



## Town of Lewisville Request for Qualifications

### Architectural & Engineering Services

- I. Project Title: Lewisville Community Center.
- II. Introductory Statement: The Town of Lewisville (population +13,231) is soliciting for project qualifications to design a new multi-purpose community center to serve the Town.

Lewisville (incorp. 1991) is a small, and growing community just west of Winston-Salem, NC. The Town currently operates a community center in a two story building of approximately 2700 square feet of usable space near the Town Hall. The existing building is used for group meeting space, parks and recreation programming, a senior exercise room and office rental for non-profit organizations. In addition, it also houses storage space for three other non-profit organizations. It was constructed in 1978.

The Town desires the design of a new facility. This new facility is planned as a multipurpose community center possibly incorporating multiple partners to supply various programs for the community. A final site for this facility is has not been determined.

### III. Overview of Services Requested:

The Town of Lewisville requests the services of a qualified and experienced architectural firm, preferably one with design experience in governmental/institutional buildings. By way of example, but not limitation, architectural and engineering services are indicated and anticipated to be:

- Site Design
- Schematic Design
- Design Development
- Project Schedule
- Construction Documents
- Cost Estimate
- Bidding (including support for bid package development and evaluation of responses)
- Construction Administration and Inspection
- Budget Development
- Landscape and Parking Design
- Engineering Design-structural, civil, mechanical, electrical, plumbing, acoustical
- Interior Design

*Below are some points that are considered important in the design of the facility.*

- Designing a building that is flexible in the internal use of space;
- Providing electrical and telecommunication wiring systems that are flexible and expandable;
- Designing a building that is energy efficient and relatively easy to maintain;
- Creating a building that is compatible with the character of Lewisville, and appropriate for the selected site(s);
- Designing a building that can be built with a proposed budget;

### IV. Qualifications and Proposal Submission Requirements:

Firms should have no contact related to this project with elected officials or appointed officials other than the identified person(s) during the selection process. Any such contact will subject the firm to immediate disqualification for consideration for this project.

Qualification Statements should clearly and concisely address the following:

- Firm name and location of office where work will be preformed.
- Brief overview and history of the firm.
- Experience in planning, design, engineering services and construction management of governmental/institutional community centers.
- Experience in planning, design, and construction of publicly funded governmental projects in North Carolina.
- The project architect and key personnel who will be involved with this project; provide their qualifications and experience related to the scope of work as detailed above.
- The extent of design work that will be done by other consultants or sub-contractors. Provide the name, location and discipline of each who are customarily involved with your projects.
- Provide 3 client references for related work done in the past five years. Include name, address, telephone number and contact person most involved with the project.
- Historical data on at least three comparable projects completed over the past five years showing schedule performance. Include original budget, prebid estimate, and final cost.
- Document any history of litigation associated with project performance and/or professional liability.

The submission should be limited to 15 pages, printed one side, on 8 ½ x 11 paper, and single spaced. Front and back covers and transmittal letter are not considered a part of the 15-page submittal. Submissions exceeding the 15-page limitation will not be considered. **Ten (10)** copies of the statement of qualifications are due at Town Hall (no postmarks, documents to be delivered) no later than **5:00 PM on Monday, March 11<sup>th</sup>, 2019**. No statement of qualifications will be accepted after this time. Statements of Qualifications submissions should be delivered in an envelope to an address below as marked. In addition, please send an electronic version to Hank Perkins, Town Manager at [whperkins@lewisvillenc.net](mailto:whperkins@lewisvillenc.net).

Mailing Address

Town of Lewisville  
P.O. Box 547  
Lewisville, NC 27023  
Attn: Hank Perkins, Town Manager

Physical Address

Town of Lewisville  
6510 Shallowford Rd.  
Lewisville, NC 27023  
Attn: Hank Perkins, Town Manager

\*Please mark the envelope Lewisville Community Center Project

If site visits are sought, they should be arranged through Hank Perkins, Town Manager at (336) 945-1028, or email at [whperkins@lewisvillenc.net](mailto:whperkins@lewisvillenc.net). Questions concerning the scope of this project should also be directed to Mr. Perkins.

## V. Selection Process:

The submitted responses to this Request for Qualifications will be evaluated by a Selection Committee for all applicants deemed eligible and qualified seeking the advice and input of such other local officials as they may deem appropriate. The Town's decision will be final.

The Selection Committee will review and identify the firm or top firms that are most qualified for the services requested. Interviews will be conducted with short-listed firms to permit further evaluation of qualifications. If deemed necessary by the selection committee, it is anticipated that interviews will be conducted on **Monday, March 25<sup>th</sup> and Tuesday, March 26<sup>th</sup>.**

**The Town reserves the right to choose the best qualified applicant. The Town reserves the right to reject any and all proposals, and to terminate the Request for Qualifications process at any time.**

**The Town also reserves the right conduct the project in phases, to contract for all or any part of the requested services addressed in section III. or add any other services it deems appropriate with the selected firm.**

## VI. Evaluation Criteria:

By way of example, but not limitation, the following considerations will be utilized during the selection process from the submitted and eligible proposals:

- The thoroughness of the proposal regarding the tasks addressed in the Overview of Services Requested, Section III.
- The firm's experience in designing community centers.
- The successful experience of the staff proposed to be assigned to this project to perform the type of work required.
- The firm's financial ability to undertake the work and assure the liability as well as adequacy of an accounting system to identify costs chargeable to the project.
- The firm's proven ability to complete tasks on time and within budget.
- Project approach and methodology.
- Overall performance on past projects, as evidenced by previous contracts.

## VII. Contracts:

The Town of Lewisville will negotiate a contract for services outlined in Section III with the firm following selection. If a contract cannot be successfully negotiated with the selected firm, the Town will proceed to selection considerations from the remaining eligible firms.