade secrets submitted by a firm should be marked “Trade Secret – Confidential and

Proprietary Information- Do not disclose Except for the Purpose of Evaluating this Qualifications Package,” on each page of the trade secret materials contained.

In submitting a Qualifications Package, each firm agrees that the Town of Canton may reveal any trade secret materials contained in such response to all staff and town officials involved in the selection process and to any outside consultant or other third parties who serve on the Selection Committee. Furthermore, each firm agrees to indemnify and hold harmless the town and each of its officers, employees and agents from costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Qualifications Package as a trade secret may be disqualified from the selection process.

Conditions, Clarifications and Reservations

The town reserves the sole discretion and right to (1) reject any or all responses, (2) waive informalities in a response, (3) select a firm that has submitted a fully responsive Statement of Qualifications and who is determined by the town to be a professional, qualified firm to be in the best interest of the town, or (4) take whatever action or make whatever decision it determines to be appropriate. The Town of Canton assumes no obligation in this general solicitation of Statements of Qualifications and all costs and expenses of responding to this RFQ shall be borne by the interested firms or individuals.