



TOWN OF KURE BEACH

117 Settlers Lane ▪ Kure Beach, NC 28449

(910) 458-8216 ▪ Fax (910) 458-7421

www.townofkurebeach.org

Request for Qualifications No. 2022-02

Project Management Services

Construction of Public Works Administration Building and Renovation of Existing Public Works Building

Date of Issue: August 4, 2022

Submission Deadline: September 5, 2022 at 5:00 p.m.

Proposals shall be submitted by electronic mail to:

Mandy Sanders, Town Clerk

m.sanders@townofkurebeach.org

TOWN OF KURE BEACH
Request for Qualifications No. 2022-02
Submission Deadline (via electronic mail): September 5, 2022 at 5:00 p.m.
Contract Type: Open Market
Description: Project Management Services

Execution Page

By executing this Request for Qualifications (“RFQ”), the undersigned Vendor certifies that this response is submitted competitively and without collusion, that none of its officers or directors has been convicted of any violations under Chapter 78A of the North Carolina General Statutes (the North Carolina Securities Act), the Securities Act of 1933 or the Securities Exchange Act of 1934, and that it is not an ineligible vendor as set forth in N.C.G.S. § 143-59.1.

As required under N.C.G.S. § 143-48.5, the undersigned Vendor certifies that it, and each of its sub-contractors, if any, for any contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

Proposals will be evaluated to rank the responding vendors in order of their qualifications and competence following which the Town will attempt to negotiate a fair and reasonable contract price with the best qualified vendor.

The failure to execute/sign this response prior to its submittal shall render the response invalid such that it will be rejected. Late responses shall not be considered.

Vendor:	
Street Address:	
City, State, and Zip:	
Mailing Address:	
City, State and Zip:	
Federal ID No. or Social Security No.:	
Name/Title of Person Signing on Behalf of Vendor:	
Signer’s Telephone No.:	Signer’s Mobile No.:
Signer’s Email Address:	Date:
Vendor’s Authorized Signature:	

1.0 PURPOSE, BACKGROUND, AND SCOPE OF WORK.

1.1 PURPOSE.

The Town of Kure Beach (“Town”) is seeking qualified providers of project management services for the Town’s construction of a new 2,400 square foot Public Works Administration office and renovation of the existing Public Works Building (collectively, the “Project”). Primary expectations of the project manager are to facilitate completion of the Project on time, on budget, and in conformity with the Project’s plans, specifications, and contracts while assisting in the proper management of public funds and perceptions.

1.2 BACKGROUND AND SITE.

The Town is a municipal corporation located in New Hanover County, North Carolina serving a community of 2,012 year-round residents and a summer population in the tens of thousands. The Town provides trash and recycling pick-up, water and sewer, building inspection, code enforcement, police, and fire services. The existing Public Works facility and the site for the new Public Works Administration Building are located at 401 H Avenue which is 4 blocks from the Atlantic Ocean and 8-10 blocks from the Cape Fear River. Interested parties may contact Jimmy Mesimer, Public Works Director, at (910) 458-5816 to schedule a time to inspect the buildings and property at the site.

1.3 SCOPE OF WORK.

The exact scope of services required by the Town shall be set forth in an agreement between the Town and the selected project management firm. The scope of work shall include, but not be limited to, the following:

- Assisting the Town in timely performing its Project-related obligations and responsibilities.
- Assisting the Town in preparing, advertising, and soliciting bids for the Project, monitoring bidders’ compliance with bid requirements, opening and evaluating the bids, and determining the successful bidder.
- Assisting in the selection of a general contractor, subcontractors, and materialmen.
- Recommending possible hiring and utilization of consultants as dictated by Project requirements.
- Reviewing, monitoring, advising, recommending, and reporting to the Town on Project-related plans and drawings, specifications, contracts, schedule of values, schedules in general, construction phasing, submittals, design changes, changes in the work, change orders and applications for the same, directives, costs, budgets, claims, disputes, back-charges, payment applications, deliverables, certifying substantial completion of the work, and Project coordination, quality, and closeout.
- In conjunction with the architect, the general contractor, and subcontractors, as needed, preparing, monitoring, tracking, and when necessary, revising a master Project schedule (with details related to the Project’s critical path, phasing, sequencing, and deliverables) for completing the Project by the agreed-to completion date.

- Facilitating proper and efficient communication between the Town, architect, general contractor, subcontractors, and materialmen.
- Facilitating the exchange of information and accurate recording keeping for the Project.
- Attending and participating in all pre-construction, progress, and other Project-related meetings.
- Preparing, monitoring, tracking, and revising as necessary a comprehensive budget for the Project, including hard and soft costs, linked to the Project schedule with monthly updates showing paid amounts.
- Inspecting, on a weekly basis or more frequently as needed or instructed by the Town, the work for quality and conformity with the construction contract documents, industry standards, and other requirements.
- Meeting weekly with the Town’s designated representatives to report on and review key aspects of the Project.
- Providing monthly reports to Town Council on the Project’s status including compliance with the Project’s schedule, budget, and any other pending issues, changes, or related matters.
- Producing documentation memorializing a record of the Project and its documented compliance with applicable requirements.
- Assisting in the review, evaluation of, and response to the comprehensive list of items to be completed or corrected (*i.e.* the “punch list”) prior to final payment.
- Coordinating and facilitating Project closeout and Town training.
- Maintaining Project documents on a secure cloud-based storage system.
- Assist the Town in recruiting HUB participation for the Project.
- Coordinating, with reasonable advance notice of the same, with the Town Attorney for legal review of pertinent documents including, in particular, the invitation for bids and the contract with the general contractor which the Town Attorney will assist in drafting.

2.0 GENERAL INFORMATION.

2.1 NOTICE TO VENDOR OF RFQ TERMS AND CONDITIONS.

It shall be the Vendor’s responsibility to read all parts and content of this RFQ and comply with all requirements and specifications set forth herein. Inquiries concerning this RFQ should be directed to Mandy Sanders, Town Clerk, at m.sanders@townofkurebeach.org.

2.2 RESPONSE SUBMITTAL.

A. Vendor shall submit 1 executed electronic copy of its response. Responses shall be submitted by electronic mail only. Paper copies shall be deemed non-responsive and shall not be considered.

B. Responses should be timely emailed directly to Mandy Sanders, Town Clerk, at m.sanders@townofkurebeach.org. The subject line for the submission email should reference RFQ No. 2022-02.

C. It shall be the Vendor's responsibility to submit its response in accordance with these instructions by the specified time and date.

D. Responses shall be submitted with the Execution Page (page 1 herein) signed and dated by an official authorized to bind the Vendor. Failure to submit an executed response shall disqualify the Vendor.

2.3 RESPONSE CONTENTS.

A. Cover letter which includes the RFQ number, the Vendor's name, mailing address, email address, telephone number and the identity of the Vendor's authorized representative.

B. A fully completed and executed Execution page.

C. Descriptions of the following:

- General information and background of Vendor's firm including the size of the firm, the number of years it has been in business, total number of personnel, and the number of staff by discipline.
- The overall capabilities of the firm relevant to this RFQ.
- Summaries of recently completed projects in which services similar to those required for the Project were provided and references for those projects; each such summary and reference to include the client's and the project's name, the project description, the dollar value of the project, and the name, title, email address and telephone number of the reference contact.
- Experience with green and sustainable design features.

D. Completed and signed Certification of Financial Condition attached hereto and incorporated herein by reference as Exhibit A.

E. Completed and signed Supplemental Vendor Information – Historically Underutilized Businesses attached hereto and incorporated herein by reference as Exhibit B.

2.4 TOWN RESERVATIONS.

The Town expressly reserves the right to:

A. Withdraw this RFQ anytime without prior notice.

B. Postpone the response due date for its own convenience.

C. Evaluate the responses deemed to be the most qualified for the project and in the best interests of the Town.

D. Reject any and all responses and waive informalities in the responses.

E. Reject any and all responses, in whole or in part, based on the following: by deeming the response unsatisfactory; non-compliance with the requirements and terms of this RFQ; lack of competitiveness; determining that the proposed requirement is no longer necessary; circumstances preventing evaluation of the most qualified response; or any other determination that rejecting the response is in the best interests of the Town.

F. In the event the Project is not approved by the North Carolina Local Government Commission and/or the Project is not fully funded, then the Town will only be responsible for any project management fees and expenses incurred up to and including the date on which the Town notifies the project manager of any such occurrence.

2.5 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS.

During the evaluation period – from the date the responses are opened and the vendors ranked by qualifications – each vendor submitting a response is prohibited from having any communications with any person inside or outside of the Town if the communication refers to the vendor’s response or qualifications, the contents or qualifications of another vendor, and/or the transmittal of any other communication of information that could reasonably be considered to have the effect of directly or indirectly influencing the evaluation of submitted responses to this RFQ. A vendor failing to comply with this provision shall be disqualified from being evaluated for this RFQ unless it is determined, in the Town’s discretion, that the communication was harmless or that it was made without the intent to influence the evaluation of vendors under this RFQ. Only those discussions, communication or transmittals of information authorized or initiated by the Town or general inquiries directed to the Town regarding the requirements of this RFQ are excepted from this provision.

2.6 HISTORICALLY UNDERUTILIZED BUSINESSES.

The Town invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled individuals, disabled business enterprises, and non-profit work centers for the blind and severely disabled. In responding to this RFQ, vendors shall complete and sign the Supplemental Vendor Information – Historically Underutilized Businesses attached hereto as Exhibit B.

2.7 WITHDRAWAL OF RESPONSE.

A response to this RFQ may be withdrawn only in a writing received by the Town Clerk before the September 5, 2022 submission deadline. A withdrawal request must be on the Vendor’s letterhead and signed by an authorized official of the Vendor.

2.8 INFORMAL COMMENTS.

The Town shall not be bound by informal explanations, instructions, or information given at any time by anyone on behalf of the Town during the evaluation process.

2.9 COST OF PREPARING THE RESPONSE.

Any costs incurred by a vendor in preparing or submitting a response are the vendor's sole responsibility and the Town shall not reimburse any vendor for any costs incurred in preparing its response.

3.0 VENDOR'S REPRESENTATIONS.

A. Vendor warrants that only qualified personnel shall provide services under any agreement resulting from this RFQ and that they shall do so in a professional manner. As used herein, "professional manner" means that the personnel performing the services possess the skill and competence consistent with the prevailing business standards in the subject industry.

B. Vendor warrants that it: has the financial capacity to perform and to continue to perform its obligations under any agreement resulting from this procurement process; has no actual or constructive knowledge of any actual or potential legal proceeding brought or being brought against it that could materially adversely affect performance of any such resultant agreement; and is not prohibited by any contract or order by any court of competent jurisdiction from entering into an agreement resulting from this procurement process.

EXHIBIT A

CERTIFICATION OF FINANCIAL CONDITION

Name of Vendor: _____.

The undersigned hereby certifies that [check all applicable boxes]:

- Vendor is in sound financial condition.
- Vendor has no outstanding tax or judgment liens.
- Vendor is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.
- Vendor is not the subject of any current litigation or findings of non-compliance under federal or state law.
- Vendor has not been the subject of any past or current litigation or findings in any past litigation which may impact in any way its ability to perform its obligations under an agreement resulting from this procurement process.
- The undersigned is authorized to make the foregoing statements on Vendor's behalf.

If one or more of the foregoing boxes is NOT checked, please set forth the reason in the space directly below.



Signature

Date

Printed name and title

EXHIBIT B

HISTORICALLY UNDERUTILIZED BUSINESSES

Pursuant to N.C.G.S. § 143-64.31, the Town invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises, and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform any required functions set forth in this RFQ. Any questions concerning NC HUB certification may be directed to the North Carolina Office of Historically Underutilized Businesses at (984) 236-0103 or huboffice.doa@doa.nc.gov.

- 1. Is Vendor a Historically Underutilized Business? Yes No

- 2. Is Vendor certified with North Carolina as a Historically Underutilized Business? Yes No

If so, state HUB classification: _____.

Signature

Date

Printed Name and Title