

**Town of Canton**  
Planning Department  
85 Summer Street, Canton, North Carolina 28716

## Request for Qualifications (RFQ)

RFQ#: TOC-2024-RTG-001

Date of Issue: ~~August 2, 2024~~ **January 21, 2025**

### **225 Park Street: Building Retrofit and Floodproofing**

The Town of Canton, North Carolina (the “Town”) is seeking statements of qualifications (“SOQ”) from any interested party (the “Design-Builder”) for design / engineering, demolition, and construction services (“Services”) relating to the project titled: “225 Park Street: Building Retrofit and Floodproofing” (the “Project”).

The complete RFQ package will be available to view and download on the Town of Canton website at the following address: <https://www.cantonnc.com/rfqs-rfps-bids/>

**Submittals will be received at the Town of Canton’s Temporary Town Hall** (85 Summer Street, Canton, North Carolina 28716) **until 2:00pm EST on ~~September 4th, 2024~~ February 4th, 2025**. SOQ packages must be delivered in a physical sealed envelope containing: one (1) bounded hard copy print copy AND one (1) digital PDF file saved on an external thumb drive. Submittals received not containing these required contents and/or received after this date and time will not be opened.

Please reference the RFQ# (TOC-2024-RTG-001) on the front of the sealed envelope, with attention to: Byron Hickox, Town of Canton Planning Director.

~~Candidates are also invited to attend an optional pre-submittal meeting on Wednesday, August 14th, 2024 from 1:00pm — 2:00pm EST at the Project Site (225 Park Street, Canton, North Carolina 28716). This meeting will include: (a) a brief overview of the information presented in this RFQ package; and (b) a site walk with local officials and other members of the project team. If planning to attend the pre-submittal meeting, please RSVP via the email addresses provided below by August 12th, 2024 at 6:00pm EST.~~

CONTACT INFORMATION

Please direct questions and inquiries pertaining to this RFQ to the following email addresses:

**Project Manager**

Byron Hickox, Town of Canton Planning Director

phone: 828-648-2363

email: Bhickox@cantonnc.com

cc: Leslie Bartlebaugh (email: leslie\_bartlebaugh@ncsu.edu)

## GENERAL DESCRIPTION OF WORK

### Project Title

225 Park Street: Building Retrofit and Floodproofing

### Project Location

The Project Site is located within: (i) the Town of Canton's downtown business district; and (ii) the regulatory floodplain of the Pigeon River. The Project Site is bordered by the Park Street right-of-way to the north, Sorrell Street Park to the west, and privately-owned commercial properties to the south and east.

### Background

The Town of Canton is actively grappling with the dual threats of increased environmental risks associated with flooding (e.g., Tropical Storm Fred in August 2021 and Hurricane Helene in September 2024), and more recently, elevated economic distress due to the abrupt closure of the area's major employer, the Pactiv-Evergreen Paper Mill (effectively laying off 1,050 employees in June 2023). Long synonymous with its unique relationship to the Pigeon River and circa-1880 downtown paper mill, the changing dynamics of the community's association with these resources has propelled local leadership to initiate efforts that will reshape and revitalize Canton's downtown core by: (a) highlighting the Pigeon River as an asset; (b) promoting outdoor recreation as an economic driver; and (c) building long-term solutions to better withstand future flood events.

One of these resilience-building efforts is the retrofit and floodproofing of the 225 Park Street building. Formerly the site of an A&P Grocery Store, the Town of Canton purchased the property following Tropical Storm Fred with the intent to revitalize the structure into a public space that could host a range of community events (e.g., farmer's markets, holiday celebrations, etc.). The Town of Canton was recently awarded a Rural Transformation Grant (RTG) to support the floodproofing and renovation of the existing structure at 225 Park Street, in conformance with a preliminary assessment and conceptual design completed by the NC State University Coastal Dynamics Design Lab (see 'Attachment A').

### Project Description

The primary aim of the project is to renovate the existing structure at 225 Park Street into a floodable, public-use facility. To achieve this, the project proposes a combination of improvements that will: (a) minimize damages from future flood events (e.g., installation of flood vents, elevated utilities, etc.); and/or (b) accommodate desired community functions (e.g., installation of roll-up garage doors, lighting fixtures, temporary restroom facilities, etc.).

To complete the project, the Town of Canton seeks to work with a "Design-Builder" to deliver the full scope of services (i.e., design through construction) within a pre-determined timeline and budget.

## Summary of Project Goals

The following goals are associated with the renovation of the 225 Park Street building:

1. Convert an otherwise vacant space into a community asset.
2. Design a facility renovation that minimizes potential damages from future flood events.
3. Design a facility renovation that responds to the Town's maintenance resources by minimizing long-term operating and maintenance cost.
4. Complete the project in a timely fashion without undue delays and within the Town's funding resources available for the Project.

## Data Availability

The Town will provide the pertinent data (including raw data referenced in 'Attachment A'), to the selected RFQ respondent upon initiation of work on the Project.

## Attachments

1. Attachment A: "Property Information + Existing Conditions + Preliminary Design"

## PROJECT DELIVERY

The Project will be completed using a "Design-Build" delivery format. As such, when the design documents are at a stage of completion previously agreed to by both the Town and the selected Design-Builder, the Design-Builder shall submit a Construction Documentation Set ("CD Set") and Guaranteed Maximum Price ("GMP") to the Town. The CD Set and GMP are to include the following information, at minimum: (a) all applicable sheets and information to be included in the final Construction Documentation drawing and specification set; (b) a detailed Cost of Work breakdown for the GMP, with subtotals defined by each subcontract, trade, or bid division; (c) the Design-Builder's Contingency for the Work; (d) the Design-Builder's Staffing Cost; (e) General Conditions Cost; and (f) the Design-Builder's Overhead and Profit (i.e., fee). Any work to be self-performed or subcontracted by the Design-Builder shall be pre-approved by The Town in all circumstances.

Once the CD Set and GMP have been approved by the Town, the Design-Builder, through the A/E, shall proceed to complete any remaining construction documentation and permitting actions necessary to ready the project for construction. The Town reserves the right to request design revisions, in congruence with the aforementioned design intent of the Project, up to and through final issuance of a formal Notice to Proceed ("NTP") for construction. Once a NTP is issued, the Design-Builder shall construct the Project in accordance with the final approved CD Set and GMP.

Throughout the project delivery sequence, the Design-Builder shall work cooperatively with the Town and the NC State University Coastal Dynamics Design Lab ("CDDL") to provide, as part of design / engineering services: progress drawings, project status reports / updates, invoices, and other requested material, as needed, per Town and grantor specifications.

## PROJECT SCOPE, BUDGET, AND SCHEDULE

The complete scope of services and associated deliverables sought for the Project are included below, and are organized by the following Task categories: (1) Architectural Design / Engineering and Permitting; and (2) Demolition and Construction.

### Task 1: Architectural Design / Engineering and Permitting

The selected Design-Builder shall develop all necessary architectural plans and specifications to complete the Project, including, at minimum: (a) Abatement & Demolition Plans (e.g., **mitigation / removal of potential hazardous materials**, removing portions of exterior walls to create openings, etc.); and (b) Design Plans (i.e., for facade and interior improvements to the building, **and site improvements**). Specific disciplines expected to be involved in executing this scope of work include but are not limited to:

- Environmental Inspection
  - **Determination of any potential hazardous materials (e.g., asbestos, lead-based paint, etc.) and associated mitigation costs.**
- Architectural Design
  - Development of a full architectural design drawing set (e.g., floor / ceiling / roof plans, sections, elevations, details, etc.)
  - Specifications / Project Manual
  - Design of the building renovation in accordance with local building code requirements and zoning regulations
- Structural Engineering
  - Design and detailing, as necessary, to ensure the structural integrity of any building modifications
- M/E/P
  - Design and detailing, as necessary, related to the following:
    - Electrical (to be elevated above Base Flood Elevation);
    - Lighting (interior and exterior)
    - Heating (e.g., overhead electric resistance heaters); and
    - Temporary Restroom Facilities (i.e., water, storm, waste, and vent piping systems).
- Site Work
  - **Development of design documents for exterior site improvements (e.g., connections to existing sidewalk and streetscape, parking lot repaving, pedestrian lighting, tree pits, etc.).**

### **Task 1: Deliverables**

Required deliverables from this phase will include technical plans and specifications used for refining and finalizing designs, and for use in initial coordination with the Town and project partners, grantor(s), regulatory agencies, and potentially, stakeholders from the general public.

A full project schedule, including anticipated dates for meeting interim and final project milestones, shall be included in a final contract provided by the selected Design-Builder to the Town prior to initiating Task 1. An example path of milestones is provided below:

- **Environmental Inspection Report**
- 30% and 60% Design Packages (to include preliminary drawings and opinions of probable cost)
- 90% and 100% Design Packages (to include all final construction documentation sets, specifications packages, permits, and a GMP)

Please note that: (a) permitting authorities may require the creation and/or transmission of additional analyses (e.g., existing and proposed cross sections, calculations, modeling, opinions of probable costs, etc.) that further explain the validity of the proposed design; and (b) all applicable federal, state, and local permits must be obtained prior to the Town's issuance of a NTP for construction.

### **Task 1: Alternate Scopes**

Please consider the following additional scope items when forming teams and considering relevant project examples. These scope items may be pursued should funding allow, but are not considered part of the base scope of the Project.

- Survey
  - Including an ALTA survey, a topographic survey, and Subsurface Utility Engineering (SUE) survey.
- Site Work
  - ~~Including the development of design documents for exterior site improvements (e.g., connections to existing sidewalk and streetscape, parking lot repaving, and plaza design).~~
  - **Plaza Design: Development of design documents for exterior site improvements (e.g., gathering spaces between the building and existing splash pad).**

### **Task 2: Demolition and Construction**

Perform demolition and construction activities as necessary to complete the Project within the approved GMP. Specific activities may include:

- Demolition
  - **Selective abatement (if needed) and** demolition of the existing structure (including the hauling and disposal of debris).
- Construction
  - Modifications to the building may include the following: structural alterations to exterior bearing walls, the installation of flood vents and roll-up garage doors, interior and exterior finishes (e.g., paint, signage, etc.), furnishings, and M/E/P systems as specified in “Task 1: Architectural Design / Engineering and Permitting.”

**Task 2: Alternate Scopes**

~~Please consider the following additional scope item when forming teams and considering relevant project examples. This scope may be pursued should funding allow, but is not considered part of the base scope of the Project.~~

- ~~● Site Work
  - ~~Including the construction of exterior site improvements (e.g., grading, resurfacing of concrete / asphalt, paver installation, and the construction of walls, stairs, and ramps).~~~~

**Project Budget**

The Town has established the following budget for completing the aforementioned scope of work associated with this Project: ~~\$363,213.00~~ **\$672,203.00** (anticipated Project Maximum).

**Project Schedule**

The scope of services outlined in this RFQ must be fully complete by September 1, 2026. ~~A construction contract must be entered into between the Town and the selected Design-Builder by December 31, 2024.~~

**INSTRUCTIONS FOR SUBMISSION**

**Submission Requirements**

The following items describe the minimum requirements for the content and format desired of the responses to this RFQ:

**1. Cover Letter**

- Including an understanding of the Project: location, existing conditions, the community the project is serving, and issues being responding to; and

- Explicit explanation and examples of how the Design-Builder is uniquely qualified to deliver the project at the highest possible value / quality, on time, and within the anticipated budget.

## 2. Statement of Qualifications (“SOQ”) that demonstrates the following:

### *Project Team*

- An Explanation of Project Team Selection, consisting of either: (a) List of licensed contractors, licensed subcontractors and licensed design professionals the Design-Builder proposes to use on the Project; or (b) the Design-Builder’s strategy for selecting contractors and/or subcontractors based on the requirements set forth in NC General Statutes, Article 8, Chapter 143 (i.e., competitive bidding procedures); and
- An Organizational Chart of all Team entities, including: (a) explicit roles of the designated project manager and prime firm / organization, at minimum; and (b) resumes and background information for all key individual members from all participating firms or subcontractors within the Team.

### *Relevant Project Experience*

- Information concerning three (3) recently completed projects must be provided, and include the following for each:
  - Relevance regarding project type, client, location, cost, or other factors;
  - Contacts / References for each project;
  - Key Team Members involved for each project (including the explicit role each individual played on that project); and
  - Ability of each project to meet predetermined Budgets and Schedules

## 3. EQUITY

- MBE/HUB Utilization
  - As part of the proposed Project Team, in accordance with G.S. 143-128.2 (i.e., vendors must demonstrate meeting a verifiable percentage goal of 10% for participation by minority business);
  - Evidence of MBE/HUB utilization through Relevant Project Experience included in the SOQ package; and
- Non-Discrimination Certification and/or Statement

**Please note:** The purpose of this Request is to solicit interest by and information about firms who have qualifications that match the needs of the Project. Design-Builders who supply proposals related to cost or design in their responses will be automatically disqualified.



## INSTRUCTIONS FOR SUBMISSION

Each entity responding to this RFQ will be evaluated based on the Design-Builder’s qualifications, and the qualifications of the identified team members (such as engineers or subconsultants). Evaluation criteria are outlined below:

### Evaluation Criteria

Criteria No.	CRITERIA DESCRIPTION	WEIGHT
1	<b>Cover Letter - <i>Project Understanding + Approach</i></b> <ul style="list-style-type: none"> <li>● Demonstrating a thorough project understanding, including unique project characteristics, and goals and objectives for the project and how the team is uniquely qualified to meet the goals and objectives</li> </ul>	10 pts
2	<b>Project Team - <i>Design-Build Experience and Qualifications</i></b> <ul style="list-style-type: none"> <li>● Overall experience as a design-build team</li> <li>● Demonstrated success of the design-build team’s project management process</li> <li>● Proof of delivering projects on-time + on-budget</li> </ul>	30 pts
3	<b>Project Team - <i>Individual Personnel Experience and Qualifications</i></b> <ul style="list-style-type: none"> <li>● Clear expertise covering the range of needs for the project identified in individual personnel</li> <li>● Roles of personnel are clearly identified on project examples provided</li> </ul>	20 pts
4	<b>SOQ: Relevant Project Experience</b> <ul style="list-style-type: none"> <li>● Project examples to demonstrate relevance to the Project in scope, scale, and/or budget</li> <li>● Proof of key personnel crossover on projects, demonstrating history of entities working together</li> <li>● Demonstration of ability for projects to be delivered on time and on budget</li> </ul>	30 pts
5	<b>Equity</b> <ul style="list-style-type: none"> <li>● Demonstrated effort regarding MBE/HUB utilization as part of the Project Team</li> <li>● Demonstration of past MBE/HUB utilization on projects, and/or demonstrated team ethos and practices related to equity</li> </ul>	10 pts
<b>TOTAL POINTS POSSIBLE</b>		<b>100 pts</b>

The Town will enter into contract negotiations with the first-ranked Design-Build respondent that it deems most capable to fulfill the intent of the Project, in accordance with the provided

Evaluation Criteria. If the two parties (i.e., the Town and first-ranked Design-Build respondent) negotiating in good faith are unable to reach a contract agreement, the Town reserves the right to terminate discussions with the first-ranked Design-Build respondent, in writing, and invite the second-ranked Design-Build respondent to enter into contract discussions.

Once an agreement on scope and budget has been reached between the Town and a Design-Builder, the two entities will enter into a contract agreement.

**Selection Schedule**

The schedule for the Project is tentatively as follows:

DATE	ITEM
<del>August 2, 2024</del> January 21, 2025	RFQ Release
August 14, 2024	Pre-Submittal Meeting (optional; RSVP by August 12, 2024)
<del>August 23, 2024</del> January 28, 2025	Questions from Potential Respondents Due
August 28, 2024 January 30, 2025 (no later than)	Notes from the Pre-Submittal Meeting (held on August 14, 2024) and Responses to Questions (due August 23, 2024 January 28, 2025) Posted as Addenda
<del>September 4, 2024</del> February 4, 2025	<b>RFQ Responses Due at 2:00pm EST</b>
<del>Early September 2024</del> February 2025	Selection Notice *
<del>September – October 2024</del> February - March 2025	Negotiations
<del>October – December 2024</del> March - April 2025	Selected Contractor to Proceed with Services
September 2026	Services to Conclude

*\* If more than one Design-Builder is chosen for further consideration, the Town will contact all considered Design-Builders for further information and/or an interview.*

**Submission Formatting and Delivery**

Please reference the information provided below for responding to this RFQ:

### Questions

- Interested Design-Build entities can submit questions pertaining to this RFQ until ~~August 23rd, 2024~~ **January 28th, 2025 at 5:00pm EST**. Questions are to be submitted via email to Byron Hickox (Bhickox@cantonnc.com) and Leslie Bartlebaugh (leslie\_bartlebaugh@ncsu.edu). Responses to these questions will be posted as an Addenda by ~~August 28th, 2024~~ **January 30th, 2025**.

### Formatting

- RFQ responses are **not to exceed thirty (30) pages** (30 sides of paper - if single sided, 30 pages; if double sided, 15 pages) single spaced, 10pt font minimum. The Cover Letter and Dividers between sections do not count against the 30 pages total.

### Submission

- **Submittals will be received at the Town of Canton's Temporary Town Hall** (85 Summer Street, Canton, North Carolina 28716) **until 2:00pm EST on ~~September 4th, 2024~~ February 4th, 2025**. SOQ packages must be delivered in a physical sealed envelope containing: one (1) bounded hard copy print copy AND one (1) digital PDF file saved on an external thumb drive. Submittals received not containing these required contents and/or received after this date and time will not be opened.
- Please reference the RFQ# (TOC-2024-RTG-001) on the front of the sealed envelope, with attention to: Byron Hickox, Town of Canton Planning Director.

**Please note:** The Town (a) reserves the right to cancel this solicitation and/or reject any or all candidates; and (b) assumes no responsibility for costs incurred by entities preparing responses to this solicitation.