



Request for Qualification (RFQ)

For Architectural Services

Clinton, North Carolina

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL SERVICES**

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STAR TELEPHONE MEMBERSHIP CORPORATION
Notice of Request for Qualifications
For Architectural Services for Corporate Office

Request for Qualifications (RFQ) for Architectural Services of Construction project pertaining to the Star Telephone Membership Corporation (STAR) Corporate Office are to be addressed to:

Star Communications, Attention Clark D. Honeycutt, P.O. Box 348, Clinton, NC, 28329 and will be received on or before 2 PM September 6, 2019.

A copy of the RFQ Package in its entirety, including scope of work is available for download from the STAR website at:
<http://www.starcom.net/rfq/>

Requests for package can also be emailed to choneycutt@stmc.net.

The services provided by an architect are professional services. The selection of an architect for professional services is made at the discretion of the **Executive Vice President & General Manager**. Star Telephone Membership Corporation reserves the right to refuse and reject any or all qualifications and to waive any and all formalities or technicalities or to accept the firm who Star Telephone Membership Corporation in its sole discretion determines to be most qualified. STAR may determine to take no action and reserves the right to do so. Qualifications submitted after the deadline date and time will not be accepted. Note: Firms submitting qualifications not in proper form may be rejected.

STAR TELEPHONE MEMBERSHIP CORPORATION

Request for Architectural Services

PURPOSE OF RFQ

STAR invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural services in connection with the design and planning of the Star Telephone Membership Corporation corporate office.

SITE DESCRIPTION

The existing office is located at 3900 N US HWY 421, Clinton, North Carolina. The new site is located at 1324 Sunset Avenue, Clinton, North Carolina on 11.5 acre tract owned by STAR.

OBJECTIVES

STAR proposes to retain a highly qualified, capable firm(s) to act as the Architect throughout planning and completion of the projects. The firm(s) who participate in the RFQ process are sometimes referred to as “Respondents” and “Architects”. STAR will give prime consideration to the Architect with significant, current experience in the development, design, renovation and construction of similar buildings and projects. The overall goal of STAR is to construct a new corporate office designed to meet the needs of the departments located at new location as well as house a retail storefront. Design and cost estimates of the above mentioned as well as future plans for development possibilities requested.

STAR reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any respondent on any terms or conditions.

SCOPE OF WORK

The selected Architects(s) will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as circumstances may dictate. Upon the initial selection of an Architect based upon qualifications, with which negotiations will proceed, a Scope of Work will be developed.

STAR anticipates a contract which will include schematic design, production of computer generated renderings, and cost estimations for each phase of the project; however, STAR reserves the right to include additional project elements in the initial or subsequent professional services agreements as STAR may (in its sole discretion) deem appropriate. The selected Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. The Architect is

also required to identify and select the appropriate sub-consultants; however, the STAR reserves the right to approve proposed sub-consultants that will be associated with each project.

The work will include, at a minimum, the following components:

1. Cost estimate to construct existing facilities located at 3900 N US HWY 421, CLINTON, NC 28328 at proposed site. This cost estimate is to include implementation of these facilities in accordance with current building codes as established by local entities and the State of North Carolina.
2. Design a modern and Eco-friendly facility in an effort to provide a cost estimate of proposed plan to construct a new corporate office. Design will include retail space and a drive- thru teller station. This facility will meet the demands of performing day-to-day business transactions of corporate departments to include, executive, human resources, commercial, marketing, engineering, and plant, as well as a video head-end and meeting space. A generator/auto transfer switch capable of providing power as a backup is to be included in project plans. In addition, a general storage facility with a minimum of two environmentally controlled offices and restrooms are to be included in the design. The total desired size of the storage facility is 4,000 square ft. Design of new facility can be single or multi story as options to provide economical price evaluations and comparisons. Design of project plans for implementation of these facilities are to be in accordance with current building codes as established by local entities and the State of North Carolina.
3. Evaluate and design remaining property for future development.

PROJECT FUNDING

Funding for the work described herein will be recommended by the Executive Vice President & General Manager and approved by the Board of Directors.

SELECTION PROCESS

From a review of the statements of qualification received, STAR intends to evaluate the proposals and possibly invite one or more firms to be interviewed before making a final selection of a firm for the projects. STAR will notify selected firms of the date and times of any interview. STAR reserves the right to make a selection based solely on statements of qualifications received.

The selected respondent whose selection was based on qualifications will then negotiate with STAR on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, negotiations will proceed with other qualified respondents until a mutually agreed contract can be negotiated.

EVALUATION CRITERIA

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

- A. Qualifications of Firm
Qualifications of firm, specifically as they relate to this Project.

- B. Firms Experience on Similar Projects
Related project experience of the firm(s) and the individuals who would be assigned to the Project.

- C. Available Resources to Complete Project
This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.

- D. Responsiveness to the RFQ
This would include any examples or sample submitted from previous projects such as concept plans, space planning and design concepts and other related items. The timeliness in which design and cost estimate can be returned.

- E. Professional References
Provide names and contact information for professional references.

- F. Price-Cost Effectiveness
Provide hourly rate information by title/function assigned to project.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. **All Information True** – By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.

- B. **Cost of Responses** – STAR will not be responsible for the costs incurred by anyone in the submittal of responses.

- C. **Contract Negotiations** – This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by STAR the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

- D. **No Obligation** – STAR reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in STAR's best interest; or cancel the entire process.

- E. **Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance certificate by an insurer authorized to transact insurance in the State of North Carolina.
- F. **MWE/WBE & Utilization of Small Business:** - Please state and certify whether your firm or any potential sub-contractors participate in the Minority and Women Owned Business Enterprise (MBE/WBE). It is the policy of the United States that small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUB Zone small business concerns, small disadvantaged business concerns, and women-owned small business concerns shall have the maximum practicable opportunity to participate in performing contracts let by any Federal agency, including contracts and subcontracts for subsystems, assemblies, components, and related services for major systems. It is further the policy of the United States that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUB Zone small business concerns, small disadvantaged business concerns, and women-owned small business concerns.

The Contractor hereby agrees to carry out this policy in the awarding of subcontracts to the fullest extent consistent with efficient contract performance. The Contractor further agrees to cooperate in any studies or surveys as may be conducted by the United States Small Business Administration or the awarding agency of the United States as may be necessary to determine the extent of the Contractor's compliance with this clause.

Contractors acting in good faith may rely on written representations by their subcontractors regarding their status as a small business concern, a veteran-owned small business concern, a service-disabled veteran-owned small business concern, HUB Zone small business concern, a small disadvantaged business concern, or a women-owned small business concern.

SUBMITTAL INSTRUCTIONS

Sealed submittals are required. Three copies of the responses are to be delivered via mail to P.O. Box 348, Clinton, NC 28329 or in person to Clark Honeycutt, at the address set forth below at or before 2:00 p.m. on Friday, September 6, 2019. All submittals must be labeled: **RFQ ARCHITECTURAL SERVICES 2019-1, REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR**

STAR TELEPHONE MEMBERSHIP CORPORATION

Attn: Clark Honeycutt

111 E. Elizabeth Street

Clinton, NC 28328

To enable STAR to efficiently evaluate the responses, it is important that the Respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format may not be evaluated.

Pages shall be no larger than letter size (8 ½” by 11”) or, if folded to that dimension, twice letter size (11” by 17”) each section (defined below) shall be separated by a tabbed divider.

CONTENT OF SUBMITTAL

The bidding firm shall submit one original and two copies in print in a sealed envelope. Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project(s).

A table of contents should be next, followed by dividers separating each of the following sections:

Divider #1: Firm Information

- a. Firm name, addresses, and telephone numbers of all firm offices.
- b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- c. Years firm has been in business
- d. Name of principals in firm.
- e. Primary contact.
- f. Organizational description.
- g. Description of firm’s philosophy.
- h. Hourly rates per title/function

Divider # 2: General Company History/Qualifications

- a. A brief history of the Architect and the services routinely provided
- b. An organization chart that explains team member responsibilities.
- c. Name of the Project Team Leader in charge of projects.
- d. The resumes of all persons to be assigned to the project with their prospective roles identified.
- e. Documentation that the firms on the Architect’s team (architects and engineers) are registered in the State of North Carolina.

Divider # 3: Experience and References

- a. Discussion of Architect's experience in working with government agencies.
- b. List of representative governmental projects, whether ongoing or completed, including references. Please begin with projects in North Carolina. For each, please provide:
 - i. Project name and location
 - ii. Year completed
 - iii. Short description of project
 - iv. Name, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project
 - v. Cost of Construction for project
 - vi. Names, addresses and telephone numbers of general contractor and engineer
 - vii. Design and construction cost and whether or not it was completed on time

Divider # 4: Management and Organizational Approach

On two pages or less, please describe your management and organization approach to the project. The following should be addressed within this description:

- a. Describe your firm's understanding of the projects.
- b. Describe how the firm will organize to perform the services.
- c. Description of Architect's approach to code analysis and jurisdictional approvals.

TERMS AND CONDITIONS:

All proposals are required to remain in effect for at least 90 days from the date submitted for review.

Awarded respondent will have **30** days from acceptance of proposal to provide finalized scope of work and packet details.

Public Information:

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure.

No Lobbying:

Proposer acknowledges and accepts that from the Date of Issuance of the RFQ until a final decision has been made, it will not take any action, make any effort or support or engage others on its behalf to take actions or efforts with attempt to influence the decision-making process for this RFQ in the favor of the Proposer. This includes direct contact with the corporation staff, and others who may be engaged in the process or grant program. Additionally, the Proposer acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc. as a means of attempting to influence the RFQ evaluation or decision-making process. Any Proposer violating any of the aforementioned conditions is subject to immediate disqualification for consideration.

No federal funds shall be used for the purpose of influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress. (UCS Title 31 Section 1352).

Utilization of Minority/Women & Disadvantaged Contractors:

Projects receiving federal funds must notify and include minority and women contractors in their bidding process. Executive Order 11625 (Utilization of Minority Business Enterprise) and Executive Order 12138 (Utilization of Female Business Enterprise).

Davis-Bacon Prevailing Wage Rate Labor Standards:

Any construction project receiving \$2,000 or more in federal funds, as applicable, will be required to comply with prevailing wage requirement.

Environmental Regulations:

All funded projects must undergo environmental review to ensure compliance with the National Environmental Protection Act regulations. In accordance with 24 CFR Part 58.22, the applicant agrees to refrain from undertaking any physical activities or choice-limiting actions until approval is received by written notice to proceed. Choice-limited activities include, but not limited to, acquisition of real property, leasing, repair, rehabilitation, demolition, conversion, or new construction. This limitation applies to all parties in the development process, including public or private nonprofit or for-profit entities, or any of their contractors.

Title VI of the Civil Rights Act of 1964:

No person shall be excluded from participation in, be denied the benefits of or subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, or national origin. (Public Law 99-352).

American Disabilities Act:

Projects receiving federal funding involving physical activities must include accessibility and comply with the Americans with Disabilities Act guidelines. Any federal funded service must be provided in an accessible location.

Drug-Free Workplace:

The agency shall make a good faith effort to maintain a drug-free workplace. (24 CFR Part 21).

Lead-Based Paint:

Any activities involving the presence of lead-based shall comply with the requirements of 24 CFR Part 35. Supplemental Conditions shall be included in all contracts utilizing federal funds.

Conflict of Interest:

No member, officer, or employee of the recipient, or its agents, no member of the government body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any financial interest, are direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in the program. The recipient shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.

Conflict of Interest Provisions, including but not limited to those found at NC Gen. Stat. 14-234, 04 NCAC 19L. 0414, 2 CFR 200.112, and 24 CFR 270.611. Certain limited exceptions to the conflict of interest rules listed in 24 CFR 570.489 may be granted in writing by Department of Housing and Urban Development (HUD) and/or Commerce and NCEM upon written request and the provision of information specified in 24 CFR 570.489(h)(ii)(4).

Legal Remedies Provision:

Contracts other than small purchases shall contain provisions or conditions which allow for administrative, contractual, or legal remedies in instances where borrowers violate or breach contract terms and provide for such sanctions and penalties as may be appropriate. Examples of legal remedies could be liquidated damages, consequential damages, arbitration and others not listed.

Termination Provision:

All contracts in excess of \$10,000 shall contain suitable provisions for termination by the grantee including the manner by which it will be effected and the basis for settlement, In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the borrower/sub recipient/contractor.

NONDISCRIMINATION CLAUSE – SECTION 109, HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974:

No person in the United States shall on the grounds of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds available under this title.

AGE DISCRIMINATION ACT OF 1975, AS AMENDED
NONDISCRIMINATION ON THE BASIS OF AGE:

No qualified person shall on the basis of age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal Financial assistance.

SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED
NONDISCRIMINATION ON THE BASIS OF HANDICAP:

No qualified handicapped person shall on the basis of handicap be excluded from participation in; be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.

Copeland "Anti-Kickback" Act Provision:

All contracts and sub grants for construction or repair shall include a provision for compliance with the Copeland “Anti-Kickback” Act (18 US 874) as supplemented in Department of Labor regulations (29 CFR Part 3). This Act provides that each contractor or borrower shall be prohibited from inducing, by any means any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which is otherwise entitled. The Grantee shall report all suspected or reported violations to the grantor agency. This material is presented in the Labor Standard Handbook 6500.3, Exhibit 14. These provisions should be contained in each bid document and referenced in each contract.