



**REQUEST FOR QUALIFICATIONS (RFQ)**  
FOR ARCHITECTURAL DESIGN SERVICES  
HISAN POLK TRANSFORMATION ACADEMY  
RFQ # 01

## I. Introduction

Leading Into New Communities, Inc. (“LINC”) is a 501 (c)(3) non-profit organization. LINC currently operates the L.I.T.E. Manhood program—a structured enrichment program designed for African American males to reduce barriers in education and/or employment. In 2021, the Wilmington City Council approved LINC’s request to acquire former Wilmington Fire Station 3, located at 3933 Princess Place Drive. LINC desires to renovate and redesign the former fire station and create a residential academy for twelve young men between the ages of 15-18. The Hisan Polk Transformation Academy will provide education services for high school or GED completion, construction and/or technical training certificates, and general life training skills to its residents for 14 months.

Accordingly, LINC is soliciting qualification submittals from a highly qualified architect (“Respondent”) to provide design services for the renovation of 3933 Princess Place Drive.

## II. Submission Deadline and Method

Responses to this RFQ must be received on or before **3:00 P.M. EST, Tuesday, July 16, 2024**. Submit Statements of Qualifications by mail in a sealed envelope properly marked **“RFQ #01 Design Services 3933 Princess Place Drive Renovation”** and addressed to:

LINC, Inc.  
Attn: Frankie Roberts, Executive Director  
P.O. Box 401  
Wilmington, NC 28402

Respondents submitting their qualifications statements are asked to submit five (5) copies of the complete statement of qualifications along with one (1) electronic copy. Clearly indicate the Respondent’s name, address, email, and phone number on the outside of the envelope containing the Statement of Qualifications.

The successful Respondent must have the capability of receiving and submitting all documents in an electronic format. Also, the successful Respondent must have Internet access for browsing and receipt of electronic documents via email.

Statements of Qualifications received after the time and date for closing will not be accepted.

### **Schedule of RFQ issuance and receipt are as follows:**

<b>RFQ Publication:</b>	Friday, June 14, 2024
<b>Deadline for Questions:</b>	Wednesday, July 3, 2024 by 4:00 PM EST
<b>Answers to Questions:</b>	Monday, July 8, 2024

**Deadline for Receipt of  
Statement of Qualifications:**

Tuesday, July 16, 2024 by 3:00 PM EST

**A. Intent to Submit**

All Respondents who intend to submit a Statement of Qualification on this project should send an email to [projectmanager@lincnc.org](mailto:projectmanager@lincnc.org) including pertinent contact information. This will ensure that you receive all addenda issued for this RFQ, if applicable.

**B. Communications**

After the release date, all communications between LINC and prospective Respondents regarding this RFQ shall be in writing. Any inquires, requests for interpretation, technical questions, clarifications, or additional information should be directed to **Erica Roberts**, Project Manager, by emailing [projectmanager@lincnc.org](mailto:projectmanager@lincnc.org). All questions concerning this RFQ should reference the section number and page. Questions and responses will be compiled and shared with all interested Respondents known to LINC and posted as an addendum. **All questions must be received no later than Wednesday, July 3, 2024 by 4:00 PM EST.**

Respondents may not have communications, verbal or otherwise, concerning this RFQ with any personnel or board members of LINC, other than the person listed in this section. If any firm attempts any unauthorized communication, the proposal will be rejected.

**C. Addendum**

Any changes to the RFQ will be issued by addenda and sent by email to all Respondents that have notified LINC of their intent to submit a Qualification Package. The addenda will also be posted on LINC's website at <https://lincnc.org/rfq-hisan-polk-transformation-academy/>.

**D. Minor Deviations**

LINC reserves the right to allow or disallow minor deviations or technicalities. LINC shall be the sole judge of what is to be considered a minor deviation or technicality.

**E. Evaluation and Interviews**

Statements of Qualifications will be evaluated, and oral interviews may be requested as part of the evaluation process. If interviews will be conducted, LINC will contact Respondents by email to make arrangements. Interviews may be conducted by phone, video conference, or in person.

## **F. Incurred Cost**

LINC is not liable for any cost incurred by any Respondent prior to an award. Costs for developing a response to this RFQ is entirely the obligation of the Respondent and shall not be chargeable in any manner to LINC.

## **G. Bidding Agreement**

This RFQ is not an offer to enter into a contract. No agreements with any selected Respondent shall be binding until a contract is signed and executed by the authorized LINC official and the authorized representative of the Respondent.

## **H. Right to Reject**

LINC reserves the right to reject any and all qualification packages with or without cause, to waive technical errors and informalities, or to accept that qualification package or combination of qualification packages, which in LINC's sole and absolute judgement, best serves the organization's interests.

## **III. Additional Guidelines and Instructions**

Additional project information and instructions for submitting an RFQ may be obtained by visiting LINC's website at <https://lincnc.org/programs/hisan-j-polk-transformation-academy/>. LINC reserves the right to accept or reject any or all Statements of Qualifications and to make the award which will be most advantageous to LINC. The selected Respondent will represent the best value for LINC, combining price, qualifications and proposed scope of work.

### **A. Minority Participation**

LINC recognizes the importance of diversity in its procurement and contracting activities. In conjunction with LINC's overall commitment to diversity and inclusion, LINC encourages the participation of Small Business Enterprises (SBEs), Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), collectively SMWBEs, in the procurement process. In this regard, LINC has established an overall goal of 12% SMWBE participation in its procurement contracts. LINC and its contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of its contracts.

### **B. License/Certifications**

The successful vendor will be required to secure, at its expense, the proper occupational license and/or any other license required of the applicable work being performed. Proof of license and/or certification may be required prior to award. The Respondent shall comply with all federal and state laws, county and municipal ordinances and regulations in any manner affecting the performance of the work. The Respondent shall state its occupation license number and expiration date.

### C. Insurance

Responders to this solicitation shall show appropriate insurance coverage levels for providing the types of services described above. Upon selection, the selected Respondent shall provide specific insurance certificates naming LINC as an additional insured for the required insurance categories of coverage.

### D. Trade Secret Confidentiality

According to General Statutes 132 - 1.2, trade secrets contained in a bid may be kept confidential if the bidder, at the time the bid is submitted, designates that it is secret and requests that it be kept confidential. Any information considered to be confidential should be placed separately and clearly marked “Confidential.” **Marking the entire proposal confidential may be grounds for rejection of the proposal.**

### E. Certificate of Authority

**Subject to several statutory exceptions, a business entity incorporated or organized in a state other than North Carolina must obtain a certificate of authority from the North Carolina Secretary of State prior to transacting business in the State.** *See* G.S. 55-15-01(a) (business corporations); G.S. 55A-15-01(a) (nonprofit corporations); G.S. 57D-7-01(a) (limited liability companies); G.S. 59-902(a) (limited partnerships); G.S. 59-91(a) (registered limited liability partnerships); G.S. 55B-16(a) (professional corporations). When the requirement applies, the foreign entity transacting business in the State is responsible for obtaining a certificate of authority—not the domestic (i.e., North Carolina) corporations, public entities, or individuals with whom the foreign entity might contract.

### F. Federal Uniform Guidance

If the source of funds for this contract includes federal funds, the following federal provisions would apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable): Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland “Anti-Kickback” Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2CFR § 200.324).

### G. E-Verify

Pursuant to Session Law 2013-418, the Respondent shall fully comply with the U.S. Department of Homeland Security employee legal status E-Verify requirements for itself and all its subcontractors. Upon execution of a contract, LINC requires an affidavit

attesting to the Respondent's compliance. Violation of the provision, unless timely cured, shall constitute a breach of contract.

#### **H. Pricing**

No fee proposal is to be included in the qualification package. This solicitation is for qualifications only.

#### **I. Conflict of Interest**

Respondents must disclose with their qualification packages the name of any LINC employee who owns, directly or indirectly, any interest in the Respondent's firm or any of its branches.

Any Respondent placed under contract with LINC must further notify LINC in writing within five (5) days of their discovery of a potential conflict of interest and make such continuing disclosure throughout the term of the contract. A full disclosure shall include a description of the action that the Respondent has taken, or proposes to take, to avoid or to mitigate such conflicts of interest. LINC may terminate the contract if LINC deems such termination to be in its best interest or may terminate the Respondent's assignment to the project based upon its assessment of a potential conflict.

#### **J. No Public Opening**

Qualification packages shall **NOT** be publicly opened. Submitted Statements of Qualifications are not subject to public inspection until a contract is awarded and executed. Qualification packages that are received by telephone, facsimile, telegram, or electronic mail are not acceptable and will be rejected.

### **IV. Project Description and Scope**

LINC invites qualified Respondents to provide design services qualifications for the complete renovation of former Wilmington Fire Station 3.

The project location is **3933 Princess Place Drive, Wilmington, North Carolina.**

The building consists of approximately **4,807 square feet**, which will accommodate twelve (12) beds for residents. The original Concept Plan for the project can be found on LINC's website at <https://lincnc.org/rfq-hisan-polk-transformation-academy/>.

The anticipated scope includes complete Design and Construction Services, as specified below:

A. Site Engineering and Permitting

B. Architectural, Structural, Plumbing, Electrical, Mechanical, Security, etc.

C. Construction Administration Services

D. Furniture, Fixtures and Equipment—Layout Design, Specifications and Bidding

## **V. RFQ Package Components and Scoring**

The qualification packages shall consist of the following:

### **A. Cover Letter**

The Cover Letter will state the name of the person(s) authorized to represent the Respondent in any negotiations, the name(s) of the person(s) authorized to sign any contract that may result, the contact person's name, mailing address or street address, phone, and email address(es). A legal representative of the successful Respondent, authorized to bind the Respondent in contractual matters, must sign the Cover Letter and the Statement of Qualifications.

### **B. Technical Response**

The technical response shall contain the sections outlined below:

1. Introduction: The content of this section shall be at the discretion of the Respondent.
2. Past Experience with Similar Design (30%)
  - a. List all similar projects and indicate dates within the last ten (10) years. Please select three (3) of the most recent projects (Sample Projects) where the design and bidding are complete and provide the following:
    - i. Scope Description (include services provided and facility description)
    - ii. Budget (provide estimated vs. actual construction costs)
    - iii. Schedule (provide estimated vs. actual design schedule, including permitting)
    - iv. Construction Delivery Method Used
    - v. Lessons Learned (indicate what could have been done better on each project to improve the outcome)
    - vi. Owner(s) Contact Information
    - vii. Reference Letter from Owner(s)

3. Proposed Team for this Project and their Relevant Experience (30%)
  - a. List of Proposed Team Members (include each team member's role in the project, license information, and experience).
  - b. List Office Locations for each Proposed Team Member
  - c. Indicate whether the Proposed Team Member worked on any of the Sample Projects listed above.
4. Project Approach (40%)
  - a. Describe your team's approach to this type of project. Give a brief outline of the steps you would take to complete the project.
  - b. Indicate your firm's approach to ensuring LINC's involvement during design.
  - c. Indicate what your team will need from LINC to ensure a successful project.

Total: 100 Potential Points

5. SMWBE Participation (10 additional potential points)
  - a. Include your team's past performance with diverse businesses.
  - b. Include your firm's commitment to diversity and inclusion.
  - c. Include a supplier diversity plan.

## **VI. Selection Process**

**Phase 1:** Each Respondent will be evaluated based upon information provided in the Selection Criteria listed above. Respondents receiving the highest ranking will be the Respondents chosen to participate in Phase 2 of the Selection Process.

**Phase 2:** The Respondents chosen for Phase 2 of the Selection Process may be required to make a presentation. Respondents will be notified if presentations will be required and given the dates and times reserved for presentations. LINC reserves the right to establish additional rules and procedures for the presentations and for the interview process.

**Final Selection:** LINC will negotiate a contract with the top-rated Respondent selected. If a contract cannot be successfully negotiated with the top-rated Respondent, LINC will proceed with negotiations with the second top-rated Respondent.