



**PUBLIC SAFETY BUILDINGS WORKSHOP
AGENDA**
www.townofvaldese.com

Town of Valdese Town Council
102 Massel Avenue SW, Valdese, NC

Thursday, October 24, 2024
2:00 p.m., Valdese Town Hall, Council Chambers

The Town Council Meeting will be live-streamed on YouTube [@townofvaldese](https://www.youtube.com/@townofvaldese).

1. Call Meeting to Order
2. Design-Build Presentation (*Presented by Wharton-Smith*)
3. Q & A (*Presented by Wharton-Smith*)
4. Q & A (Presented by Waco Community Fire Chief Brent Gordon)
5. Adoption of Design-Build Establishment of Criteria – Police Department Renovation (*Presented by Bo Weichel*)
6. Approval of RFQ Design Build – Police Department Renovation (*Presented by Bo Weichel*)
7. Adjournment

The Town of Valdese holds all public meetings in accessible rooms. Special requests for accommodation should be submitted by individuals with disabilities at least 48 hours before the scheduled meeting time. Contact Town Hall at 828-879-2120 or TDD Phone Line (hearing impaired) 1-800-735-2962.



Town of Valdese

Police Department Renovation

Design-Build Criteria Statement

Title of Item:

Establishment of criteria for a design-build delivery method for construction contracts and approval of using the design-build delivery method for the Police Department renovation project.

Explanation:

In accordance with Session Law 2013-401 (HB 857) and NCGS 143-128.1A (b) regarding the addition of design-build delivery method for construction projects, the Police Department is submitting, for approval, the criteria that the Town must establish to utilize this method of delivery. Additionally, the Police Department is requesting approval to utilize the design-build method of delivery for the renovation and additions to the Police Department building on Main St. Due to the need for the project to be complete by early summer 2025. This delivery method will provide the needed flexibility to complete the project on time and within budget without sacrificing quality.

Part 1. Establishment of Criteria. On August 23, 2013, the Governor signed into law Session Law 2013-401. House Bill 857, authorizing governmental entities to utilize the design-build delivery method for construction contracts. The first step in the process for utilizing the design-build delivery method is that a governmental entity is to establish in writing the criteria used for determining the circumstances under which the design-build method is appropriate for a project. The criteria proposed are the following:

(Criteria 1) The extent to which the Town can adequately and thoroughly define the project requirements prior to the issuance of the request for qualifications (RFQ) for a design-builder.

The design-build delivery method may be used if it is determined that, for the project, the Town has professional personnel that are both qualified and experienced to thoroughly define project requirements prior to the issuance of a request for qualifications for a design-builder.

Consideration will be given to the qualifications and experience of the personnel in the Police Department, Facilities Review Committee, Town Council, and the availability of professional personnel in the areas of purchasing, finance and legal to assist in the development of an RFQ.

(Criteria 2) The time constraints for the delivery of the project. The design-build delivery method may be used if a project has a firm date by which a facility must be operational and the normal delivery method is likely not to be timely (typically RFQ, study, design, bid and construct). The size and cost of a project will dictate complexity and schedule.

(Criteria 3) *The ability to ensure that a quality project can be delivered.* The design-build delivery method may be used if it is determined that, for the project, the Town has access to professional and experienced personnel to ensure that the design-build firm will provide a quality project within the budget constraints established by Council. Consideration will be given to the qualifications and experience of the personnel in the Police Department, Facilities Review Committee, Town Council, and hired professional services if necessary.

(Criteria 4) *The capability of the Town to manage and oversee the project, including the availability of experienced staff or outside consultants who are experienced with the design-build method of project delivery.* The design-build delivery method may be used if it is determined that, for the project, the Town has professional and experienced personnel that are knowledgeable of design-build projects or, alternatively, experienced consultants local to Valdese are available to be retained to perform the construction management of a design-build contract.

(Criteria 5) *A good-faith effort to comply with G.S. 143-128.2, G.S. 143-128.4, and to recruit and select small business entities.* The design-build delivery method may be used if it is determined that, for the project, requirements will be imposed which ensure that contractors will comply with the M/WBE goals.

(Criteria 6) *The criteria utilized by the Town, including a comparison of the costs and benefits of using the design-build delivery method for a given project in lieu of the other delivery methods identified.* The criteria utilized by the Town when considering a design-build delivery method for a project will be as follows:

- Is the project well defined and does it include qualitative and quantitative characteristics that make a design-build contract more appropriate than other methods of delivery?
- Is the project timeline overly constrained and will it be necessary to have the facility complete and operational within a short timeframe?
- Will it be necessary to have beneficial use of a portion of the facility while it is under construction?
- Given the scope of the project, is there a maximum budget that must be adhered to allow negotiations and flexibility to make appropriate decisions on scope as the project progresses?
- Does the design-build delivery method meet the ultimate operational goals established for a given facility and the quality of product achieved because of a more fluid and flexible delivery method?

In general terms, if it is determined that the expected expense of a design-build project will be no more than ten (10%) greater than the expected expense of a traditional RFQ, study, design, bid and construct project, the design-build delivery method may be utilized.

Part 2. Applying the criteria to the Convention Center Renovation and Addition Project. The second step for the process in determining whether to use the design build delivery method for a project is to apply the criteria to the project. In applying the criteria for the Police Department renovation project, it is recommended that the design-build delivery method be used for this project. This determination is based upon a review of the above criteria as it relates to this project as follows:

(Criteria 1) Through the Police Department, Facilities Review Committee, Town Council, and hired professional services, if necessary, the Town has professional personnel that are both qualified and experienced to thoroughly define project requirements prior to the issuance of a request for qualifications for a design builder. Additionally, professional personnel are available in the areas of purchasing, finance and legal services to assist in the development of an RFQ.

(Criteria 2) The Valdese Police Department requires renovation to establish an efficient process of operations to keep the community safe. In order to rehabilitate this facility so that outside regulating agency requirements are met, and the Police personnel can effectively perform their duties, the construction must be completed by July 2025. This is a period of approximately 10 months. Typical procedure would be to procure a design consultant, complete design and then undertake construction. This process would take approximately 12-18 months thus preventing the Police Department from meeting the stated expectations. The Design-Build process provides the best option for the Town to meet this timeframe.

(Criteria 3) Within the Police Department, Facilities Review Committee, Town Council, and hired professional services, the Town has professional and experienced personnel to ensure that the design-build firm will provide a quality project within the budget constraints established by Council.

(Criteria 4) Should it become necessary to contract the construction management of a design-build contract, there are experienced consultants local to Valdese that are available.

(Criteria 5) In developing an RFQ and interviewing selected firms, the Town will put forth a good-faith effort to comply with G.S. 143-128.2, G.S. 143-128.4.

(Criteria 6) As stated under Criteria #2, one of the benefits of the Design-Build process is that it may reduce the overall project schedule by 8 months. This has a direct benefit on the project budget. The design-build delivery method is not expected to involve any additional expense than the expected expense of a traditional RFQ, study, design, bid. and construct project. By reducing the time frame by 8 months, we are eliminating the price escalation that would occur within that year. Additionally, the scope of the design efforts will be reduced. This enables more of the approved project budget to go directly towards the physical improvements of the facility. Total project budget is \$1,750,000, which is lower than initial estimates of traditional design-bid-build. It is expected that the design-build process will enable an extra 5% of existing funds to be allocated to the construction over what our typical design-bid-build process would allow. These benefits to both the project schedule and cost make the design-build option more appealing than the more conventional design-bid-build in this instance.

Fiscal Note:

There is no fiscal impact to the establishment of this policy and approval of the utilization of design-build delivery method.

Recommendation:

Approve the criteria for the use of the design-build delivery method and authorize Town staff to move forward with use of the design-build delivery method for the renovations and additions to the Police Department facility.



The Town of Valdeese

Request for Qualifications
for Design-Build Services

Police Department Renovations

Request Number 25-300

Project Title:

Request Number:

Police Department Renovations

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***NOTICE OF REQUEST FOR QUALIFICATION (RFQ) STATEMENTS
FROM FIRMS INTERESTED IN PROVIDING DESIGN-BUILD
SERVICES FOR POLICE DEPARTMENT RENOVATIONS***

As provided for under General Statute section 143-128.1A., the Town of Valdese has elected to use design-build as the contracting method for the construction of renovating an existing building to be used as the Police Department. Owned by the Town and located at 215 E. Main St, this building is critical to provide proper facilities for our Police department.

The Town of Valdese invites interested firms/teams to submit a written Statement of Qualifications (SOQ) relating to this solicitation. Proponents are invited to review the information and to submit their SOQ in accordance with the criteria established within this RFQ. A Project Screening Committee will evaluate firms'/teams' qualifications and experience with similar projects. The Town will rank the submittals and create a short list of firms/teams to interview before selecting the best qualified firm/team. The firms/teams determined to be best qualified through review of the submitted SOQs will be invited to interview with a project committee and the firm/team being most qualified will be selected for negotiations to complete the project. Should negotiations become unsuccessful, the second ranked firm/team will be invited to enter negotiations.

Written questions regarding this RFQ must be received by November 7th, 2024, no later than 12:00 PM. Email questions are acceptable but must contain the wording **“Police Department Renovation RFQ Question”** in the subject line. Questions may then be responded to as an amendment to this document and posted to the solicitation within an anticipated five (5) working days after questions deadline. Oral statements or instructions shall not constitute an amendment to this RFQ.

All submittals must be received by the deadline specified herein. Any submittals received after the due date and time specified will not be considered. The Town of Valdese reserves the right to reject any or all submittals, or to withhold awarding a contract for any reason it may determine, and to waive or not to waive any informalities in any submittal. All information regarding the content of the specific submittals will remain confidential until sealed proposals are opened.

POINT OF CONTACT:

Bo Weichel, Interim Town Manager
Town of Valdese
102 Massel Ave SW
Valdese, NC 28690
Mail:
PO Box 339
Valdese, NC 28690
bweichel@valdesenc.gov;
828-879-2123

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<p>Submittals must be received before the deadline and they may be mailed to:</p> <p>Town of Valdese – Administration Post Office Box 339 Valdese, NC 28690 Attention: Mr. Bo Weichel</p> <p>Or delivered to:</p> <p>Town of Valdese – Administration 102 Massel Ave SW Valdese, NC 28690 Attention: Mr. Bo Weichel</p>	<p>Submittal Deadline:</p> <p>12:00 PM</p> <p>November 29, 2024</p>
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I. DEFINITIONS

- A. “The Owner” means officers or employees of the Town of Valdese.
- B. “Proponent” means the person or firm/team responding.
- C. “Statement of Qualifications” or “SOQ” means the submission received from a Proponent in response to this RFQ.
- D. “Request for Qualifications” or “RFQ” means the entire document, including all of the documents and any addenda thereto issued before the RFQ closing time.

II. PROJECT BACKGROUND

The Town’s Police department has 14 full-time employees and currently operates out of Town Hall. This arrangement is in place due to the existing building that housed police operations was deemed unsafe and has been evacuated. The existing building was built in the 1970’s and has major structural failure in the walls and erosion issues under the floor.

The Town has recently purchased a building that served as a law office up until a few months ago. This building is located at 215 E Main St, Valdese. The building is structurally sound, providing a good foundation to redesign the interior components of the building for a functioning Police department. The building has an approximate area of 7,300 square feet among two levels. Each level has ground access due to the slope of the terrain.

III. SCOPE OF SERVICES

The scope of work is to provide design and construction services for the project throughout preconstruction and construction phases, including but not limited to, schematic design, preliminary design, construction documents, coordination with other agencies, geotechnical engineering, surveying, cost opinions during design development, final design meeting State and local requirements, technical specifications, cost opinion at various stages of the project, obtaining all necessary permits, scheduling, cost control, project management, construction renovations of the police department, quality assurance and quality control of design and construction related activities, construction management, and completing project close-out activities. The contractor will be required to coordinate with other vendors hired by the Town to complete specific IT systems.

The renovations should include but are not limited to:

- New front façade, windows, and entrance.
- Interior decorating, including floor coverings and painting.
- Updated electrical, lighting, plumbing, HVAC, and a standby generator.

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- Offices for Police Chief, Assistant Chief, Code Enforcement, Administrative Assistant, and shared office for Sergeants and Patrol.
- Subdivision the lower level into storage and locker rooms with showers and restrooms.
- Fireproof existing stairwell(s).
- Construct a “sally port” addition to unload individuals from a police vehicle securely.

A conceptual drawing of desired spaces can be provided if requested.

IV. PROJECT BUDGET

The Town of Valdese has dedicated \$1,750,000 for this project. That is the total budget for all exterior and interior work. Some existing furnishings will be utilized to help save on the budget.

V. PROJECT TIMELINE

Once a contract is entered by both parties, the Town will issue a Notice to Proceed (NTP). The awarded proponent of this contract will then have six (6) months to complete this work from the date of NTP. If additional time is necessary, that should be negotiated before execution of the contract.

VII. ESTIMATED PROJECT SCHEDULE

On-site tour of building	November 6, 2024 at 10am
Qualification package review due	November 29, 2024 at 12pm
Review Statements of Qualification	December 2-13, 2024
Schedule interviews	December 17, 2024
Interview final selections	January 6-17, 2025
Award contract for design-build	February 3, 2025
Construction Complete	August 2025

IX. SELECTION PROCESS

The Town of Valdese will negotiate a contract with the top-rated firm following selection. If a contract cannot be successfully negotiated with the top-rated firm, the Town will proceed to the second-rated firm.

NC Licensing Requirements – All individuals and firms working on this project shall be properly licensed under the NC laws governing their trades.

X. SUBMISSION INSTRUCTIONS

- A. No contact shall be made with Valdese Town Council as this shall be grounds for dismissal of RFQ submittal.
- B. All questions should be submitted in writing to the Point of Contact listed above.
- C. SOQs will be received prior to deadline by email, in person at Town Hall, or by mail (information at beginning of RFQ).
- D. SOQs submitted via fax are not acceptable and will not be considered.
- E. Proponents will be evaluated on experience and qualifications. Project fee related information is not requested (excepting Section II, subsection D, paragraph 1) and will not be used in the evaluation process. Receiving project fee related information will be grounds for dismissal of the RFQ submittal. Firms/Teams shall submit their standard rates for positions involved in the Project.

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- F. Clearly indicate on the envelope the name of the Proponent and the name of the Project for which the SOQ is being submitted.
- G. Refer to the section SOQ Content Requirements for detailed instructions.
- H. There will not be a pre-proposal conference for this project.
- I. There will not be a public opening of the SOQs with Proponents present.

VIII. COST OF SUBMISSION AND OWNERSHIP OF SOQ

- A. The Town of Valdese is not responsible for any costs incurred by Proponents in preparing, submitting, or presenting their SOQs.
- B. Except as otherwise provided in this RFQ, all SOQs become the property of the Town upon submission and will not be returned.

STATEMENT OF QUALIFICATIONS CONTENT REQUIREMENTS

This section specifies in detail the form and minimum content requirements for information required to be submitted in each SOQ. Proponents may, at their discretion, include additional information which they consider relevant to ensure a full and proper evaluation, provided that the specified maximum allowable number of pages is not exceeded.

I. SUBMITTAL FORMAT

- A. Original (loose), five (5) bound copies and a PDF provided by email is required of each submittal. The material should be in sequence and related to the solicitation. The sections of the submittal shall be tabbed to match SOQ and be clearly identifiable. Failure to include all requested information will result in the proponent being non-responsive and may result in the rejection of the proponent's submittal.
- B. Cover letter expressing interest in the available project. It shall also identify a principal and secondary individual as point of contact for any future correspondence and be a maximum of two pages.
- C. Page size of the SOQ shall be 8 ½" x 11" with a minimum font size of 10. A maximum of two (2) 11" x 17" pages will be allowed (one (1) page if double sided). Note: this will count towards the page limit.
- D. No more than 20 pages single sided or 10 pages double sided. Note: divider tabs (if used), Cover Letter and Table of Contents do not count towards the page limit and shall not include pertinent information to be evaluated.

II. SOQ CONTENT

Please provide the following in this order:

- A. Cover Letter/Letter of Interest (does not count toward page limit; two (2) page maximum)
 - 1. Principal and secondary contact for the project including mailing address, email, phone numbers, and appropriate license numbers. At least one of these individuals shall have the ability to negotiate Contract conditions for the Proponent.
 - 2. Provide a statement of interest, including a narrative describing the firm's unique qualifications and answering the specific question "why should the Town select your firm/team for this project?"
- B. Table of Contents Page (does not count toward page limit)
- C. Firm Profile

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1. Provide general information about the Proponent, which needs not be specific to this RFQ. Include history of the firm, years in business, office locations, number of staff, types of services provided and specialist areas of expertise. Indicate office location from which services will be provided. This includes any sub-consultants.
 2. Statement that the Proponent is licensed to provide required professional services in the State of North Carolina.
 3. Statement (confirmation) of current general liability insurance as required to provide services.
- D. Experience and Qualifications of the Proposed Team
1. Provide a minimum of three similar projects or general municipal projects (completed within the last five years) for which your team was responsible and which you consider to be a demonstration of your team's design ability, including project title, reference (name, phone, email) location, design fees, engineers cost estimate, bid amount, approximate construction cost, year completed, and members of proposed team included with project and their role on it. Include information on how actual project construction cost compared to engineers cost estimate. Provide a narrative explaining any differences.
 2. Please provide a minimum of three (3) unique municipality references (should references in item D (1) above be duplicated, may provide a reference without a project).
 3. Submit qualifications on the team and explain why your team is especially well qualified to perform the required services.
 - a. Provide the experience of the proposed team on similar projects. Identify type and location of similar work to illustrate work quality and the role of each proposed team member. Show how the experience relates to the categories outlined.

NOTE: Projects used as examples of similar work shall be clearly noted if the work was done by individuals while employed by other firms.
The only projects which you may claim without attribution are those projects actually produced by your firm/team. Improper or misleading credit for projects, in our view, is an adverse reflection on a firm's integrity and may be grounds for rejection of those projects from your experience or record or dismissal of the entire RFQ submittal.
- E. Experience and Qualifications of Proposed Team Members (this information will count toward page limit).
1. Provide an organizational chart demonstrating your team's leadership, key team members and any proposed sub-consultants along with project roles. Identify projects, if any, where team in SOQ worked together on projects.
 2. Provide experience and qualifications of key team members via resumes, who will be responsible for this project (with any critical sub-consultant). Include work experience, education, licenses, registrations, or certifications applicable to the proposed work.
 3. Identify team experience on similar projects and the extent of team involvement including time commitment.
 4. Indicate office location of each team member.
- F. Project Approach
1. Proponents shall provide a description of their approach, including any information that may differentiate your team. Your approach should include (not necessarily in this order), at a minimum, the following:
 - a. Technical approach

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- b. Project management approach, including assigning personnel (man-loading) to a project of this size, duration, and how such relates to the proposed scope of services (including sub-consultants)
 - c. Project cost estimating
 - d. Budget and schedule control
 - e. Quality management
 - f. Your expectations of Town during design process
- G. Interview
If selected for an interview, firm/team shall present project vision and preliminary thoughts as part of the interview presentation.

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SPECIAL TERMS AND CONDITIONS

I. INSURANCE PROVISIONS

Certificates of insurance must be submitted to the Town and the Town must be named as additional insured on all lines of coverage (General Liability, Auto, Umbrella, etc.), except Professional Liability and Workers' Compensation.

Minimum insurance levels required:

General Liability	\$5,000,000
Auto	\$1,000,000
Umbrella	\$1,000,000
Professional Liability	\$1,000,000
Worker's Compensation	\$1,000,000

Description of Operations Section.

The following wording must be entered into this section:

The Town of Valdese is named as an additional insured as required by written contract. Waiver of Subrogation is granted in favor of the Town of Valdese on the GL and WC policies.

The following address should be used for certificates:

Town of Valdese
Attn: Administration
PO Box 339
Valdese, North Carolina 28690

- II. KEY PERSONNEL:** It is essential that the Proponent provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this Contract. The Proponent agrees to assign specific individuals to the key positions.

The Proponent agrees that once assigned to work under this Contract, key personnel shall not be removed or replaced without written notice to the Town.

If key personnel are not available for work under this Contract for a continuous period exceeding ten (10) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Proponent shall immediately notify the Town, and shall, subject to the concurrence of the Town, replace such personnel with personnel of substantially equal ability and qualifications.

Selected Proponent must be able to appropriately staff the project within ten (10) days of Town Council award.

- III. OTHER CONTRACTS:** The Town may enter into Contracts for additional work related to this project. The Proponent shall fully cooperate with other contractors, design firms, and with Town employees to accommodate such other work. The Proponent shall not commit or permit any act that interferes with the performance of such work by other contractors.

- IV. COMPENSATION AND METHOD OF PAYMENT:** In consideration of the performance of the services described in the Scope of Services, the Town shall pay the Proponent in accordance with the negotiated contract rates, and the Proponent shall charge the Town only in accordance with those same rates. The Town will pay the Proponent following the submission of

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deliverables, as per contract, and of itemized invoice(s). Each itemized invoice must bear a written certification by an authorized Town representative confirming the services for which payment is requested.