

## REQUEST FOR QUALIFICATIONS (RFQ)

### **PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC. DESIRES TO ENGAGE A QUALIFIED ARCHITECTURE/ENGINEERING FIRM TO PROVIDE A ROOF AND BUILDING ENVELOPE SURVEY ON THE PARTNERSHIP FOR CHILDREN FAMILY RESOURCE CENTER**

The Family Resource Center brings together a host of diverse organizations under one roof, creating a unique and centrally located home for organizations dedicated to helping families connect with services. A rich pool of talent, passion, skills, and expertise; all tasked with helping improve the lives of families in our community, the Family Resource Center is a hub for services to strengthen families through parenting support, information and referral, child care resource and referral, child development activities, and other programs committed to supporting children and families.

The Partnership for Children of Cumberland County, Inc. (PFC) is Soliciting Statements of Qualifications from architecture/engineering firms experienced in conducting roof assessment and building envelope surveys to complete an evaluation of The Partnership for Children Family Resource Center (FRC) located at 351 Wagoner Drive, Fayetteville NC 28303.

The scope of services is anticipated to include analysis of condition and performance of existing roofing system and building envelope to determine design of system rehabilitation, repair and/or replacement at the facility owned by PFC.

#### PROJECT SCOPE:

1. Complete a roof and building envelope survey of all buildings that shall include the following:
  - Identify and describe all roofing and building envelope anomalies.
  - Identify and describe any defects that may be harmful to the roof or building envelope.
  - Give the causes for each anomaly and defect.
  - Recommend alternate courses of corrective action for defects and anomalies.
  - Provide a cost estimate for correcting the defects and anomalies.
  - Photographs shall be taken and provided as part of the report depicting the conditions of the roof and building envelope at the time of the survey.
2. As determined by PFC and selected firm, a nondestructive roof moisture survey will be performed by an experienced and qualified professional as approved by the issuing agency. The roof moisture survey shall use infrared, nuclear, electronic field vector mapping, or electronic leak detection, including test cut verification to locate moisture within a roofing system in coordination with the roof manufacturer and/or PFC's existing roofing contractor.
3. Prepare a list of corrective actions and the necessary costs associated for both the roof and building envelope. In addition, a prioritized list of corrective actions with costs shall also be included. These results shall be

placed in an Excel spreadsheet and submitted electronically for the ease of manipulating this data for future use by PFC. Selected firm shall build these into an up to five year Capital Improvement Plan (CIP).

4. Determine and develop a list of preventive maintenance steps that PFC can take to extend the life cycle of the roof and the annual costs that need to be allocated for such.
5. Develop a comprehensive checklist that PFC can utilize through its own staff or through the services of a qualified roofing contractor to complete a yearly inspection of the roof and windows.
6. If determined by the initial survey that a roof or wall envelope needs corrective action, then the selected firm will be asked to provide a design which shall include full bid documents, including CAD drawings and specifications and assistance with bidding and construction administration. Preference in award of subcontracts should be given to subcontractors willing to subsidize their labor and costs with professional in-kind and discounts to support PFC's nonprofit mission.
7. Findings shall be presented at a regularly scheduled Facility & Tenant Committee Meeting (typically the third Monday of the month at 11:30 AM) and at a regularly scheduled Executive Committee (acting on behalf of the Board of Directors) Meeting (the third Thursday of the month at 9:00 AM) or Board of Directors Meeting (the third Thursday of the month at 12:00 PM) by the selected firm.

MINIMUM QUALIFICATIONS:

1. The respondent shall have a minimum of 5 years experience in roofing and waterproofing consulting.
2. The respondent shall be knowledgeable and experienced in the design, details, and specifications of roofing and waterproofing.
3. Respondent shall be licensed with the State of North Carolina as an Architect or Professional Engineer.
4. Respondent or respondent's consultant shall have a Registered Roof Consultant (RRC) registration from RCI, Inc.
5. Respondent or respondent's consultant shall have a thorough knowledge of various roofing types to include but not be limited to single-ply, built-up, metal, shingle and/or other main weatherproof barriers.

SUBMITTAL REQUIREMENTS:

1. Firm name, address, telephone numbers and year established.
2. Names of principals of the firm and states in which they are registered.
3. Types of services customarily provided by the firm.
4. Name, resume and license/professional registrations of Project Manager to be assigned to this project.
5. Number of staff available for this assignment and their qualifications.

6. Names of outside consultants, if any, who would be retained to provide services required for this project and the percentages of services that the sub-consultant would provide.
7. The firm's prior experience with assessments of this type. Highlight and provide governmental references for past projects within the last three years. Please include a brief description of each project, including a dollar amount along with a name, address and phone number of a reference for each project listed.
8. Describe in detail the firm's project deliverables to PFC and the benefit of each and how PFC can use this information moving forward.
9. List of current projects underway and the estimated cost and completion date of each.
10. The proposed time in which the firm foresees to complete the work based on the information provided in the scope of services.
11. Current fees to include published hourly rates for the firm. As a nonprofit organization, PFC will place special emphasis on selection of firms willing to subsidize their rates through in-kind professional contributions and/or discounts provided qualifications are at least equal to their counterparts.

PFC's Facility & Tenant Committee shall review the Statements of Qualifications and shall recommend to the Board of Directors the best qualified firm in their estimation and negotiate a fee for professional services rendered.

PFC reserves the right to request interviews of selected proposers, to make selections on the basis of initial proposals, or to reject all proposals submitted.

All interested firms should contact Michael Yeager at (910) 826-3056 or [myeager@ccpfc.org](mailto:myeager@ccpfc.org) to make an appointment to evaluate the facility. Questions related to the RFQ should also be directed to Michael Yeager. Business Hours for the Facility Operations Manager are Monday – Thursday 7:30 am – 5:30 pm and Friday 8:00 am – 12:00 pm.

All interested firms should submit five (5) copies of their Statement of Qualifications to:

Anna Marie Hall, Contracts Coordinator  
Partnership for Children of Cumberland County, Inc.  
351 Wagoner Drive, Suite 200  
Fayetteville, NC 28303

Responses must be limited to no more than 15 pages and be received no later than 5:00 pm on or before April 30, 2019 to be considered. Partnership for Children of Cumberland County, Inc.'s Board of Directors shall have final contract approval.