



REQUEST FOR ARCHITECTURAL DESIGN SERVICES

FOR CONCEPT DRAWINGS AND RELATED COSTS

KURE BEACH TOWN HALL EXPANSION AND NEW FIRE STATION PROJECT

INTRODUCTION

The Town of Kure Beach is seeking providers of architectural services for conceptual drawings of a new fire station building and expansion of the existing town hall building for additional office space. Concept design will provide enough detail on best use of space to maximize office and storage areas and provide a reasonable estimate of materials and cost to construct. The Town Council will use the conceptual drawings to set the construction budget.

BACKGROUND

The Town of Kure Beach is a municipality serving a community of 2,012 year-round residents and a summer population in the tens of thousands. Services provided by the town are garbage and recycling pick-up, water and sewer service, building inspection, code enforcement, police, and fire. The existing town hall facility and the site of a new fire station are located 6 blocks from the Atlantic Ocean and approximately 6-8 blocks from the Cape Fear River.

SITE

Town Hall complex located at 117 Settlers Lane in Kure Beach, NC

PROPERTY INSPECTION

All interested parties should contact John Batson, Building Inspector at (910) 458-6535 or Nancy Avery, Town Clerk at (910-458-8216) to schedule a time to view and inspect the buildings and property.

SCOPE OF WORK

The exact scope of services required by the Town will be set forth in an agreement between the Town and the selected architectural firm.

The scope of work for the architectural firm shall include, but is not limited to, working with staff to design concept drawings for the following:

- Extension of the south side of the existing town hall building to connect with the existing police department building to add office, conference/meeting room and storage space. Approximately 2,700 square feet.
- A new fire station facility to be built on vacant land adjacent to the town hall complex to include a one to three story building with bays, offices, restrooms, kitchen, conference/training room, reception area, sleeping quarters, storage areas and parking for staff and visitors. Approximately 4,500 square feet.

- Renovation of existing fire department office space for use by the police department. Approximately 2,800 square feet.
- Redesign of existing traffic flow and parking for both staff and the public.

Drawings need to be detailed enough to give the Town Council a reasonable idea of cost and material type to decide the construction budget. Every effort shall be made to incorporate green and sustainable design features as budget allows.

PROPOSAL SUBMISSION

Proposals must be received by 3:00 pm on Wednesday, April 20, 2016. Proposals are to be submitted to the attention of the Town Clerk by either email to townclerk@tokb.org or mail to:

Kure Beach Town Hall
117 Settlers Lane
Kure Beach, NC

Submissions received after 3:00 pm on April 20th will not be considered.

Proposals will be reviewed by the Town Council in a budget workshop on April 22nd.

CONTENT OF RESPONSES

Each response shall provide:

- Description of the overall capabilities of the firm relevant to the proposed project located in a coastal community.
- General information and background to include contact information, size of the firm, number of years in business, number of staff by discipline and total personnel.
- Summary of most recently completed projects on which similar services were provided.
- Indication of experience level in green and sustainable design features.
- Pricing associated with producing the requested conceptual drawings and estimates to be used to determine the project construction budget.

NOTE: At the March 24th meeting, the Town Council passed a resolution exempting the Town from General Statute 143-64.31 (Mini-Brooks Act) requiring use of the Qualifications - Based Selection (QBS) process.

PROJECT FUNDING

The project will be funded from the town's general fund budget in the form of loans and possibly grants.

TOWN RESERVATIONS

The Town expressly reserves the right to:

- Withdraw this request anytime without prior notice.
- Postpone the response due date for its own convenience.
- Reject any or all responses.
- Accept the responses deemed by the Town to be in the best interest of the Town and the general public.
- Waive any irregularity and/or informality in the responses received.
- Award a contract for the project to one architect or not award a contract.