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Website: Crown Event Center Website

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**REQUEST FOR QUALIFICATION**

**Issue Date: September 12, 2022**

**Crown Event Center - Professional Services, Programming, Design Services and Construction Administration**

You are invited to submit a Qualifications for Professional Services for the Crown Event Center Program ("Crown Event Center"), Design Services and Construction Oversight in accordance with the RFQ document.

Cumberland County is soliciting Qualifications from professional firms to provide full architectural and engineering services to design, develop bid documents and provide construction administration for the construction of a new Crown Event Center. All services required to secure land development approvals from governing municipalities will also be required.

The County encourages responses from local and minority owned, women-owned, veteran owned, disabled veterans owned firms and firms which have not previously performed work for the County.

**Additional Supporting Documents** are available for download at the Cumberland County Construction Procurement website, <https://www.cumberlandcountync.gov/departments/commissioners-group/commissioners/crown-event-center-committee>. These documents include:

- September 13, 2021 CSL Market & Financial Feasibility Study
- Proposed Multi-Purpose Event Center Market & Financial Feasibility presentation
- Crown Event Center Committee Agenda and Meeting Minutes
- Crown Event Center approved Guiding Principles

**Questions** must be in writing and directed to Matthew DeSilver and Jermaine Walker via e-mail, no later than **5:00 p.m. EST September 23, 2022, per the clock located at the Cumberland County Engineering Department**. All questions received will be answered in writing via a published Addendum to the RFQ pursuant to Paragraph 1.5 of the Request for Qualifications.

**Qualifications Due:** Five (5) hard copies of the submittal, and one (1) portable document format (.pdf) version (Single .pdf containing total document) of the submittal on flash drive must be submitted to the Issuing Office in a sealed package, no later than: **3:00 p.m. EST October 11, 2022, per the clock in the Issuing Office**. **Clearly mark the package with: (1) firm name, (2) the RFQ title, and (3) the due date. Responses to this RFQ will not be accepted electronically. Any submittal received after the submittal deadline will be rejected.**

**Issuing Office:**

Cumberland County Engineering and Infrastructure Department  
130 Gillespie St., Suite 214  
Fayetteville, NC 28301

**Contacts:**

Jermaine Walker, Director, Engineering and Infrastructure  
Phone: 910-321-6602  
E-mail: [jwalker@cumberlandcountync.gov](mailto:jwalker@cumberlandcountync.gov)

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MBP Carolinas  
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**REQUEST FOR QUALIFICATIONS  
CROWN EVENT CENTER  
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**ATTACHMENTS**

- Exhibit A –

## REQUEST FOR QUALIFICATIONS

### CROWN EVENT CENTER

#### PART I

#### General Information

##### I.1 PURPOSE and SCOPE OF RFQ:

Cumberland County, North Carolina, (“County” or “Owner”) through the Department of Engineering and Infrastructure, intends to contract with a professional firm specializing in design services and construction oversight.

This Request for Qualifications (RFQ) contains instructions governing the response to be submitted and the material to be included in the submittal response; a description of the service to be provided; selection criteria; and other requirements which must be met by the proposer to be eligible for consideration.

This project will be one of the largest by Cumberland County and will be a source of pride and community for the County. The County also encourages responses including partnerships with local businesses and Small Diverse Businesses (SDB) including minority, women, veteran, service-disabled veteran business enterprises.

##### A. Additional Information:

- a. A pre-submittal meeting will not be scheduled for this RFQ.
- b. The approved project budget for the Crown Event Center is \$82,500,000.
- c. The project needs to be available for use no later than October 31, 2025. This will require the project to be completed and the setup, move-in, and startup of all building and tenant use functions to occur prior to the October 31, 2025, date. The intention is to start the design process immediately upon issuance of contract.

##### I.2 PROBLEM STATEMENT:

The Theater located at the Crown Complex in Fayetteville, North Carolina has serviced the area as a location for live events since 1967. This 2,440-seat venue has hosted a variety of concerts, theater productions, family shows, civic events, and community and special events. Over the past several decades as the theater has been going through capital improvement programs, the ability to meet ADA compliance continues as an issue. Due to this, the Cumberland County Commissioners have announced the Theater will be closing November 1, 2025.

Cumberland County engaged outside support to provide a comprehensive market and financial feasibility study related to the construction of a new Crown Event Center. This center will need the ability to host events similar to the current Theater complex, in addition have the capabilities to host current and future events including concerts, comedy shows, family shows, touring theater / Broadway events, local and regional performances, and local banquet events. The center will require acoustics, stage configurations, rigging capacities, technology, seating availability and configuration changes, concessions, amenities, and back of house requirements and space to attract attendees, vendors, and entertainment to this venue.

A feasibility study and market analysis can be found at the Crown Event Center website for consideration in providing the Crown Event Center Programming. The Guiding Principles as established by the Community Engagement Committee and approved by the Board of Commissioners can also be found at the Crown Event Center website.

Crown Event Center website:

<https://www.cumberlandcountync.gov/departments/commissioners-group/commissioners/crown-event-center-committee>

The County is still considering the site location. The site location is going through an extensive review and will be decided during the Architect procurement process. The responsive firm will need to demonstrate the ability to design a stand-alone center in an urban and suburban setting.

The County is anticipating the facility to be approximately 89,000 sf with the capacity for an event between 2,500 and 3,000 seats and for a banquet event 250 to 500 seats. The center will include VIP boxes and membership seating to allow for an enhanced experience.

**I.3 ISSUING OFFICE:**

Point of Contact: Cumberland County Engineering Department, 130 Gillespie Street, Suite 214, Fayetteville, NC 28301. Jermaine Walker, Director, Engineering and Infrastructure, is the County contact for this RFQ. Contact information provided in the cover letter of this RFQ. MBP Carolinas will be the Owner Representative for the Project.

**I.4 RESPONSE DATE:**

To be considered, the submittal must be delivered to the Issuing Office on or before the time and date specified in the cover letter. All responses must be "time and date stamped when received by County Engineering".

All risk of late arrival due to unanticipated delay—whether delivered by email, hand, U.S. Postal Service, courier or other delivery service is entirely on the professional. It is the sole responsibility of the professional to have the proposal to the County department specified by the specified time and date of opening. Any proposal received after the proposal submission deadline will be rejected.

**Responses to this RFQ will not be accepted electronically.**

**I.5 ADDENDUM TO THE RFQ:**

If it becomes necessary to revise any part of this RFQ, an Addendum will be published on the Cumberland County Procurement website. It is the responsibility of the proposing firm to check the website for Addenda to the RFQ for the most current information prior to submitting a Qualifications. The professional firm must acknowledge receipt of all published Addenda in its Qualifications.

In addition, only questions submitted in accordance with the requirements of the cover letter (written and received by the deadline) will be addressed in the Addenda. Verbal questions and responses are not official and in no way change the requirements of this RFQ.

**I.6 QUALIFICATIONS SUBMISSION:** To be considered, the Professional must:

- A. Submit a complete response to this RFQ, using the format provided in Part II.
- B. Each submittal must be submitted in five (5) hard copies and one (1) portable document format (.pdf) version on a flash drive to the Issuing Office. No other distribution of submittal will be made by the firm.
- C. Submissions must be signed by an official authorized to bind the firm to its provisions.
- D. All submittal(s) must be submitted to the Issuing Office, in a **sealed envelope** prior to the time and date stated in the cover letter of this RFQ, in a clearly marked package with: (1) firm name, (2) the RFQ title, and (3) the due date.
- E. The firm(s) whose submittal is selected for award will be required to provide his/her Contract Template in Microsoft Word or compatible to enable prompt and accurate transcription of acceptable terms and conditions into a final contract document.

**I.7 REJECTION OF SUBMITTALS:**

The County reserves the right to reject any and all responses received as a result of this RFQ, or to negotiate with any or all responding Professional firms. In addition, the County, in its sole discretion, has the right to cancel the RFQ and re-issue the RFQ at any time prior to a fully executed contract

**I.8 INCURRING COSTS**

The County is not liable for any costs incurred by Professional prior to the issuance of a fully executed contract.

**I.9 ECONOMY OF PREPARATION**

Submittals shall be prepared simply and economically, providing straightforward, concise descriptions of the professional's ability to meet the requirements of the RFQ. Not to exceed 25 pages double sided or 50 pages one side.

**I.10 ORAL PRESENTATION**

An oral presentation will be required by those firms short listed by the evaluation committee. A presentation is intended to provide an opportunity for the professional firm to clarify their Submitted qualifications to ensure a thorough and mutual understanding. The Issuing Office will schedule a presentation after the committee's evaluation process is complete. The County anticipates oral presentations to occur within two weeks of short list notification.

**I.11 PRIME PROFESSIONAL RESPONSIBILITIES:**

The selected Professional will be required to assume responsibility for all services offered in his/her submittal including those of his/her firm and all subcontracted Professional. Further, the County will consider the selected prime professional to be the sole point of contact with the County in regard to contractual matters. The County reserves the right to approve or disapprove selection of sub consultants listed in the RFQ, or subsequently selected for any project.

**1.12 DISCLOSURE OF QUALIFICATIONS CONTENTS:**

The proposal must not contain any information marked as "confidential" or as a "trade secret" or in any other manner as to indicate that it is information protected by the Trade Secrets Protection Act ( the "Act")

as set out in Article 24 of Chapter 66 of the North Carolina General Statutes, unless the professional has noticed the County Finance Department of its intent to designate any information in the proposal as such and received permission from the County Engineering Department to do so in writing. Professional's notice to the County Engineering Department must be in writing and must describe the information for which confidentiality is requested and explain how the information is a "trade secret" as defined in G.S. § 66-152(3). If the County Engineering Department determines the information for which confidentiality is requested is a "trade secret" covered by the Act, it will notify the professional how to mark the information in the proposal and will identify the measures that County will take to protect the confidentiality of the information. Professional's submission of a proposal after receipt of this notice from the County Engineering Departments shall be deemed to be acceptance of the County Engineering Department's statement of how it will maintain confidentiality. If the County Engineering Department determines the information for which confidentiality is requested is not a "trade secret" covered by the Act, it will notify professional of that determination. Any proposal marked with any information as "confidential" or as a "trade secret" or in any other manner as to indicate that it is information protected by the Act in violation of this section shall be regarded as not responsive to the request for proposals and shall not be considered.

**1.13 DEBRIEFING ON UNSUCCESSFUL QUALIFICATIONS:**

If a letter of selection is not received within 120 days of the RFQ closing date (or any written extension thereof), the Professional may assume that they were not awarded a contract. Upon written request, the firm will be debriefed (orally) as to the basis for their non-selection. Requests for oral debriefing must be made in writing to the attention of the "point of contact" person within 150 days after the closing date cited for receipt of responses to the RFQ. The County will set the time and location of the debriefing.

**I.14 NEWS RELEASES:**

News releases pertaining to the selection of the Professional shall not be made without prior written permission of the issuing office.

**I.15 NON-DISCRIMINATION:**

**AFFIRMATIVE ACTION:** The professional will take affirmative action in complying with all Federal and County requirements concerning fair employment and employment of people with disabilities and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability.

Each professional submitting a proposal, including its representatives, subcontractors, and suppliers, is prohibited from having any communication with any employees or members of the board of commissioners of the County except those employees of the County's Engineering Department as designated in this **RFQ**. Any professional who does not comply with this provision may be disqualified from contract award.

**I.16 NEGOTIATION OF FEES:**

Negotiations and submission of cost data **will only be required from firm(s) chosen by the Selection Committee**, based on the selection criteria cited in this RFQ. Should negotiations fail with the selected firm(s), the County shall move to the next selected firm(s).

END OF PART I

**REQUEST FOR  
QUALIFICATIONS  
PART II  
INFORMATION REQUIRED FROM THE PROFESSIONAL**

The Professional shall submit a response to the RFQ, to include the following information, in the format specified. Any response that does not meet the conditions listed herein will be considered to be non-responsive to the requirements of the RFQ and shall not be evaluated further.

As directed in I.7 B, each submittal must be delivered to the Issuing Office by the date and time indicated in the cover letter, and includes the following:

**II.1 LETTER OF INTEREST**

The letter of interest shall be concisely presented and include, at a minimum, the following information that shall be clearly delineated and be quickly identified by a reviewer of the Qualifications. Responses shall be either 25 pages double sided or 50 pages one side excluding the cover page, cover letter, and table of contents.

- A. **Strongest Asset:** A statement (not greater in length than one single-sided 8 ½" x 11 " page) which details the strongest asset (service) offered by your firm, (i.e. "Our firm is a full service Architectural and Engineering firm; however, our strongest asset or service offered is in the field of environmental work as detailed here:.....") - (i.e. "Our firm is limited to only mechanical work but we do it better than anyone else in the area and here are the reasons why: .....") - (e.g. "Our firm offers various services but our specialty is .....").
  
- B. **Geographical Location:** A statement as to the **number** of geographical miles from the office that will provide professional services to the County. It is in the best interest of the County to contract with Professional who can provide timely service and be available for meetings and resolve issues on site, if needed. Include in the statement the teaming partners that can be available.
  
- C. **Electronic Document Transfer:** A statement as to the capability to send and receive electronic distribution and the compatibility with the County's software (Microsoft Office 365). The firm(s) whose submittals (s) is selected for award will be required to provide his/her Qualifications in an electronic document version compatible with the current version of Microsoft Word being utilized by the County to enable prompt and accurate transcription of acceptable terms and conditions into a final contract document. The County requires that the awarded professional reviews with the County industry best standards for format of file transport and communications, be it Portable Document Format (PDF) or approved other. The firm(s) whose Qualifications(s) is selected for award will be required at the start of contract to provide File Transfer Protocol (FTP) or similar

County approved site (can be web based) for the management and transfer of project files, including but not limited to all drawing files.

- D. **Addenda:** Acknowledge receipt of any addenda issued during the solicitation period, including the addenda number and issue date. The Professional agrees that said addenda shall become a part of any contract issued as a result of the RFQ.
- E. **Qualifications Validity Timeline:** A statement confirming I.7 D of this RFQ
- F. **Official Signatures:** Signature(s) as required by I.7 C

## II.2 STATEMENT AND UNDERSTANDING OF PROBLEM:

State in succinct terms (not greater in length than two one sided 8 ½" by 11" pages) your understanding of the services your professional team will provide based on this RFQ, as well as your understanding of the County's needs that generated the RFQ, of the County's objectives in asking for the services, and of the nature and scope of the work involved.

## II.3 Submission:

The proposer shall include:

- A. Key Personnel of Prime Professional / Joint Venture firms, include only those key employees that your firm anticipates will be assigned to this project. In particular, identify the individual anticipated to be assigned as the Project Manager and liaison to the County for the duration of the project. Attach resume information on key employee's professional experience, listing those projects similar in nature to the project described herein. This should include the project name, dates of completion and their specific work assignments.
- B. Key Personnel of Subcontracted Firms (if your firm anticipates using consultants) list only those key employees that your consultant(s) anticipates will be assigned to this project. Provide resume information as requested in item A above.
- C. Work Performed by Firm; provide as much information as possible so that the reviewers can form an opinion on your firm's experience and capabilities.

List only those projects which your current organization is, or has provided design services that are similar in nature to the Problem Statement in Part I of the RFQ. Include if possible and as a priority specific example of experience in (a) Multi-Purpose Event Center Buildings; (b) Large theater spaces to include concert performance spaces and Broadway / travelling theater; (c) Site planning including integrated design of exterior and interior gathering spaces; and pedestrian and vehicular traffic flow.

Each project identified must include size, base cost, change order costs, owner name/address, and contractor name/address, date of completion and extent of services provided by the respondent. Include summary of any litigation which the project experienced, if any, and its outcome.

- D. List any additional information the firm may wish to provide.

In addition, list those projects which your consultants are or have provided design services that are similar in nature to the Problem Statement recorded in Part I of the RFQ. Include the project name, the actual or estimated date the construction will be completed, project costs, name of owner and name of representative familiar with your work on the project. Each project shall include a specific delineation of the services provided by the consultant and summary of any litigation which the project experienced.

- E. Provide at least three (3) references for projects of similar size and scope, for Event Centers that were completed in the last ten (10) years. Projects referred to should include the name of the client with the address, telephone number, name of the contact person who is knowledgeable about the firm's performance on the project and his/her e-mail address.

#### **II.4 RESPONSIBLE CONTACT PERSON – THIS RFQ**

The Respondent shall provide in the cover page the name, title, address, telephone number and e-mail address of the individual who is responsible for preparing this RFQ and responding to questions concerning the submittal.

**Home Office, Branch Offices & Subcontracted Services:** The Respondent shall explain how the firm's main office, any branch offices and any subcontracted services will assign staff and meet the needs of this project.

#### **II.5 ADDITIONAL EXPERIENCE:**

Provide evidence of experience for the Professional firm's or sub-consultant's employees who will be assigned to this project as it relates to the work required under this RFQ. This project requires experience in specific aspects and areas of design that include, but not limited to:

- A. Design and construction oversight of a multi-purpose event centers.
- B. Workshops and presentation to neighborhood groups, local governing bodies, and County administration.
- C. Land Development preparation, presentation, and procurement of necessary approvals.
- D. Ability to solve difficult site conditions and experience in site master planning.
- E. Experience with exterior layouts: landscaping, traffic flow (both pedestrian and vehicular) and parking
- F. Site work engineering in general, specifically: storm water, sewage, all other necessary utilities, and ties into campus infrastructure.
- G. Ability to meet sustainable requirements in design and function.

**FAILURE TO PROVIDE THE PROJECT REFERENCES AND EXPERIENCE REQUIRED ABOVE  
WILL BE SUFFICIENT CAUSE FOR REJECTION OF THE QUALIFICATIONS.**

**II.6 REGISTRATION:**

Provide evidence (a copy of the seal showing the current license or registration number) of professional registration in the State of North Carolina for the Architect and P.E.'s who will be affixing his/her seal to drawings completed under this contract.

**II.7 SCHEDULE:**

Provide a milestone schedule outlining the timeline deemed necessary for the professional to accomplish the scope of work described.

**II.8 APPENDIX:**

The professional team may provide other information deemed relevant to the type of work that the firm desires to offer. Please note that elaborate brochures and other representations beyond those sufficient for presenting a complete and effective qualifications submittal are neither required nor desired.

**II.9 FINANCIAL RESPONSIBILITY:**

Professional warrants that it has the financial capacity to perform and to continue perform its obligations under the contract.

**NO INFORMATION ABOUT FEES, LABOR RATES, DIRECT COSTS, REIMBURSABLES, OVERHEAD OR PROFIT SHALL BE INCLUDED WITH THIS SUBMITTAL**

END OF PART II

**REQUEST FOR  
QUALIFICATIONS  
PART III  
SELECTION OF PROFESSIONAL FIRM**

**III.1 MINIMUM REQUIREMENTS:**

Qualifications received that do not meet all the requirements listed in Part II, INFORMATION REQUIRED FROM THE PROFESSIONAL, will be considered to be non-responsive to the requirements of the RFQ, and shall not be evaluated any further. At a minimum, the Professional must comply with the following:

- A. In order to ensure responsiveness of firms, and in the best interests of the County, it is necessary to have professional(s) (including all sub-consultants) who can provide timely service and be available for meetings and resolve issues on site if needed. All Professional (and sub-consultants) must be available for an on-site meeting within 24 hours of the County's request for such meeting.
- B. Firms responding to this RFQ must confirm their capability of meeting Section II.1.B.
- C. Firms responding to this RFQ must confirm their capability of meeting Section II.1.D of this RFQ
- D. Signature(s) as required by I.7.C and reiterated in II.1.G of this RFQ.
- E. A statement confirming valid terms as defined in I.7.D and reiterated in II.1.F
- F. Provide submittal in the quantity and format stated in Part I.1.7.B

Qualifications that do not meet these minimum requirements will not be considered for evaluation.

Responses shall be either 25 pages double sided or 50 pages one side excluding the cover page, cover letter, and table of contents.

**III.2 SELECTION PROCESS:**

All submittals are subject to review by the County Selection Committee and System representatives. The County disclaims any liability whatsoever as to their review of the submittals and in formulating their recommendations for selection. All recommendations for selection made by the committee shall be final.

- A. The Selection Committee shall review the qualifications of interested Professional and identify in ranking order, based upon the selection criteria established and published by the County in this RFQ. The professional firm that is deemed to be the most highly qualified to provide the services required will be contacted by the Negotiation Committee.

- B. The Negotiation Committee shall then negotiate fair and reasonable billable rates in order of preference, opening negotiations with firms of a lower preference only if fair and reasonable billable rates cannot be established with the firms of higher preference.

RFP Issued, September 12, 2022

Due date for all questions 5:00pm EST, September 23, 2022

Submissions Due 3:00pm EST, October 11, 2022 – ELECTRONIC and 5 x HARD COPY

Interviews to be held the week of November 14, 2022

Date for Notification of Selection week of November 21, 2022

**Evaluation Criteria**

| No. | Evaluation Criteria  | Weight | Score |
|-----|--|--------|-------|
| 1   | Understanding of the project and proposed strategies.  | 20     |       |
| 2   | Team approach.   | 30     |       |
| 3   | Qualifications of personnel, approach to deliverables, and quality of recommendations.   | 20     |       |
| 4   | Relevant experience in undertaking projects of similar scope, complexity, importance and value, and lessons learned to be applied to this project. | 40     |       |
| 5   | Presentation and Interview.  | 20     |       |
| 6   | Quality and clarity of proposal.   | 20     |       |
|     | <b>Final Criteria Ratings (out of a total of 150 points)</b>   |        |       |

**III.3 SELECTION CRITERIA:**

- A. Capability to perform the services being considered:

1. This refers to the Professional Firm's previous experience and competence in accomplishing work. Particular attention shall be paid to the work experience on similar projects as that identified in the Problem Statement in Part I of this RFQ, and to the responding firm's stated strong assets.
2. The experience of any consultants (or joint ventures) shall be evaluated in the same manner as the prime professional. The experience of any consultant (or joint ventures) shall be counted as though that experience was that of the prime professional unless instructions to the contrary are given in other parts of this RFQ.

- B. Geographic Proximity:

This refers to the location of the responding firm's office that will provide the professional services, in relation to the location of the County. In order to ensure responsiveness of firms, and in the best interests of the County, it is necessary to have professional(s) (including all sub consultants) who can provide timely service and be available for meetings and resolve issues on site if needed. All Professional (and sub consultants) must be able to reach the County within a timely manner.

- C. Ability of the firm to furnish the necessary set of individuals who make up the workforce to perform as required by the contract:
1. This refers to the competence of professional personnel who would be assigned by the Professional Firm. Qualifications of professional personnel will be measured by their experience, with particular emphasis on experience on similar services as those required by the project identified in the Problem Statement in Part I of this RFQ.
  2. Competence of the personnel of any consultants (or joint ventures) is to be evaluated in the same manner. The experience of the personnel of any consultant (or joint ventures) shall be counted as though that experience was that of the prime professional unless instructions to the contrary are given in other parts of this RFQ.
- D. Electronic Distribution:  
This refers to the Professional's ability to distribute and receive electronic documents. Refer to sections II.1.B and II.1.D of this RFQ.
- E. Statement and Understanding of the Problem:  
This refers to the Professional's understanding of the services to be provided and of the County's needs that generated the RFQ, of the County's objectives in asking for the services, and of the nature and scope of the work involved.
- F. Quality.  
This refers to the quality of the submittal presented and the quality of the services that may be anticipated from the Professional.
- G. Responsiveness  
This refers to the overall content of this submittal responding completely to the requisites of this RFQ.
- H. References  
Professionals shall provide at least three (3) references for which your company has provided services of similar size and scope to that proposed herein.

END OF PART III

**REQUEST FOR  
QUALIFICATIONS  
PART IV  
WORK STATEMENT**

**IV.1 OBJECTIVES**

- A. **General:** Provide Architectural/Engineering Services, specializing in multi-purpose event centers, specifically for Broadway / travelling theaters, concerts, performance acts, and banquets; Urban and suburban site planning, specifically contextual integration; Proactive civil and land development work; Confirmation of concepts as outlined in Section **IV.2** Nature and Scope of Project; Ability to focus on building function and flexibility; and provide full professional Architectural and Engineering Services for pre-design program confirmation, land development and entitlements, detailed conceptual, schematic, developmental and construction design, participation in bid/award and construction administration of this County funded project to provide Professional Services, Programming, Design Services and Construction Oversight for the Crown Event Center.
- B. **Specific:** Provide required architectural and engineering services to include but not limited to: architectural, civil, landscape, structural, mechanical, electrical, plumbing, fire protection, food service, equipment, security, telephone and internet technology, acoustical requirements including for shows and mitigating the surrounding environment, and applicable State, County and local regulations and building codes; Utilization of completed feasibility study (only available to contracted A/E team) to confirm programmatic analysis as well as County's desired program, site location and preliminary layout; Design for quality, evolving, efficient, state-of-the-art venue and experience remaining budget conscious and sustainably aware; Preparation of documentation required by governing bodies for land development; Preparation of preliminary design and details, to be implemented into contract documents (drawings and specifications); Preparation of preliminary and pre-final construction cost and time estimates; Interface with established facilities team, contracted project management firm and designated County departments/agencies; Potential use of County approved technical documentation means, i.e. Building Information Modeling (BIM) etc.; Preparation of final contract documents with applied professional seal; Solicitation of approvals from applicable governing agencies at State, County and local levels; Participation in evaluation of contractor bid Qualifications Preparation of final cost and time estimates; Participation in construction administration which includes but is not limited to review and approval of construction shop drawings and material/sample submittals, Preparation of potential three dimensional and possible "fly- through" marketing materials for County use; Preparation of responses to Request for Information (RFI); Participation with and recommendations of change order request; Evaluation of progress payment applications; Attendance and administration of bi-weekly construction job conferences; Participate in project progress inspections and project completion inspections; Develop timely punch lists; Collection and preparation of as-built drawings in electronic version for turn over to the County files; Participation in construction contractor performance evaluations.

## IV.2 NATURE AND SCOPE OF THE WORK

- A. Architectural/Engineering specialized services for the Crown Event Center, including multipurpose performance spaces of to accommodate Broadway / travelling theaters, concerts, performance acts, and banquets, site development/construction (including access drives, loading dock, parking layouts, and pedestrian and vehicular traffic flow). Services for the project will include but are not limited to: initial site analysis, replacement as required any and all parking displacement as part of this building's siting and, determination of surrounding site amenities.

High pedestrian and vehicle traffic will be expected adjacent and near to this site. Coordination of this Crown Event Center will need to conform to County standards and with existing County operations.

The types of spaces which may be programmed into the building may include but are not limited to:

- 2,500 to 3,000 seating capacity for events
- 250 to 500 seating capacity for banquets
- VIP Boxes
- Membership seating
- Grand lobby entrance
- Meeting rooms / classrooms
- Ability for food service for banquets and concessions
- Concessions points of service
- Dressing rooms
- Loading dock with two truck bays
- "Back of house" components typical to multi-purpose centers
- MEP, Equipment and Custodial spaces typical to multi-purpose centers
- ADA Accessibility and access similar to a multi-purpose center

A cost estimate and project schedule will be required as part of the preliminary design submission and updated at each phase of the project.

- B. The professional team selected must be prepared to present the final program to County constituents shortly after contracted. This program presentation will serve as a basis for decisions and work of the design and documentation phases.

## IV.3 TASKS

Required general architectural and engineering services to include, but not to be limited to:

- feasibility of proposed construction
- structural building component analysis
- Location of final building site layout and site analysis
- review of applicable regulations and building codes
- preparation of preliminary sketches, construction costs and time estimates

- preparation of preliminary and final land development documents including presentation materials for Planning Commission and Borough Council presentations
- preparation of preliminary contract drawings, specifications, and preliminary cost estimates
- preparation of final project construction requirements and material specifications, final cost estimates and schedules
- preparation of final bid documents with professional seal
- Submission to North Carolina Labor and Industry for plan and building permit approvals
- participation and recommendation of construction bid Qualifications
- review and approval of construction shop drawings and material samples submittals
- construction administration
- evaluation and recommendations of RFI's and C.O.'s in a timely manner
- participate in all job conference issues/items and responsive in a timely manner
- maintain job progression and promote ease of project flow
- compile punch list as work progresses and as final
- project completion items, close out documentation

Specialized professional services are to be made available on an as-needed basis to the County. Cumberland County must comply with all review and permitting procedures required by local, state, and federal authorities which may affect the project. The Professional will be required, in cooperation with both a contracted project manager as well as the County staff, to assist in determining the extent of the review and permitting procedures and will be responsible for code analysis and code-complying documentation. The Professional will assist the County through the review and approval processes in order to obtain necessary land development, zoning and building permits.

#### **IV.4 REQUIREMENTS**

- Refer to Sections II.1.B and II.1.D of this RFQ.
- Submittals should be prepared simply and economically, providing a straightforward, concise description of the professional team's capabilities of satisfying the requirements of this RFQ. Emphasis should be on completeness and clarity of content.
- Regarding specifications: the design of this building is focused on County needs and function. The County values sustainable options. When setting schedule, the professional must present for approval a submittal and review timeline that has significant time allowance for thoughtful decisions.

#### **IV.5 COUNTY PARTICIPATION**

An individual from the County will be assigned, to act as the Project Manager and will work with the Professional during all phases of the work. This project will also have a contracted project management firm for schedule and cost review as well as project progress oversight. A Project Delivery Team including County officials, the facility management firm and the contracted project management firm will be an integral part of all phases and will continue as needed during construction. Other members of the County may participate in review of the design and documentation. When setting schedule, the professional must allow for a minimum of two

weeks review period at each major review stages for the County. This schedule must be pre-approved by the County. With the approved schedule, the professional and the County must adhere to the submittal deadlines and these review time allowances.

The County will participate in review of the specification prior to publication. The submittal approval process shall be outlined and reviewed with the County project manager and interior designer. The distribution thread of samples submitted by general contractor and number of samples required for approval shall be decided in conjunction with the County project manager, the contracted project manager and the professional, to allow for County final acceptance.

At completion of each stage of contracted service identified, the professional must secure signatory approval of the County before proceeding to the next stage. During construction, the County may assign one or more construction inspectors.

Responses shall be either 25 pages double sided or 50 pages single side excluding the cover page, cover letter, and table of contents.

END OF PART IV

## **TERMS AND CONDITIONS**

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### **IRAN DIVESTMENT ACT**

As provided in N.C.G.S. 147-86.55-69, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the County Treasurer pursuant to G.S. 147-86.57(6) c, is ineligible to contract with the County of North Carolina or any political subdivision of the COUNTY.

### **E-VERIFY**

Professional shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if professional utilizes a subcontractor, the professional shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.”

### **DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL**

The Professional certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81. It is the responsibility of each Professional to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

### **INSURANCE:**

Providing and maintaining adequate insurance coverage is a material obligation of the Professional and is of the essence of this Contract. All such insurance shall meet all laws of the County of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Professional shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the Professional shall not be interpreted as limiting the Professionals’ liability and obligations under the Contract. During the term of the Contract, the Professional at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract