



TOWN OF NORTH WILKESBORO

P. O. Box 218
North Wilkesboro, NC 28659
Bus. (336) 667-7129
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REQUEST FOR PROPOSALS By the Town of North Wilkesboro For Architectural Services For The Design of a Fire Station

Introduction: The Town of North Wilkesboro requests proposals from qualified Architectural Firms for the Design of a New Fire Station. Upon review of proposals received in response to this Request for Proposal (RFP), the Town of North Wilkesboro anticipates awarding a single contract for the services required.

Project Description: The new North Wilkesboro Fire Station will be located at 1101 West D Street and is the 32 acre parcel that is currently slated for redevelopment. The project consists of the construction of the Town's primary Fire Station. Actual design and layout shall be determined by study and negotiation between the Town and architectural design firm selected for the project.

Project Schedule: The following is a preliminary milestone date list for this project:

<u>Task</u>	<u>Date</u>
Accept RFPs	Friday, January 8, 2010
Interview Architecture Firms	January 15, 2010
Award Contract	No later than February 2, 2010

Proposal Format: A written proposal must be submitted in the format outlined herein. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. A total of three (10) copies of the proposal shall be submitted to Town Manager Hank Perkins.

Proposal Content: The written proposal should provide background information about the company, its employees, and its experience with related projects and related clients with emphasis on fire station facilities. It should cover the experience of the firm, as well as any consultants on the proposed team. For the purposes of the RFP, the term "company" shall refer to the prime respondent of this RFP, or in other words, the company with whom the Town of North Wilkesboro will contract.

The term "consultant" shall refer to any and all consultants with whom the prime respondent will be including on the project team. The proposal shall clearly delineate any experience, background, etc. between the prime "company" and "consultants".

Specifically, the proposal should address the following information in order:

- 1: Company profile listing: name, address, year established, type of ownership, size of company and staff, and an organization chart. If company has multiple offices, please list where the work for this project will be performed.
- 2: Information about the overall makeup of the project team, including: the identity of all key personnel, a description of their respective responsibilities and duties, and each team members experience with Fire Station design projects.
- 3: Information about any consultants to be included on the team. Identify consultant company name, address, telephone number, contact person, and names and job descriptions of key personnel. Identify consultants experience with Fire Station design projects.
- 4: Company's experience as prime designer on a project team.
- 5: Summary of at least ten (10) similar projects for which the designer was responsible. Each of the project summaries should include the following:
 - a: Description of the facility, including: size, functions housed, and year completed.
 - b: Degree of involvement (principals or consultant).
 - c: Consulting firms involved and their assigned responsibilities.
 - d: Project references including names, addresses, and telephone numbers.
- 6: Current company workload, and ability to perform work for this project given the schedule listed above.
- 7: Proposed design approach by company for this project.
- 8: Company proximity to, and familiarity with the area where the project is located.
- 9: Please provide references of clients for whom company and consultants have provided experience in planning, design, and construction of publicly funded governmental projects in North Carolina, especially with USDA Rural Development, and experience in applying and/or administering a federal USDA Community Facilities funded program.
- 10: Additional information the respondent believes to be relevant to the selection efforts of the North Wilkesboro Fire Department.

Proposal Submission: Submit three (10) copies of the written proposal no later than 3:00 PM, on **Friday, January 8, 2010**. No proposals will be accepted after this time. Submit proposals to:

Mr. Hank Perkins, Town Manager
Town of North Wilkesboro
P O Box 218
North Wilkesboro, NC 28659

All questions regarding this project should be directed to Mr. Perkins at (336) 667-7129, ext. 3012, or email whperkins@north-wilkesboro.com. In order that the selection process is as objective as possible, do not contact any North Wilkesboro Fire Department employee or Town of North Wilkesboro official other than the Town Manager.

General Comments:

- 1: Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.
- 2: All responses, inquiries, or correspondence relating to this RFP will become the property of the Town of North Wilkesboro when received.
- 3: The Town of North Wilkesboro reserves the right to refuse any or all packages received.