

**CITY OF WINSTON-SALEM
REQUEST FOR LETTERS OF INTEREST,
STATEMENTS OF QUALIFICATIONS, AND FEE PROPOSALS
FOR PROFESSIONAL SERVICES FOR FIRE STATION 19**

The City of Winston-Salem is seeking Letters of Interest, Statements of Qualifications, and Fee Proposals (LOI/SOQ/FPs) from qualified firms to perform professional services in the following specific areas:

Part A- Environmental and Historical Resource Assessment

Part B- Special Inspections

Part C- Contract Administration

It is anticipated that three separate contracts will be negotiated for the three components of these services identified above (Parts A, B, and C), however Part A will be required to be a separate contract.

In accordance with American Recovery and Reinvestment Act (ARRA) guidelines and FEMA staff directives, the City has exempted this project from the requirements of NCGS 143-64.31 (the Mini-Brooks Act) and therefore price, along with the other required information, WILL be considered in the selection process. Price alone will not be the deciding factor.

LOI/SOQ/FP SUBMITTAL REQUIREMENTS:

Letters of interest and statements of qualifications, **including fee proposals** should be submitted electronically via email in PDF format to Russell Byrd, Building Projects Engineer, at russellb@cityofws.org before Wednesday, **JULY 28TH** at Noon, Eastern Daylight Time. The electronic submittal should be clearly marked in the email subject line, the title page and all other pages of the submittal document "LOI/SOQ/FPs City of Winston-Salem- Fire Station 19 Professional Services - Part A, Part B or Part C". The contents of each submittal shall conform to the following requirements:

1. Cover letter, project specific firm qualifications and office location(s) (maximum two pages) - The letter should address the firm(s) interest, project specific experience and expertise, as well as why the firm should be selected to provide these services. This letter should identify the location of the project manager and the location of where the bulk of the professional service work to be performed will take place.
2. A detailed project approach and anticipated project schedule (maximum four pages) - This section shall specifically outline the procedures each firm or team envisions taking to provide these services. Special attention should be paid to identify major items that would be required in this process. For Part A, careful attention should be paid to Section IV Contract Tasks/Deliverables in the statement of work, which is posted with this document. Each submittal should address which Federal EHP laws and Executive Orders are specifically applicable and which are excluded, with stated reasons for each. This schedule should begin with the notice to

proceed and identify milestone dates and time spans, including, but not limited to those shown below. Time shall also be accounted for in the project schedule to allow for review of preliminary and final reports and recommendations.

3. A project team/organizational chart (maximum one page) - This section should include key team members including, but not limited to, project managers, architects, space planners, engineers, etc, particularly those who will be interacting with City staff.

4. Brief resumes of specific project experience for key project team members (maximum five pages) - These resumes should emphasize specific project experience and expertise for the portion of this work (Part A, B, or C) that the individual submittal addresses.

5. Proposed Scope, Schedule and Fee (maximum four pages) - This proposal should list anticipated scope, schedule and shall include estimated hours for each task and subtask, with subtotals for each including applicable fees. The City reserves the right to negotiate the final schedule and fees in the event of a change in the scope of work.

WORK TO BE PERFORMED BY CITY:

The City will provide all available documentation to the selected firm(s), provide input with regard to staffing, operations, maintenance impacts, specifications, budget and scheduling constraints, and will facilitate the internal document reviews.

CITY STAFF CONSULTANT INTERACTION:

City staff from affected departments will be available for meetings with consultants and for key project meetings including kickoff, interviews, design charette, etc. to discuss current and future public safety needs.

SELECTION CRITERIA/ NEGOTIATIONS / ADDITIONAL PROJECTS OR TASKS:

The City reserves the right to terminate negotiations with the selected firms and proceed to negotiate with other firm(s) should fee negotiations, if necessary, fail. Selection of firms will be based on the entirety of the information submitted. The City reserves the right to award this work in a manner that is in the best interest of the City and is in keeping with City, State, and Federal procurement practices. The City may elect to negotiate with the selected firm(s) to perform additional services on these or other projects. Additional work or contracts, if any, will be dependent on consultant performance on originally assigned work.

PROFESSIONAL SERVICES CONTRACT FORM:

The City's standard professional services agreement form is also posted with this LOI/SOQ/FP and will be the base document that the City will use to contract for these professional services.

OTHER RELATED DOCUMENTS:

- The approved Council Resolution exempting this project from NCGS 143-64.31
- Federal Statement of Work for Environmental and Historic Preservation (Part A)
- NC Building Code Requirements for Special Inspections (Part B)
- Professional Services Agreement