

# **REQUEST FOR QUALIFICATIONS**

## **COMMISSING SERVICES FOR THE CITY OF GREENSBORO – WINDSOR CHAVIS NOCHO COMMUNITY COMPLEX**



**ISSUE DATE: July 22, 2025**

**CITY OF GREENSBORO  
ENGINEERING AND INSPECTIONS DEPARTMENT**

**DUE DATE: AUGUST 15, 2025**

## **1. PROJECT DESCRIPTION**

City of Greensboro is seeking consultant(s) from a qualified firm to commission agent representation for the new [Windsor Chavis Nocho Community Complex](#). The project will include both the north site (former Windsor Recreation Center) located at 1601 East Gate City Blvd and the south site (Nocho Park) located at 1010 Duke St.

The new Windsor Chavis Nocho Community Complex will bring these elements together to both serve as a community resource and simultaneously tell the unique story of the community through its design.

The 65,000 sq. ft. facility will provide residents a place to learn and play together; improving daily living through health wellness, offer access to City and County services, promoting lifelong learning, and encouraging social interaction. Utilizing a community-based program design, the engagement efforts touched over 4,000 residents from the surrounding community and Greensboro at large.

The indoor spaces are designed for flexibility with open sight lines, multifunction spaces and movable furnishings. Indoor spaces will consist of indoor aquatics including a lazy river, water slide and lap swim, teaching kitchen, gymnasium, walking track, weight room, fitness room, sensory space, dedicated spaces for children, teens, and seniors, and flexible programming rooms and spaces both indoor and outdoor. Tailored program specific lending kiosks, traditional collections, and book vending will bring an innovative learning experience.

Through a collaborative with the City, Guilford County will offer various services to residents from county departments including Public Health, Social Services, and Cooperative Extension at the Windsor Chavis Nocho Community Complex. Residents will have access to eligibility services including Medicaid, Food and Nutrition Services (FNS), and Women, Infants, and Children services (WIC).

Public Health and Cooperative Extension will offer educational classes centered on wellness, exercise, and health and nutrition. Cooperative Extension will also connect residents with food recourses through the county's food security program.

Nocho Park renovation will include replacing existing restrooms and upgrading a multi-purpose field to regulation size, replacing and relocating playground equipment with an innovative nature play area, adding a full-size covered basketball pavilion, amphitheater, wide pathways, relaxation area including hammock poles, additional parking, sustainable landscaping, and stormwater control devices. The site will feature multiple community gathering areas with Bosque seating, picnic tables, bench seating, a shade structure, and lighting throughout.

## **2. SCOPE OF GENERAL COMMISSIONING AGENT**

### **Construction Phase**

1. Review the Basis of Design (BOD).
2. Review current design drawings and specifications to become familiar with project. If any issues are found, the Commissioning Agent should provide issues to owner to design team and owner for review.
3. Review shop drawings and provide submittal review assistance
4. In-person attendance of monthly OAC meetings. For other OAC meeting, review meeting minutes to

keep abreast of project progress.

5. Develop the Commissioning Plan.
6. Conduct a planning meeting with the Owner and General Contractor/Construction Manager.
7. Create a Commissioning schedule and have the contractor integrate it into the construction schedule.
8. Conduct a Commissioning kick-off meeting with General and subcontractors.
9. Review the Commissioning Plan and specifications and process highlighting the trades' responsibilities.
10. Review for information only and to assist in developing construction checklists and functional tests for the equipment and systems to be commissioned.
11. Conduct a controls integration meeting where the submittal review comments of controls sequences and drawings are discussed and issues resolved.
12. Conduct a TAB coordination meeting with the GC/CM, engineer of record, controls contractor and TAB contractor to review the TAB process.
13. Develop project and equipment specific PreFunctional Checklists (PFCs). PFCs shall be submitted to the owner, design team, and construction team for review.
14. Develop project specific functional test procedures (FPTs) for all commissioned equipment. FPTs shall be submitted to the owner, design team, and construction team for review.
15. Review requests for information and change orders of commissioned equipment. Comment as warranted to maintain the OPR.
16. Develop and manage the Commissioning Issues Log in a web-based commissioning application that allows sorting and filtering and efficient displaying and printing of data. Keep log updated as issues are identified. Regularly submit the log to the Owner and Contractor.
17. Conduct construction site observations beginning when the commissioned equipment is shipped to the site. Site visits shall occur monthly until equipment startup, when they shall be done bi-weekly are as needed to witness equipment startup. Field reports shall be submitted within 3-days of site visit.
18. Conduct regularly scheduled commissioning coordination meetings. Take and distribute minutes. Meetings shall be held at end of OAC meeting. During FPTs, meetings shall occur weekly.
19. Review startup and factory test reports of commissioning equipment and confirm compliance with the manufacturer's recommendations and good practice.
20. Review TAB reports for adherence to TAB specification.
21. Perform TAB verification on 100% of major equipment and 20% of terminal devices.
22. Schedule, direct and document functional testing.
  - a. Review training agendas for each system and assembly.
  - b. Witness training for all systems.
23. Review O&M manuals for compliance with the specifications parallel with the A/E review. Submit documentation of this review with any deficiencies.
24. Develop and submit the final commissioning report

- a. Summary commissioning report.
  - b. Issues log.
  - c. Issue resolution plan.
  - d. Lessons learned.
  - e. Commissioning Agent Plan
  - f. Commissioning Agent Specifications.
  - g. Design, OPR and BOD review record.
  - h. Submittal reviews, including of TAB & O&Ms.
  - i. Testing schedule, progress reports and field observations.
  - j. Training record.
  - k. Completed and blank construction checklists and start-up reports.
  - l. Completed and blank functional tests and trend logs.
  - m. 10 month operations review and seasonal testing record.
25. Develop and submit the Systems Manual with the following sections:
- a. Table of Contents (bookmarked and hyperlinked)
  - b. Executive Summary
  - c. OPR and System Narratives
  - d. Operating Requirements
  - e. Operating Parameters and Procedures

The City anticipates the time of construction to be approximately 18 month beginning in September 2025 for 1601 East Gate St. Blvd with completion by early 2027.

### **3. QUALIFICATIONS**

In order to be considered for this project, the firm must demonstrate that it has experience in building commissioning experience and services.

Qualifications should contain the following:

- a. A cover letter signed by a person empowered to commit the firm to a contractual arrangement with the City of Greensboro. The cover letter should also include all contact information, (phone number, email address, and mailing address.) The letter should identify the person who will be responsible for regular communication with the City of Greensboro;
- b. A brief history of the firm, including the following:
  - Size of the firm and office locations; and
  - Location of the office where the work associated with the project will be performed.
- c. Range of services provided, relevant work experience, capabilities and expertise that qualify the firm to undertake this project. Relevant work experience should include projects of similar size undertaken within the last five (5) years. For each project, include the name, title, email and telephone number of a contact person whom the City may contact;

- d. Identify the individuals who will be providing services to the City, listing their individual work experience and certifications;
- e. A description of the firm's approach and methodology to execute the services required for this project including pertinent certifications outlined in qualifications;
- f. All Qualifications should be limited to a maximum of the (10) pages. Qualifications consisting of more than ten (10) pages may be rejected. The cover letter, table of contents (if used), certificate(s) of insurance, dividers, and front and back covers will **not** count toward the limit.

**4. SELECTION CRITERIA**

This Request does not commit the City to enter into agreement, to pay any costs incurred in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project.

The City will require the selected Consultant to participate in negotiations of the fees for the project and to submit resulting proposals.

The City reserves the right to perform all or some of the services described in this document with its own work force.

Qualifications of the Firm (25 points)

- Experience and expertise
- Strength and stability of the firm
- A description of the firm's approach and methodology to execute the services required for this project including how your firm handles commissioning agent representation for large scale building construction.
- Provide the original estimated costs and actual completed cost three example project.

Qualifications of each team member for 3<sup>rd</sup> party testing and material testing (20 points)

- Organizational chart of the project team
- Similar work completed by members of the proposed project team within the last five years.
- Identify the individuals who will be providing services to the City, listing their individual work experience and certifications or licenses for each.

Past Performance as a Commissioning Agent (20 pts)

- Consultant's performance on similar projects either for the City or based on information gathered by the City and/or through the references provided by the Consultant

Capacity of the Team Members for Each Proposed Category of Work (15 pts)

- Ability to adequately staff projects to meet varying time schedules and demands for construction
- List % of time available to dedicate to Greensboro projects for each proposed team member.
- Indicate the format and typical frequency of reports to the City

MWBE Proposed Utilization (10 pts)

- To encourage M/WBE participation in the contract, the City will award ten percent (10%), or ten points, of the total available selection criteria Points to a Respondent on a sliding scale based upon the level of M/WBE participation on its team performing a Commercially Useful Function. Of the 10 points, up to five points will be awarded for utilizing certified MBE firms and up to five points for using certified WBE firms. The distribution will be as follows: the respondent with the highest level of participation receives the maximum 5 points, and the lowest participation level receives the fewest points. If a Respondent subcontracts any portion of the contract to subcontractors, service providers and/or suppliers, the information shall be reported on Appendix A-Affidavit C, Subcontractor Utilization Commitment Form.

Local Preference (5 points) (Refer to Appendix B & Appendix C if applicable)

- This Request does not commit the City to enter into agreement, to pay any costs incurred in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project.

The City will require the selected Consultant to participate in negotiations of the fees for the project and to submit resulting proposals.

The City reserves the right to perform all or some of the services described in this document with its own work force.

Schedule for the Selection Process: The following is the anticipated schedule for the Consultant(s) selection process:

<u>Task</u>	<u>Date</u>
City of Greensboro RFQ issued	July 22, 2025
Written Questions	August 1, 2025
Responses from City Due	August 8, 2025
Completed RFQ due to City of Greensboro-Engineering and Inspections Department	Must be received by City no later August 15, 2025
City review and Selection of Short List of Qualified Consultants, if applicable	August 15,2025 –August 20 2025
Interviews with potential Qualified Consultants, if needed	August 22, 2025
City's Consultant Selection	On or before August 25, 2025

**5. GENERAL PROVISIONS**

- 5.1. Insurance Requirements: Any contract entered into as a result of this Request will require the Consultant(s) to obtain and maintain the following minimum insurance coverage:
- 5.2. General Liability Insurance, including but not limited to coverage for all premises and non-premises operations, independent contractors, broad form property damage coverage, including explosion, collapse and underground property damage hazards, personal injury

liability protection including coverage relating to employment of persons, contractual liability protection, and products and completed operations coverage. This insurance shall provide bodily injury limits of not less than \$1,000,000 for each occurrence and not less than \$2,000,000 in the aggregate, and with property damage limits of not less than \$500,000 for each occurrence and not less than \$500,000 in the aggregate. The General Liability Insurance shall name the City of Greensboro as an additional insured, and the insurance shall be primary and non-contributory to any other insurance that may be available to the City.

- 5.3. Professional Liability Insurance with limits of not less than \$1,000,000 for each occurrence and not less than \$2,000,000 in the aggregate. This Professional Liability Insurance shall provide coverage for the claims concerning the Contractor's errors and omissions for the scope of services provided to the City under this Agreement, including but not limited to, claims concerning the preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, or drawings and specifications, and claims relating to supervisory, inspection, architectural or engineering activities.
  - 5.4. Automobile Liability Insurance, covering owned, non-owned, hired vehicles and trailers using in connection with this project. This insurance shall provide bodily injury and property damages limits of not less than \$1,000,000 combined single limit/aggregate.
  - 5.5. Worker's Compensation Insurance in accordance with statutory requirements and Employer's Liability Insurance with limits of not less than \$100,000 for each occurrence. In case any work is sublet under this Agreement, the Consultant shall require the subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all of the subcontractor's employees to be engaged in such work. This Agreement shall be void and of no effect unless the Consultant shall secure and keep in effect during the term of this Agreement the Consultant's compliance with the provisions of the Worker's Compensation laws of the State of North Carolina.
  - 5.6. The successful proposer(s), if any, must provide a Certificate of Insurance and Additional Insured Endorsement verifying coverage for the City of Greensboro within fifteen (15) calendar days after notification of award. Certification must include: name and address of insurance company (must be authorized to conduct business in North Carolina or be named on the List of Authorized Insurance maintained by the NC Department of Insurance), policy number, and liability coverage and amounts. Timely annual renewals will also be required.
6. Non-discrimination: It is the policy of the City not to enter into a contract or to be engaged in a business relationship with any business entity that has discriminated in the solicitation, selection, hiring or commercial treatment of vendors, suppliers, subcontractors or commercial customers on the basis of age, color, sex, disability, national origin, race, religion, or any otherwise unlawful use of characteristics regarding the vendor's, supplier's or commercial customer's employees or owners; provided that nothing in this Request shall be construed to prohibit or limit otherwise lawful efforts to remedy the effects of discrimination that have occurred or are occurring.
- 6.1. The Respondent must certify and agree that the following information is correct: As a condition of entering into this agreement, the company represents and warrants that it will comply with the City's Commercial Nondiscrimination Policy, as described under Section V. A. 1. of the M/WBE Program Plan. As part of such compliance, the company shall not discriminate on the basis of race, color, religion, national origin, sex, age, or disability nor shall the company retaliate against any person for reporting instances of such discrimination. The company shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the City's Relevant Marketplace. The company understands and agrees that a material violation of this clause shall

be considered a material breach of agreement and may result in termination of agreement, disqualification of the company from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

7. **Conflict of Interest**: No officer, employee or agent of the City, shall participate in the selection or in the award or administration of a contract supported by federal, state, or City funds if a conflict of interest, real or apparent, would be involved. Such a conflict of interest would arise when any of the following persons or entities has a financial or other interest in the firm selected for the award:

- (i) The employee, officer, agent;
- (ii) Any member of his immediate family;
- (iii) His or her partner; or
- (iv) An organization which employs, or is about to employ, anyone listed in (i) through (iii) above.

8. The grantee's or sub-grantee's officers, employees or agents will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements except as may be allowed in the City's Gift Policy, B-20.

The Definitions for the terms Officer, Employee and Agent as used in this Section are as follows:

1. **Officer** - An individual who is elected to or appointed to serve or represent the City of Greensboro, other than an employee or independent contractor of the City.
2. **Employee** - Those individuals who are employed at will by the City of Greensboro for remuneration, whether full time or part time, benefited or non-benefited, and are charged with implementing City policies and City Council goals and objectives.
3. **Agent** - Those individuals or companies who are authorized to act on behalf of the City and who provide services or products, whether contractual or not.

The Respondent must certify and agree that there are no conflicts of interest as defined above.

9. **Indemnification**: In supplemental agreements resulting from selection under this Request, the Consultant must agree to indemnify and save harmless the City of Greensboro, its officers, agents and employees, against all claims, actions, lawsuits and demands, including reasonable attorney fees, made by anyone for any damages, losses or injuries of any kind, including environmental, which may arise from the sole negligence of Consultant, its agents or employees, or as a result of work performed pursuant to this Contract.

10. **E-Verify**: The Respondent must certify that it currently complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, and that at all times during the term of this Contract, it will continue to comply with these requirements. Consultant must also certify that it will require that all of its subcontractors to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes for work performed for the City.

11. **Iran Divestment Certification and Divestment from Companies Boycotting Israel** : The Respondent must certify that it is not listed on the Final Divestment List or Do-Not-Contract List created by the State Treasurer pursuant to N.C.G.S. 147-86.58 (Iran) and 147-86.81 (Israel) and that the firm will not utilize any subcontractor found on the State Treasurer's Final Divestment List for either or the Do-Not-Contract-List.

## 6. **QUESTIONS**

This Request is issued by the City of Greensboro Engineering & Inspections Department. Any questions concerning this Request shall be submitted in writing and addressed to Brian Vernon and Shawna Tillery [brian.vernon@greensboro-nc.gov](mailto:brian.vernon@greensboro-nc.gov) and [shawna.tillery@greensboro-nc.gov](mailto:shawna.tillery@greensboro-nc.gov). The deadline for questions is August 1, 2025. All questions will be answered by via email no later than August 8, 2025.

Submittal Date and Time: The proposal must be received by the City **no later than 5:00pm on August 15, 2025. Proposals received after the scheduled receipt time stated above will not be accepted.** Proposals received become the property of the City and will not be returned. Faxed or e-mailed documents will not be accepted. Early submission is welcome and appreciated.

Submittal Address:

- One (1) original copy and one (1) electronic copy in PDF format via USB drive. Provide a certification statement that USB drive does not contain any harmful files to the City. Both the original copy and the electronic copy must be provided in one package delivered by the submittal deadline. The hard copy should contain front and back print to the extent possible to conserve paper.

Submissions should be made to:

Shawna Tillery  
City of Greensboro  
Melvin Municipal Building  
Engineering and Inspections Department  
300 W. Washington St.

**Appendix A-Affidavit C-MWBE**

**Affidavit C1 – Subcontractor Utilization Commitment**

Name of Prime Contractor: \_\_\_\_\_ Project Name: \_\_\_\_\_

The Bidder/Participant must indicate all subcontracts (M/WBE & NON-M/WBE) it intends to utilize as follows:

MBE	WBE	NON M/WBE	Subcontractor Name & County**	Nature of Work to be Performed	% Utilization
<b>Total NON-M/WBE Utilization Commitment</b>					
<b>Total MBE Utilization Commitment</b>					
<b>Total WBE Utilization Commitment</b>					

*\*\*Only MWBE firms that are certified by the North Carolina Department of Administration or the North Carolina Department of Transportation and have a significant business presence within the Greensboro relevant marketplace will be counted towards the MWBE goal(s).*

(Submit Additional pages, if necessary)

Pursuant to the City of Greensboro Minority and Women Business Enterprise (MWBE) Program Plan, the Respondent certifies that the above Minority/Women-owned Business Enterprise(s) was (were) contacted in good faith.

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Bidder in accordance herewith.

Date \_\_\_\_\_ Name of Authorized Officer \_\_\_\_\_  
 Signature \_\_\_\_\_ Title \_\_\_\_\_  
 State of \_\_\_\_\_ County of \_\_\_\_\_  
 Notary Public \_\_\_\_\_ My commission expires \_\_\_\_\_

SEAL

## Appendix B - City of Greensboro Local Preference Policy

**1. Background.** According to the Institute for Local Self-Reliance, “a growing body of research shows that locally owned businesses create communities that are more prosperous, entrepreneurial, connected, and generally better off across a wide range of metrics.” In addition, “these studies find that local businesses recirculate a greater share of every dollar in the local economy, as they create locally owned supply chains and invest in their employees.” This recirculation creates a multiplier effect that increases the value of dollars initially spent.

**2. Purpose.** The purpose of the Local Preference Policy is to ensure the best overall value in the procurement of goods and services while providing a preference to local businesses to support the City’s economic development. An additional benefit of a Local Preference Policy is the benefit derived by the City when goods and services are being provided by local businesses which have the opportunity to be more timely and responsive when providing goods and services.

**3. Eligible Bidders.** All bidders that have a *Significant Business Presence* for at least one year within the corporate limits (i.e., legal geographic boundaries) of the municipalities which comprise the Guilford County Economic Development Alliance (Greensboro, NC; High Point, NC; and Guilford County, NC) (“Local Area”) are Eligible Bidders pursuant to this policy. A bidder has a Significant Business Presence in the Local Area, if it is headquartered in the Local Area for at least one year *or* it has at least 25% of its total full-time, part-time and contract employees regularly based in the Local Area for at least one year *or* generates at least \$500,000 in gross sales in the Local Area within the twelve months preceding the City’s advertisement for bids to the general contractors for that specific contract. Notwithstanding any of the above, a location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed to constitute a Significant Business Presence.

**4. Process When Bid Involves Price.** Bids to be evaluated as normal. If the lowest responsible, responsive bid is submitted by an Eligible bidder, the bid is accepted as usual. If the lowest responsible, responsive bid is submitted by a non-Eligible bidder, and there is one or more Eligible, responsible, and responsive bidders that have submitted a bid within 5% of the lowest bid, the lowest of the Eligible responsible and responsive bidders is given 2 business days to amend their submission to match the lowest bid. If the lowest of the Eligible responsible and responsive bidders declines to accept at the lower price, the contract is awarded to the lowest responsible, responsive Non-Eligible bidder. If the lowest of the Eligible responsible and responsive bidders chooses to match the lowest Non-Eligible bidder, the contract is awarded to the lowest of the Eligible responsible and responsive bidders at the lower bid rate. At any time, all bids may be rejected.

### **4.1. Eligible Local Preference Contracts:**

- a. Price contracts for the purchase of supplies and equipment costing less than \$30,000; and
- b. Price contracts for construction or repair costing less than \$30,000.
- c. Qualitative or Price Competitive Service Contracts

### **4.2. Excluded Contracts**

- a. P Cards
- b. Urgent Contracts
- c. Fuel Contracts
- d. Cooperative Purchase Contracts
- e. Contracts Excluded by Discretion of City Manager’s Office

**5. Process When Considering Qualifications for Service Contracts.** The request shall state that being local is a factor to be considered in determining the qualifications of the bidder. The proposals will be evaluated in accordance with an award criteria developed to determine the best qualified, responsive bidder submitting a proposal. Five percent (5%) of the points awarded to a bidder in an evaluation shall be awarded to each eligible local bidder submitting a proposal.

## **6. Scope.**

**6.1.** This policy shall not apply to contracts involving projects funded by a federal or state grant unless expressly allowed by the terms of the grant or federal or state law or regulation.

**6.2.** Nothing in this policy shall be construed to require the City to contract for services or goods by request for proposals or request for qualifications.

**6.3.** This policy shall apply to procurement processes managed by the City, as well as by third-parties on the City's behalf or for the City's benefit.

**6.4** This policy does not conflict, and shall not be construed to conflict, with the City's Minority and Women Business Enterprise ("MWBE") policy. In the event of a conflict between or among the provisions of this policy and the MWBE policy, the conflict shall be resolved by giving precedence to the MWBE policy.

**7. Definition: Bidder can be defined as any bidder, service provider, vendor, or consultant, as determined by the RFQ/RFP/RFB that accompanies this policy.**

**Appendix C-Local Preference Policy – Eligible Bidder Certification**  
**(complete if Local Eligible Bidder)**

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I, \_\_\_\_\_ (the individual certifying below), being duly authorized by

and on behalf of \_\_\_\_\_, the entity (“Bidder”) submitting a bid or proposal on the solicitation from the City of Greensboro (“City”) certifies as follows:

1. Bidder has read, understands, and agrees to be subject to and bound by the policy, rules, and conditions set forth in the City's Local Preference Policy.

2. Bidder understands “Eligible Bidder” is defined by the City’s policy as follows:

Eligible Bidders. All bidders that have a Significant Business Presence for at least one year within the corporate limits (i.e., legal geographic boundaries) of the municipalities which comprise the Guilford County Economic Development Alliance (Greensboro, NC; High Point, NC; and Guilford County, NC) (“Local Area”) are Eligible Bidders pursuant to this policy. A bidder has a Significant Business Presence in the Local Area, if it is headquartered in the Local Area for at least one year or it has at least 25% of its total full-time, part-time and contract employees regularly based in the Local Area for at least one year or generates at least \$500,000 in gross sales in the Local Area within the twelve months preceding the City’s advertisement for bids to the general contractors for that specific contract. Notwithstanding any of the above, a location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed to constitute a Significant Business Presence.

3. Bidder is an “Eligible Bidder” as defined by the City’s policy (mark Yes or No):

a. YES \_\_\_\_\_, or

b. NO \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Certifying Official

\_\_\_\_\_  
Print or Type Name: