



**RANLO**

## REQUEST FOR QUALIFICATIONS

Architectural & Design Consulting Services for Ranlo Town Hall and Police Station

Town of Ranlo

November 11, 2024

**Summary:**

The Town of Ranlo is requesting Statements of Qualifications from interested architectural, design, or engineering firms for planning, design, and construction management services related to the Town Hall Administration, Police Station, Utility Building Complex as detailed in the Scope of Work section below.

**Direct Inquiries To:**

Charlie Hansen, Town Manager

[Chansen@townofranlo.org](mailto:Chansen@townofranlo.org)

**Introduction:**

The Town of Ranlo made the decision on September 12, 2024, to evacuate their Town Hall and Police Station due to looming and immediate structural concerns with the building. As a result, the Administration, Utility Billing, and Police Departments relocated to an auxiliary building of a local church to seek safety. The old Town Hall building was 8,401 square feet.

The Town is seeking to construct a new municipal complex that will house all the aforementioned departments at the old existing site located at 1624 Spencer Mountain Road. However, due to the unsafe soil and ground conditions of the property, the location of the future building must not be in the current footprint of the old building. The Ranlo ball field that is located on the property must be preserved as well, as it is a staple of the community. Discussion of the positioning of the building can be brought to Staff and the Ranlo Board of Commissioners (“The Board”) in the design process. The Town of Ranlo is continuing to grow and is excited about having a new home and municipal complex for all of the residents to be able to enjoy and continue the Ranlo tradition of being “Built With Pride.”

**Project Details:**

The Town of Ranlo, NC (“Town”) is seeking qualifications statements from a qualified firm to complete planning, architectural and civil design, bidding, and construction administration services for the construction of the new complex.

### **Town Hall Services:**

The Town currently is nearing 5,000 residents. Within the administration department, the staff has a Town Manager, a Finance Director, and two (2) Billing employees that process all water and sewer payments. The Utility Billing benefits greatly from a drive-thru window as some of the Town residents are not able to make entry into the old Town Hall building. The utility billing section also has a printing room that processes all 1,700 monthly bills. The Finance Director and the Town Manager have two separate offices and will frequently require meeting spaces such as small and medium-sized conference rooms to either host visitors or hold internal staff meetings. The Town Hall services also includes a Council Chambers room that can accommodate the meeting space for the Ranlo Board of Commissioners meetings. As will be mentioned below, the Town is requesting for a deliverable to include permanent and non-permanent fixtures (desks, conference tables, etc.) as a part of the project.

### **Police Station**

The Ranlo Police Department is a 13-member department that fulfills all law enforcement operations for the Town. The Police Department has several bays that house evidence and other seized items. They have several high security storage areas for evidence, ammunition, and other important policing tools. The station housed 7 offices, as well as storage areas for various equipment. The old Police Station did not have a secure interview and questioning room, and also neglected to have any secure parking areas.

### **Initial Building Vision:**

The Town of Ranlo will be looking for a building to house both the Town Hall Services as well as the Police Station. The Town would like to see architectural design similar to that of the mills that make Ranlo such a rich historical mill town. That history is woven into the fabric of the residents and its essence. The Town would like to see a historical room in the front lobby to highlight the history of the mills, and the history of the old Town Hall Building as its impending demolish date is set. This can be an area for those to come and celebrate Ranlo, and not just pay a bill. The entire parcel is already owned by the Town of Ranlo. The Town would also love to work in a grander vision of connecting the municipal complex in the center of Town with the neighboring parks and walking track to create an opportunity for recreation and community gathering.

### **Operational Needs:**

The Town will sit down with the selected firm once the process has been awarded to go over a needs study and design plan. The firm should include the needs and space study in the letter of qualifications and any previous space study completed.

### **Project Scope:**

1. Compile and evaluate existing information regarding the project and site, including solicitation of input from Town Staff, Board of Commissioners, and Public.
2. Confirm space needs for each facility, meet available space, and confirm interior layout with the Town.
3. Provide planning and evaluation services including, but not limited to, existing facilities surveys; site analysis, selection, and development planning; condition assessment; economic feasibility studies; project financing; zoning review; ADA review, on-site and off-site utility studies, and environmental studies and reports.
4. Prepare and submit the concept design of the projects to the Town Manager and The Board.
5. Architect or delegated representative will attend and prepare presentation materials for public meetings upon request.
6. Perform all necessary coordination with the Town, NCDOT, utility providers, and any other authorities having jurisdiction.
7. Provide schematic design of building, parking, floor plan, communications, and utilities.
8. Provide associated design development, construction documents, bid documents, specification design reports, geotechnical and/or environmental reports, and other documents as required.
9. Provide schematic design of ADA compliant facilities.
10. Obtain all necessary permits required to construct the municipal complex
11. Prepare comprehensive construction cost estimates throughout the design phases.
12. Provide construction administration services, including but not limited to, advertising, bidding, construction observation, negotiating change orders, reviewing, and approving pay applications and submittals, coordinating and leading progress meetings, developing punch lists, developing as-built drawings, and contract closeout for all projects.

## **Submittal Instructions and Requirements:**

Interested Firms are invited to submit their qualifications for consideration. The submittal should contain at a minimum, the information requested in “Submittal Requirements” below. Submittal packages are limited to 20 pages. Firms shall submit one (1) electronic PDF copy of the completed proposal via email or hand delivery, addressed to Charlie Hansen, Town Manager, no later than 5:00pm on December 16<sup>th</sup>, 2024, to:

Charlie Hansen, Town Manager

Town of Ranlo

1825 Spencer Mountain Road

Gastonia, NC 28054

The submittal deadline is absolute. Prospective firms and individuals must ensure the Statement of Qualifications is received by the due date and time. Late submittals will not be considered. Statement of Qualifications received after the due date and time will not be accepted or considered and will be returned to the sender without review.

## **RFQ Questions**

Questions regarding this RFQ may be directed to Charlie Hansen at [chansen@townofranlo.org](mailto:chansen@townofranlo.org)

## **Submittal Requirements**

At a minimum, all interested firms are required to submit a statement of qualifications and experience containing the following information:

- 1) Cover Letter. A signed cover letter from a principal in the firm expressing interest in the project and certifying that sufficient resources in personnel, equipment, and time are available and can be committed to this project.
- 2) Summary. A summary should provide a brief but thorough overview of how your firm can provide design services to the Town. Provide firm name, address, telephone number, email address, and contact persons.
- 3) Capacity. Provide a complete description of project staff in the form of a graphical organizational chart and staffing summary that addresses individual roles and

responsibilities for the project. Identify the Project Manager(s) and key staff proposed for these projects. The Project Manager(s) should have extensive experience in related work to this project, both in scope and extent.

- 4) Experience. Provide a list of a minimum of three (3) projects of similar size and scope completed by the firm.
- 5) Schedule. Provide a proposed schedule for the project highlighting any specific anticipated involvement from the Town.

The Town of Ranlo accepts no responsibility for any expense related to preparation or delivery of qualification statements.

### **Selection Procedure**

In order to be considered for this project, firms must meet the following criteria:

- Firm must be properly registered with the Office of the Secretary of State of North Carolina;
- Firm must be properly registered with the North Carolina Board of Registration for Professional Architect; and
- Firm must employ at least one (1) North Carolina Registered Professional Architect in responsible charge.

### **Evaluation Criteria:**

The following criteria will be utilized to select a firm for this project:

Understanding the Town's required tasks and needs as demonstrated in the qualifications statement – 25 Possible Points

Experience with similar projects, comparable in type – 25 Possible Points

Qualifications of the staff assigned to perform the work – 25 Possible Points

Demonstrated ability of the consultant to perform high quality work, and meet project schedules – 25 Possible Points

Possible Point Total: 100 Points

### **Additional Information**

In submitting a Qualifications Package, each firm agrees that the Town of Ranlo may reveal any submitted trade secret materials contained in such response to all Staff and Town Officials involved in the selection process and selection committee. Furthermore, each firm agrees to indemnify and hold harmless the Town and each of its officers, employees, from costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret.

### **Conditions, Clarifications and Reservations**

The Town reserves the sole discretion and right to 1) reject any or all responses, 2) waive informalities in a response, 3) select a firm that has submitted a fully responsive Statement of Qualifications and who is determined by the Town to be a professional, qualified firm to be in the best interest of the Town, or 4) take whatever action or make whatever decision it determines to be appropriate. The Town of Ranlo assumes no obligation in this general solicitation of Statements of Qualifications and all costs and expenses of responding to this RFQ shall be borne by the interested firms or individuals.