

May 6, 2019

**REQUEST FOR QUALIFICATIONS
FOR
CITY of SALISBURY

ROOF CONSULTING
EVALUATION AND DESIGN SERVICES**

The City of Salisbury of North Carolina may select a roofing design consulting firm to provide professional services to include design and construction administration for projects that would be initiated in the next three years beginning 2019 – 2020. Submitted qualifications will be held and used to select a professional firm for any new projects that may arise. The City of Salisbury is seeking a firm whose combination of experience and personnel will provide timely, cost effective and quality professional services.

The areas of expertise required for our projects will include roof evaluation and design. Design services require the selected firm provide schematic design; design development; construction documents; bid phase services; and construction administration. Roof evaluation requires an annual review of roofs at designated locations. Not all properties will be evaluated each year. The evaluation report should include a drawing of the roof including all penetrations and equipment, pictures to illustrate findings and documentation of recommended repairs; a recommendation of any roof in need of replacement and budget for comprehensive replacement to include design services; any repairs requiring immediate attention.

SUBMITTAL REQUIREMENTS

To be considered, please submit three copies of your qualifications to:

Gayla Long, Purchasing Coordinator
City of Salisbury
PO Box 479 / 132 North Main St.
Salisbury, NC 28144
704-638-5305

Responses are limited to 14 pages, inclusive of the cover sheet and shall be on 8 ½” x 11” sheets, single spaced and one sided. Fold out pages are not allowed. Binders, dividers, tabs, etc. are prohibited. One staple in the upper left hand corner is preferred. The three copies shall be inside one envelope and shall not be folded. Please write “ROOF CONSULTATION SERVICES” on the front bottom left of your envelope. It is the responsibility of the interested consultant to have the bid in this office by 11:00 a.m. on May 27, 2019.

The Qualifications Package should include the following information:

1. A cover letter identifying our contact person during the RFQ process. Include phone, email and address.
2. Identify key personnel and provide a detailed background including:
 - Roles and responsibilities.
 - Identify the person that will be the primary contact for the City of Salisbury. This person must be a registered architect, professional engineer or registered roof consultant and include state(s) of registration and certification.
 - Years of service with firm, and role in past projects of similar nature.
3. Description of available backup personnel, resources and their locations.
4. Three municipal references for which you have had similar contracts, including the period, contact name, address and phone number of the individual representative with knowledge of the firm's work. Include annual dollar amount of roof replacements, contract fees, and time period service was provided.
5. The name of any firm(s) that will likely provide sub-consulting services, and the services they will provide. Include office location, contact name, phone number and key individuals proposed to perform work on City of Salisbury projects.
6. List up to eight roof replacement projects completed within the past three years, showing date of contract, amount of fee received by your firm, amount of roof replacement, type of roof and sqft of roof.
7. State any Conflicts of Interest your firm may have with the City of Salisbury.
8. The City of Salisbury must advertise roof replacement projects in the local newspaper. The City will also post the project via the City's website. How does the consultant identify prospective bidders? Do you have a website you use to post projects? If so, what website is used?

The City of Salisbury staff will evaluate the information submitted. Do not attempt to contact any elected local officials. Any attempt to do so will result in disqualification of the firm's submittal for consideration. Interviews may be requested by The City of Salisbury. Award of the contract for this service may occur in the next 90 days. The selected firm(s) may be expected to begin work immediately upon award of the contract.

CONFIDENTIALITY:

Responses to the RFQ will become public record and, therefore, will be subject to public disclosure. However, North Carolina General Statute Sections 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the consulting firm follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret", The City of Salisbury will withhold the document from public disclosure to the extent that is entitled or required to do so by applicable law, and will return the document after selection.

CONDITIONS AND LIMITATIONS:

The City of Salisbury expects to select a consulting firm as proposed in the Statement of Qualifications as submitted by the firm, but reserves the right to request substitutions of sub-consulting firms.

The City of Salisbury reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest The City of Salisbury.

A response to this RFQ should not be construed as a contract nor indicate a commitment of any kind. The RFQ does not commit The City of Salisbury to pay for costs incurred in the submission of a response to this RFQ or for any costs incurred prior to the execution of a final contract.

CONCLUSION:

Please direct all questions regarding this RFQ to:

Gayla Long, Purchasing Coordinator
City of Salisbury
PO Box 479 / 132 North Main St.
Salisbury, NC 28144
704-638-5305

The City of Salisbury appreciates your interest in providing professional services.