



Request for Proposal
Architectural & Engineering
Services
December 4, 2023

Who are we?

We are one of the leading agencies for equitable and affordable housing development for the City of Concord and Cabarrus County residents. WeBuild Concord (WeBuild) was founded in 2019 under the original name, Concord Family Enrichment Association (CFEA). The purpose of CFEA was to serve as a nonprofit and enrichment arm for the City of Concord's housing division. The organization's mission expanded in 2021-2022 to provide opportunities through public and private partnerships for residents, including the building and developing homes, a community land trust, and advocacy for equitable housing and community development. WeBuild is an inclusive and fluid model that responds to the specific needs of neighborhoods, economic and community development, and other intersectional factors that impact housing and talent development. For more information, go to www.webuildconcord.org.

Project Overview:

WeBuild Concord intends to convert a vacant nursing home located at 266 Malvern Dr. SW, Concord, NC 28025, into a modern, functional, and aesthetically appealing condominium complex. This remodeling project aims to create a safe, comfortable, and attractive living space for potential buyers while preserving the architectural integrity of the existing structure. We aim to produce five to ten spacious condominiums in the Logan Community. WeBuild Concord is excited to embark on this transformative project, and we are seeking licensed, experienced, and innovative professionals to help us bring our vision to life.

Scope of Work:

The selected architecture and engineering firm/partnership will be responsible for the following tasks:

- 1. Site Analysis:**
 - a. Evaluate the existing site and building structures to determine the maximum number of units and best use of space.
- 2. Design and Planning:**
 - a. Develop detailed architectural plans for the condominium complex, including floor plans, elevations, and site layout.
 - b. Create engineering designs for structural, mechanical, electrical, and plumbing systems.
 - c. Incorporate sustainable and energy-efficient design principles.
- 3. Regulatory Compliance:**
 - a. Obtain necessary permits and approvals from local authorities.
 - b. Ensure compliance with building codes and regulations.
 - c. Deliver approved and complete set of construction documents.
- 4. Construction Oversight:**
 - a. Provide construction administration services, including site visits, quality control, and contractor coordination.
 - b. Address any design-related issues that may arise during construction.
- 5. Interior and Exterior Finishes:**
 - a. Recommend and specify interior finishes, fixtures, and materials.
 - b. Design landscaping and outdoor amenities for the condominium complex.

Proposal Submission Requirements and Basis for Consideration:

The responding company or partnership **must attend a site visit** and provide the following by the **January 26, 2024, submission deadline**. Submissions should be concise, no more than three (3) pages, excluding proof of North Carolina license, insurance, resumes or bios, and official bids.

1. **Site Visit:** Attend a site visit at 10 am or 11 am on December 19, December 21, January 9, January 11, January 16, or January 18. Please email jsykes@webuildconcord.org to schedule your site visit.
2. **Company Profile:** Provide an overview of your firm, including relevant experience in similar projects.
3. **Project Approach:** Provide a brief outline of your approach to this project, highlighting your innovative ideas and methodologies.
4. **Team Qualifications:** Include resumes or bios of key team members demonstrating their architecture, engineering, and project management expertise.
5. **Portfolio and References:** Provide at least two examples of previous work, especially projects related to multi-family conversions, and references for the projects mentioned above, including contact information for verification.
6. **License and Insurance:** Provide proof of North Carolina license and firm's insurance coverage.
7. **Official Bid: All firms must submit a one-page official bid with budget categories, line item expenses, and final cost.**

Note: At least one site visit is required prior to bid submission. All submissions will be measured on the company profile, project approach, team qualifications, portfolio and references, applicable license and insurance, and official bid.

Reminder

Firms should not contact the WeBuild Board of Directors regarding this project.

All other inquiries should be submitted to Jessie Sykes, the Construction Coordinator, at jsykes@webuildconcord.org.

Proposal and Submission Deadline

Proposals shall be limited to three (3) pages, excluding proof of North Carolina license, insurance, resumes or bios, and official bids. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.** Submissions must be in .pdf format and submitted **by 5:00 p.m. on January 26, 2024**, at the email address below.

WeBuild Concord reserves the right to reject any statements of interest. A firm is anticipated to be selected and notified before the end of February 2024.

Proposals should be sent to the following e-mail address as a .pdf file: jsykes@webuildconcord.org.

The subject line should contain the firm's name and "RFP for Architecture & Engineering."

An electronic receipt will be sent after your submission. Paper copies will not be accepted.

SELECTION

According to American Rescue Plan Act guidelines, WeBuild Concord will accept the **lowest "responsible" bid**. We will contact and notify all applicants upon decision.

CONTRACTING

Any contract developed for this Architectural and Engineering agreement shall be construed and enforced according to the laws of the State of North Carolina. All contracts are subject to the rules and regulations of the American Rescue Plan Act.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of WeBuild to ensure equal employment opportunity without discrimination or harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. WeBuild prohibits any such discrimination or harassment.

Please note the addendum for any contracts using American Rescue Plan Act funding.