

**NEW HANOVER COUNTY**  
**HEALTH & HUMAN SERVICES FACILITY**  
**REQUEST FOR QUALIFICATIONS**  
**RFQ 17-0219**

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Due date: November 7, 2016  
Time: 5:00 pm  
Receipt Location:  
200 Division Drive  
Wilmington, NC 28401

## General Information

<b>Advertisement</b>	<b>Tuesday, October 18, 2016</b>
Deadline for Questions	<b>Monday, October 31, 2016 by 5:00 PM</b>
Response to questions on or before	<b>Wednesday, November 2, 2016 by 5:00 PM</b>
Deadline for Receipt of Bids	<b>Monday, November 7, 2016 @ 5:00 PM</b> New Hanover County Attn: Kevin Caison 200 Division Drive Wilmington, NC 28401
Date for Award of Bid	TBD

The purpose of this Request for Qualifications is to solicit qualifications from qualified applicants to provide architectural design services for the construction of the New Hanover County Health and Human Services Facility. Please review the complete project description located within this document.

The scope of services required will include the development of plans and specifications and to provide consulting services to the County during the design development, contractor selection and building phase.

New Hanover County requests qualifications from firms experienced in planning, design, and construction observation of similar facilities. Firms should submit their qualifications on standard form SF330, available for download in the forms library at [www.gsa.gov](http://www.gsa.gov). Completed form SF330 shall be submitted by **5:00pm Monday November 7, 2016**.

### Contracting Office Address

New Hanover County  
Attn: Kevin Caison  
200 Division Drive  
Wilmington, NC 28401  
(910) 798-4338  
[kcaison@nhcgov.com](mailto:kcaison@nhcgov.com)

Please submit questions electronically via email to [kcaison@nhcgov.com](mailto:kcaison@nhcgov.com) and in the subject line note “**RFQ-17-0219-Health & Human Services Facility.**” Deadline for questions is by **5:00pm Monday October 31, 2016**. Any changes in the qualification’s request may be sent by email and furnished to all proposers. All questions received will be answered and posted as an addendum by **5:00pm Wednesday November 2, 2016**.

Verbal information obtained otherwise will not be considered in the awarding of the proposal.

## **Description**

Solicitation includes design and architectural services for preparation of construction documents including utilities system modeling, plans, specifications, cost estimates, record drawings, and review of shop drawings.

## **Selection Criteria**

The architectural firm must demonstrate its competence of each key consultant's qualifications with respect to the published evaluation factors for design and all option services. Evaluation factors (1) through (5) will be scored for each candidate with maximum values as indicated in each section.

Specific evaluation factors include:

(1) Professional qualifications of firm and staff proposed for the design and architectural services for preparation of construction documents including plans, specifications, cost estimates, record drawings, and review of shop drawings in accordance with County standards on similar projects. (25%)

In addition, scheduling professionals and construction contract claim mitigation tasks will be included. Firms will be evaluated in terms of the team's qualifications:

- active professional registration in North Carolina
- experience (with present and other firms) and roles of staff members, specifically on the projects listed in the SF330. Each project should clearly indicate the personnel involved and those personnel should be listed by each project.
- Teams consisting of multiple firms are allowed. Demonstrations of past collaborations and team organizational charts are required.
- Recent experience with New Hanover County Projects

(2) Specialized recent experience demonstrating the technical competence of particular staff members to design the projects addressed in evaluation factor number one. Each project listed should indicate key staff members involved. (25%)

Firms will also be evaluated upon:

- specific knowledge of the construction materials and practices of similar projects and design requirements of New Hanover County, the City of Wilmington; and all Federal and State of North Carolina laws, regulations, codes, and permits applicable to projects of this nature
- project experience as listed in the SF330 (provide design schedule, estimate vs. bid amount, and design team for each)

- past experience in building energy simulation, use of “green” technology and renewables
- past experience that reflects innovative and creative design that stands out from the typical similar facility
- past experience with commissioning agencies
- understanding of Health Department services and workflow
- understanding of Department of Social Services and workflow

(3) Capacity of the proposed design team to accomplish the following schedules: Final design submittal is required within 300 days of contract award. Project design schedules should be given for the same projects listed above for evaluation factors 1 and 2. (20%)

(4) Past performance on the same projects listed above with Government agencies and private industry in terms of the following: (15%)

- cost control techniques employed by the firm as demonstrated by the ability to establish an accurate project construction budget and design to this budget as evidenced by the low bid amount
- quality of work as demonstrated by the history of design related change orders issued during construction
- demonstrated long term business relationships and repeat business with Government and private customers
- demonstrated compliance with performance schedules. Project information for this evaluation factor should be for the same projects listed above for evaluation factors 1 and 2

(5) Specific internal quality control procedures proposed for projects of this nature. Firm will be evaluated on the acceptability of their internal quality control program used to ensure technical accuracy and discipline coordination of plans and specifications. (15%)

### **Selection Process**

Phase 1: Each firm will be evaluated based upon information provided in the Selection Criteria listed above. From such review, firms receiving the highest ranking will be the firms chosen to participate in Phase 2, the second phase of the selection process. The County reserves the right to reject any and all statements of qualifications. also reserves the right to waive any irregularities in the statements of qualifications.

Phase 2: The firms who are chosen for Phase 2 of the selection process may be required to make a presentation. Firms will be notified if presentations will be required and given the dates and times reserved for the presentations. The County reserves the right to establish additional rules and procedures for the presentations and for the interview process.

Final Selection: The County will negotiate a contract with the top rated firm as selected by the County. If a contract cannot be successfully negotiated with the top rated firm, the County will proceed to the second rated firm. The County reserves the right to reject any and all statements of qualifications.

### **Submittal Requirements**

Firms responding to this Request for Qualifications are requested to submit seven (7) copies of the Standard Form 330 and complete statement of qualifications and one (1) electronic copy on CD or USB.

Clearly show the office location where work will be done and the experience of those that will do the work and their locations.

**The closing date for this announcement is Monday November 7, 2016 at 5:00 PM EST.**

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

This is not a request for proposal, and there is no solicitation document or package or plans and specifications to be issued as a result of this announcement.

### **Insurance Requirements**

#### **A. Commercial General Liability**

1. Vendor shall maintain Commercial General Liability and if necessary, Commercial Umbrella Liability insurance with a total limit of not less than \$5,000,000 each occurrence for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location or the general aggregate shall be twice the required limit.
2. CGL insurance shall be written on Insurance Services Office (ISO) "occurrence" form CG 00 01 covering Commercial General Liability or its equivalent and shall cover the liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
3. New Hanover County, its officers, officials, agents, and employees are to be covered as additional insureds under the CGL by endorsement CG 20 10 & CG 20 37 or an endorsement providing equivalent coverage as respects to liability arising out of activities performed by or on behalf of the vendor and under the commercial umbrella, if any. The coverage shall

contain no special limitations on the scope of protection afforded to New Hanover County, its officers, officials, agents, and employees.

4. The vendor's Commercial General Liability insurance shall be primary as New Hanover County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by the New Hanover County, its officers, officials, and employees shall be excess of and not contribute with the vendor's insurance.

#### **B. Workers' Compensation and Employer's Liability**

1. Vendor shall maintain Workers' Compensation as required by the general statutes of the State of North Carolina and Employer's Liability Insurance.
2. The Employer's Liability, and if necessary, Commercial Umbrella Liability insurance shall not be less than \$5,000,000 each accident for bodily injury by accident, \$5,000,000 each employee for bodily injury by disease, and \$5,000,000 policy limit.
3. The insurer shall agree to waive all rights of subrogation against the New Hanover County, its officers, officials, and employees for losses arising from work performed by the contractor for the New Hanover County.

#### **C. Business Auto Liability**

1. Vendor shall maintain Business Auto Liability and, if necessary, Commercial Umbrella Liability insurance with a limit of not less than \$5,000,000 each accident.
2. Such insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos.
3. Business Auto coverage shall be written on ISO form CA 00 01, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in ISO form CA 00 01.
4. The vendor's Business Auto Liability insurance shall be primary as respects New Hanover County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by the New Hanover County, its officers, officials, and employees shall be excess of and not contribute with the vendor's insurance.

#### **D. Professional Liability Insurance**

1. Contractor shall maintain in force for the duration of this contract professional liability or errors and omissions liability insurance appropriate to the contractor's profession. Coverage as required in this paragraph shall apply to liability for a professional error, act, or omission arising out of the scope of the contractor's services as defined in this contract. Coverage shall be written subject to limits of not less than \$ 5,000,000 per loss.

2. If coverage required in paragraph 1. above is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of 2 years beginning from the time that work under the contract is complete.

### **E-Verify**

Contractors and their subcontractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must comply with E-Verify requirements to contract with governmental units. E-Verify is a Federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. Please understand that Contractors, as defined above, must use E-Verify. Therefore, all contractors must be in compliance with the E-Verify requirements to enter into contracts with New Hanover County.

### **Iran Divestment Act of 2016 Compliance Pursuant to N.C.G.S. 147-86.55 et. seq.**

The Act requires that the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any contractor or subcontractor found on the State Treasurer's Final Divestment List. Contractor certifies that it or its subcontractors are not listed on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-85.60. The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address [www.nctreasurer.com/Iran](http://www.nctreasurer.com/Iran) and will be updated every 180 days.

### **Right to Reject**

The County reserves the right to reject any and all submittals received in response to this request.

# OVERVIEW

## **New Hanover County, the Model of Good Governance**

Geographically, the second smallest though the second most densely populated of North Carolina's 100 counties, New Hanover County comprises approximately 126,000 land acres. New Hanover County ranks in the top ten of North Carolina counties in terms of population and projected growth, quadrupling from 50,000 in 1940 to over 216,000 according to the census estimate of 2014. Population projections for 2040 range from 250,000 to over 335,000.

According the U.S. Census data for New Hanover County in 2010, 20% of the population is 18 or under, while adults in 49-64 years old represent the fastest growing age demographic with a 10-year growth rate of 21% in unincorporated New Hanover County and 62% in the City of Wilmington.

As of 2010, the majority of the population (77%) identified themselves as white, and 14% of the population identified themselves as African American. In the last three decades, the proportion of the African American population in New Hanover County has decreased by approximately 5%, while the Hispanic population has grown and now represents approximately 5% of the County's population.

## **Project**

New Hanover County seeks a qualified architect to provide services necessary for the design, construction and completion of a new multi-story building that will serve as the New Hanover County Health and Human Services Facility. The facility will be built at 1650 Greenfield Street (4.76 acre parcel) which currently is the Department of Social Services facility site. Services will include complete programming and space needs study of current and future Health and Human Services departments. It also includes complete design of the facility and site amenities including all engineering and consultants required (architectural, structural, plumbing, mechanical, electrical, fire alarm, sprinkler, security, IT, interior design, civil, etc.). This includes construction administration. The building is anticipated to be three to four stories and be around 100K to 110K square feet (to be determined during programming). It is anticipated that we will need around 400 parking spaces. The building will house the Department of Social Services and the Health Department. The design of our new facility will be forward looking, innovative, sustainable and focused on the best practices and regulatory requirements for Health and Human Service facilities.

## **NHC Health Department**

The New Hanover County Health Department is currently located at 2029 and 2023 S. 17<sup>th</sup> Street in two buildings totaling approximately 53,000 square feet. New Hanover County Public Health provides a wide range of services and clinics. In 2016, 12,341 patients were seen in department for a total of 18,550 appointments. New Hanover County provided more than \$2.7 million in billable services in FY13.

The Public Health Division of New Hanover County operates in a single location and houses the following Programs:

- Care Coordination for Children
- Child Birth Education Classes
- Post-Partum Home Visits
- WIC
- Dental
- Child Health (sick and well children from birth to eighteen years of age)
- Family Planning
- Chronic and Communicable Disease
- Disaster Preparedness
- Employee Health
- Health Promotions and Prevention
- HIV/STD Community Program
- Immunizations and International travel
- Vital Records

The agency also sets departmental goals and guides its work following the Ten Essential Public Health services in New Hanover County.

These are:

1. Monitor health status to identify community health problems.
2. Diagnose and investigate health problems and health hazards in the community.
3. Inform, educate, empower people about health issues.
4. Mobilize community partnerships to identify and solve health problems.
5. Develop policies and plans that support individual and community health efforts.
6. Enforce laws and regulations that protect health and ensure safety.
7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. Assure a competent public health workforce and personal health workforce.
9. Evaluate effectiveness, accessibility and quality of personal and population-based health services.
10. Research for new insights and innovative solutions to health problems.

## **New Hanover County Department of Social Services**

The Department of Social Services (DSS) is one of the largest departments within New Hanover County Government, with an employee population of 327. Approximately, 40 are currently housed at other locations such as: the Public Health Department, the Government Center and some are working from home as teleworkers- they are our Universal Caseworkers for Economic Services. Our mission is: to alleviate emotional, social and economic hardships for the residents of New Hanover County and to assist and protect our most vulnerable citizens of all ages. DSS programs and services provide increased safety and protection for children and adults and promote and support a strong and diverse economy in New Hanover County.

The Department of Social Services offers a wide range of programs and services which include:

- Fishing License Waivers
- Work Permits for Teens
- Voter Registration
- Veteran Services
- Fatherhood and Family Support Services (Child Support)
- Child Protective Services
- Foster Care & Adoption Services
- Adult Services (Adult Protective Services, Guardianship, Adult Home/Day Care Facilities Monitoring/Investigations and In-Home Aide Services)
- Emergency Assistance Services (including Crisis Intervention Program and Low Income Energy Assistance Program)
- Medical Transportation Services
- Medicaid (including NC Health Choice)
- Food and Nutrition/Food Stamps
- Child Care Services
- Work First Family Assistance
- Program Integrity (fraud) and Compliance Services
- Legal Services

We received approximately 95,000 walk-in visits and close to 120,000 phone calls last year. In addition, last fiscal year, the total value of the food assistance provided to area grocery and food markets reached over \$44.8 million dollars and over \$207 million dollars were invested back into the medical community in New Hanover County through Medicaid. Over \$7.2 million dollars was paid to the local child care subsidy providers in New Hanover County and the Fatherhood/Family Support Program worked with the non-custodial parents to collect close to \$236,000.00 in child support payments.

NORTH CAROLINA

**AGREEMENT**

NEW HANOVER COUNTY

THIS CONTRACT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2016, by and between **NEW HANOVER COUNTY**, a political subdivision of the State of North Carolina, hereto referred to "County"; and \_\_\_\_\_, hereinafter referred to as "Architect"; for services described below to be rendered for the following Project: County shall hire Architect to provide design and consulting services for the New Hanover County Health and Human Services Facility project, herein after referred to as "Project". Architect's duties for the Project are more particularly described in the proposal \_\_\_\_\_, attached hereto as Exhibit A and incorporated herein by reference.

The County and Architect hereby agree as follows:

**ARTICLE I**

**ARCHITECT'S BASIC DUTIES TO COUNTY**

1.1 By executing this Agreement, Architect represents to County that Architect is professionally qualified to act as Architect for this Project. Architect further represents to County that Architect will maintain all necessary licenses, permits or other authorizations necessary to act as Architect for this Project until Architect's duties hereunder have been satisfied. Architect assumes full responsibility to County for the negligent acts and omissions of its consultants or others employed or retained by Architect in connection with this Project.

1.2 Execution of this Agreement by Architect constitutes a representation that Architect has become familiar with the Project and the conditions under which the Project is to be implemented.

1.3 **Schedule (See Exhibit A)**

1.4 **Project Review Meetings.** Architect shall conduct a monthly Project meeting with County. This meeting will provide a comprehensive review of all aspects of the Project's status and provide a time for discussion of major policy, project performance, design, budget, and schedule issues that may arise.

1.5 **Schematic Drawings**

1.5.1 Architect shall review and examine existing information, including any desired schedule, budgetary requirements and preliminary design information furnished by County to understand the requirements of the Project and shall review the understanding of such requirements with County.

1.5.2 Architect shall review and discuss with County any alternative approaches to design and construction of the Project.

1.5.3 Architect shall prepare and submit to County for review, schematic design documents consisting of drawings and other documents illustrating the scale and relationship of proposed Project modifications.

1.5.4 Architect shall furnish County two (2) copies each of drawings, sketches, forms and reports as appropriate and necessary for County's use, review, and approval.

#### 1.6 **Detailed Design**

1.6.1 Based on the schematic design documents and any adjustments authorized by County in its program, desired schedule or project budget, Architect shall prepare and submit to County for review, detailed design documents consisting of drawings and other documents to fix and describe the size and character of the Project as proposed or modified by County.

1.6.2 Architect shall furnish County two (2) copies of each of drawings, sketches, forms and reports as appropriate and necessary for County's use, review and approval, unless County shall request additional copies.

#### 1.7 **Construction Documents**

1.7.1 Upon County's authorization, Architect shall prepare construction documents consisting of drawings and specifications setting forth in detail the requirements for construction of the Project. Such construction documents shall be reasonably accurate, coordinated and adequate for construction and shall be in conformity and comply with applicable law, codes and regulations in force at the time of preparations of the documents. Products specified for use shall be readily available unless written authorization to the contrary is given by County.

1.7.2 Architect shall furnish County with two (2) copies each of all completed drawings, specifications, reports, estimates, and contract documents and a set of reproducible disks.

#### 1.8 **Construction Administration**

1.8.1 Architect shall provide administration of the construction contract as set forth below and shall perform those duties and discharge those responsibilities set forth herein and in the Agreement between County and Architect hereinafter referred to as the "Construction Contract."

1.8.1.1 Architect's responsibility to provide the Contract Administration Services under this Agreement commences with the award of the initial Contract for Construction and terminates at the issuance to County of the final Certificate of Payment. However, Architect shall be entitled to a Change in Services when Contract Administration Services extends sixty (60) days after the original date of Substantial Completion of the work.

1.8.1.2 Architect shall be representative of and shall advise and consult with County during the provision of the Contract Administration Services. Architect shall have authority to act on behalf of County only to the extent provided in this Agreement unless otherwise modified by written amendment.

1.8.2 Upon receipt, Architect shall review and examine the Contractor's Schedule of Values, together with any supporting documentation or data, which County or Architect may require from the Contractor. The purpose of such review and examination will be to advise County of an unbalanced Schedule of Values, which allocates greater value to certain elements of the work than is indicated by such supporting documentation or data or, than is reasonable under the circumstances. If the Schedule of Values is not found to be appropriate, or if the supporting documentation or data is deemed to be inadequate, and unless County directs Architect to the contrary in writing, the Schedule of Values shall be returned to the Contractor for revision or supporting documentation or data. After making such examination, if the Schedule of Values is found to be appropriate as submitted, or if necessary, as revised, Architect shall sign the Schedule of Values thereby indicating its informed belief that the Schedule of Values constitutes a reasonable, balanced basis for payment of the Contract Price to the Contractor. Architect shall not sign such Schedule of Values in the absence of such belief unless directed to do so by County in writing.

1.8.3 Architect shall review the work of the Contractor whenever and wherever appropriate. The purpose of such inspections will be to determine the quality, quantity, and progress of the work in comparison with the requirements of the Construction Contract. In making such inspections, Architect shall exercise care to advise County of defects or deficiencies in the work, from unexcused delays in the schedule and from overpayment to the Contractor.

1.8.3.1 Architect shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences, procedures, or for safety precautions and programs in connection with the work, since these are solely the Contractor's rights and responsibilities under the Contract Documents. Architect will report to Owner any deficiencies in the construction means, methods, techniques, sequences, procedures, or safety observed by Architect or its representative.

1.8.3.2 Architect shall provide written reports of inspections and shall report to County known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor. However, Architect shall not be responsible for the Contractor's failure to perform the work in accordance with the requirements of the Contract Documents. Architect shall be responsible for Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for acts of omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons or entities performing portions of the work.

1.8.4 Architect shall at all times have access to the work wherever it is located.

1.8.5 Architect shall determine amounts owed to the Contractor based upon observations of the work as required herein, evaluations of the Contractor's rate of progress in light of the remaining Contract Time and upon evaluations of the Contractor's applications for payment, and shall issue certificates for payment to County in such amounts.

1.8.6 The issuance of a certificate for payment shall constitute a representation by Architect to County that Architect has made a review of the work as provided herein and to the best of the knowledge, information and informed belief of Architect, that the work has progressed to the level indicated, that the quality of the work meets or exceeds the requirements of the Construction Contract, and that, the Contractor is entitled to payment of the amount certified. The issuance of a Certificate of Payment shall not be a representation that Architect has reviewed construction means, methods, techniques, sequences or procedures or ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

1.8.7 Architect shall render written or graphic interpretations necessary for the proper execution or progress of the work with reasonable promptness on request of County.

1.8.8 Architect shall, with the permission of County, reject work, which does not conform to the contract documents unless directed by County, in writing, not to do so. Whenever, in Architect's opinion, it is necessary or advisable, Architect shall require special inspection or testing of the work in accordance with the provisions of the Construction Contract whether or not such work is fabricated, installed, or completed. Architect shall review and approve all testing reports pertaining to project construction.

1.8.9 Architect shall review and approve, or take other appropriate action upon, the Contractor's submittal such as Shop Drawings, Product Data and Samples. Approval by Architect of the Contractor's submittal shall constitute Architect's representation to County that such submittal is in conformance with the Construction Contract. Such action shall be taken with reasonable promptness to cause no delay to the Contractor or the Project. Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by Architect, of any construction means, methods, techniques, sequences or procedures. Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

1.8.10 Architect shall review, and advise County concerning, proposals and requests for Change Orders from the Contractor. Architect shall prepare Change Orders for County's approval and execution in accordance with the Construction Contract, and shall have authority to order with the consent of County, by Field Order, minor changes in the work not involving an adjustment in the Contract Price or an extension of the Contract Time.

1.8.11 Architect shall conduct a review to determine the date of Substantial Completion and the date of Final Completion, shall receive and forward to County for County's review written warranties and related documents required by the construction contract and assembled by the Contractor, and shall, when appropriate, issue a final Certificate for Payment.

1.8.12 Architect shall, without additional compensation, promptly correct any errors, omissions, deficiencies or conflicts in Architect's work product.

1.8.13 Architect shall indemnify and hold, County, its officers, officials, agents and employees, harmless against any and all claims, demands, causes of action, or other

liability, including attorney fees, on account of personal injuries or death or on account of property damages arising out of or relating to the work to be performed by Architect hereunder, resulting from the negligent act or omission of Architect, its agents, employees and subcontractors.

1.8.14 Architect shall provide a set of reproducible (inks on Mylar) record drawings of projects showing significant changes in the works made during construction based on marked-up prints, drawing and other data furnished by the Contractor to Architect. Architect shall be able to rely on the completeness and accuracy of this information.

#### **1.9 Additional Services**

Any additional services will be negotiated with Architect to be paid based on the attached Exhibit A, or as otherwise agreed upon through Change Order.

### **ARTICLE II**

#### **COUNTY'S DUTIES TO ARCHITECT**

2.1 Unless otherwise provided under this Agreement, County shall provide full information in a timely manner regarding requirements for and limitations on the Project.

2.2 County's Designated Representative shall be authorized to act on County's behalf with respect to the Project. County or County's Designated Representative shall render decisions in a timely manner pertaining to documents submitted by Architect in order to avoid unreasonable delay in the orderly and sequential progress of Architects services.

2.3 Unless otherwise provided in this Agreement, County shall furnish tests, inspections and reports required by law or the Contract Documents such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

2.4 County shall provide prompt written notice to Architect if County becomes aware of any fault or defect in the Project, including any errors, omissions, or inconsistencies in Architect's documents.

### **ARTICLE III**

#### **COMPENSATION TO ARCHITECT**

##### **3.1 Architect's Invoices**

3.1.1 On or before the 10th day of each month, unless otherwise agreed in writing by Architect and County, Architect shall submit an invoice to County requesting payment for services properly rendered. Architect's invoice shall describe with reasonable particularity each service rendered, and the date thereof.

3.1.2 If payment is requested for services rendered by Architect, the invoice shall additionally reflect the allocations as provided in Article III and shall state the percentage of completion as to each such allocation. The invoice shall bear the signature of Architect, which signature shall constitute Architect's representation to County that the services indicated in the invoice have progressed to the level indicated, have been properly and timely

performed as required herein, that the reimbursable expenses included in the invoice have been reasonably incurred, that all obligations of Architect covered by prior paid invoices have been paid in full, and that, to the best of Architect's knowledge, information and informed belief, the amount requested is currently due and owing, there being no reason known to Architect that payment of any portion thereof should be withheld. Submission of Architect's invoice for final payment and reimbursement shall further constitute Architect's representation to County that, upon receipt from County of the amount invoiced, all obligations of Architect to others, including its consultants will be paid in full.

3.2 **Time for Payment.** County shall make payment to Architect of all sums properly invoiced as provided in Payments to Architect paragraph, within thirty (30) days of County's receipt thereof.

3.3 **Owner's Right to Withhold Payment.** In the event that County becomes credibly informed that any representations of Architect are wholly or partially inaccurate, County may withhold payment of sums then or in the future otherwise due to Architect until the inaccuracy, and the cause thereof, is corrected to County's reasonable satisfaction. County may also withhold payment in the event that Architect fails to respond in a timely manner to project issues, which arise through the course of the Project, to the County's satisfaction.

3.4 **Reimbursable Expenses**

3.4.1 Reimbursable Expenses shall mean: expenses incurred by Architect and Architect's consultants in the interest of the Project, only to the extent as follows:

3.4.2 Reasonable expenses of: transportation; long distance communications; postage; additional insurance coverage or limits, including professional liability insurance requested by County in excess amounts specified in this agreement; or other similar cost at the actual cost of these expenses to the Architect.

3.4.3 Expenses including reproduction and handling of drawings, specification and other documents; renderings; models; mock-ups requested by the County; expenses for additional services of consultants, services and land surveyors, geotechnical engineers, and other similar expenses shall be reimbursed to the Architect at a multiple of 1.15 times the amount billed to the Architect for such services.

3.5 **Basis of Compensation.** County agrees to pay Architect, for the full and faithful performance of this Contract. Architect will bill County monthly and County will process payment upon approval of work completed to date. The total sum of the contract shall not exceed \_\_\_\_\_ (**\$\_\_\_\_\_**) **DOLLARS**, as per the Proposal provided by the Contractor in Exhibit A, attached hereto. Time is of the essence and payment is contingent upon completion of Project by required dates stated in the Proposal, but work shall be completed within three (3) years from the Notice to Proceed, and upon acceptance of the work by the County.

**ARTICLE IV**  
**ARCHITECT'S RECORDS**

**4.1 Architect's Records**

4.1.1 Documentation accurately reflecting the time expended by Architect and its personnel, and records of Reimbursable Expenses shall be maintained by Architect and shall be available to County for review and copying upon request.

4.1.2 Architect shall maintain books, records, documents and other evidence directly pertinent to the work under this Contract in accordance with generally accepted accounting principles and practices. County, or any of its duly authorized representatives, shall have access to any books, documents, papers, records and other evidence, which relates directly to the Project for the purpose of examination, audit, excerpts and transcriptions.

4.1.3 Records described above shall be maintained and made available during the performance under this Contract and for a period of three years after County makes final payment and all other pending matters are closed.

**ARTICLE V**  
**TERMINATION**

5.1 **Termination for Cause.** This Agreement may be terminated by either party upon seven (7) days written notice to the other should such other party fail substantially to perform in accordance with its material terms through no fault of the party initiating the termination.

5.2 **Termination by County Without Cause.** This Agreement may be terminated by County without cause upon seven (7) days written notice to Architect.

**ARTICLE VI**  
**INSURANCE**

**6.1 Minimum Scope and Limits of Insurance**

**6.1.1 Commercial General Liability**

6.1.1.1 Architect shall maintain Commercial General Liability (CGL) and if necessary, Commercial Umbrella Liability (CUL) insurance with a total limit of not less than \$5,000,000 each occurrence for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location or the general aggregate shall be twice the required limit.

6.1.1.2 CGL insurance shall be written on Insurance Services Office (ISO) "occurrence" form CG 00 01 covering CGL or its equivalent and shall cover the liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured Contract, including the tort liability of another assumed in a business contract.

6.1.1.3 County, its officers, officials, agents, and employees are to be covered as additional insureds under the CGL by endorsement CG 20 10 and CG 20 37 or

an endorsement providing equivalent coverage as respects to liability arising out of activities performed by or on behalf of Architect; products and completed operations of Architect; premises owned, leased or used by Architect; and under the commercial umbrella, if any. The coverage shall contain no special limitations on the scope of protection afforded to County, its officers, officials, agents, and employees.

6.1.1.4 Architect's CGL insurance shall be primary as respects County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by County, its officers, officials, agents, and employees shall be in excess of and shall not contribute to Architect's insurance.

**6.1.2 Workers' Compensation and Employer's Liability**

6.1.2.1 Architect shall maintain Workers' Compensation as required by the general statutes of the State of North Carolina and Employer's Liability Insurance.

6.1.2.2 The Employer's Liability, and if necessary, CUL insurance shall not be less than \$5,000,000 each accident for bodily injury by accident, \$5,000,000 each employee for bodily injury by disease, and 5,000,000 policy limit.

6.1.2.3 The insurer shall agree to waive all rights of subrogation against County, its officers, officials, agents, and employees for losses arising from work performed by Architect for County.

**6.1.3 Business Auto Liability**

6.1.3.1 Architect shall maintain Business or Personal Auto Liability and, if necessary, CUL insurance with a limit of not less than \$5,000,000 each accident.

6.1.3.2 Such insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos used in performance of services.

6.1.3.3 Business Auto coverage shall be written on ISO form CA 00 01, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in ISO form CA 00 01.

6.1.3.4 Architect's Business Auto Liability insurance shall be primary as respects County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by County, its officers, officials, agents, and employees shall be in excess of and shall not contribute to Architect's insurance.

**6.1.4 Professional Liability Insurance**

6.1.4.1 Architect shall maintain in force for the duration of this Contract professional liability or errors and omissions liability insurance appropriate to Architect's profession. Coverage as required in this paragraph shall apply to liability for professional error, act, negligence, or omission arising out of the scope of Architect's services as defined in this Contract. Coverage shall be written subject to limits of not less than \$5,000,000 per loss.

6.1.4.2 If coverage in this Contract is on a claims-made basis, Architect warrants that any retroactive date applicable to coverage under the policy precedes the

effective date of this Contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning from the time that work under the Contract are complete.

## 6.2 **Deductibles and Self-Insured Retentions**

6.2.1 Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects County, its officers, officials, agents, and employees; or Architect shall procure a bond guaranteeing payment of deductibles or self-insured retentions.

6.2.2 Architect shall be solely responsible for the payment of all deductibles to which such policies are subject, whether or not County is an insured under the policy.

## 6.3 **Miscellaneous Insurance Provisions**

6.3.1 Any failure to comply with reporting provisions of the policies listed in this Contract shall not affect coverage provided to County its officers, officials, agents, and employees.

6.3.2 Each insurance policy required by this Contract shall be endorsed to state that coverage shall not canceled by either party except after thirty (30) days prior written notice has been given to County, 230 Government Center Drive, Ste. #125, Wilmington, NC 28403.

6.3.3 If Architect's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

6.4 **Acceptability of Insurers.** Insurance is to be placed with insurers licensed to do business in the State of North Carolina with an A.M. Best's rating of no less than A VII unless County has granted a specific exemption.

## 6.5 **Evidence of Insurance**

6.5.1 Architect shall furnish County with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements prior to commencing the work, and thereafter upon renewal or replacement of each certified coverage until all operations under this Contract are deemed complete.

6.5.2 Evidence of additional insured status shall be noted on the certificate of insurance as per requirements in this Contract.

6.5.3 With respect to insurance maintained after final payment in compliance with requirements, an additional certificate(s) evidencing such coverage shall be provided to County with final application for payment and thereafter upon renewal or replacement of such insurance until the expiration of the period for which such insurance must be maintained.

6.6 **Subcontractors.** Architect shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein. CGL coverage shall

include independent Contractors' coverage, and Architect shall be responsible for assuring that all subcontractors are properly insured.

## 6.7 Conditions

6.7.1 County may, at its discretion with approval of Risk Management and the Finance Department, accept letters of credit or custodial accounts in lieu of specific insurance requirements.

6.7.2 Architect shall provide that the insurance contributing to the satisfaction of insurance requirements in this Contract shall not be canceled, terminated, or modified by Architect without prior written approval of County.

6.7.3 Architect shall promptly notify New Hanover County Property Management and the Risk Management Office at (910) 798-7497 of any accidents arising in the course of operations under the Contract causing bodily injury or property damage.

6.7.4 County reserves the right to obtain complete, certified copies of all required insurance policies, at any time.

6.7.5 Failure of County to demand a certificate of insurance or other evidence of full compliance with these insurance requirements or failure of County to identify a deficiency from evidence that is provided shall not be construed as a waiver of Architect's obligation to maintain such insurance.

6.7.6 County request of insurance does not represent that coverage and limits will be adequate to protect Architect and such coverage and limits shall not be deemed as a limitation of Architect's liability under the indemnities granted to County in this Contract.

6.7.7 If Architect fails to maintain the insurance as set forth herein, County shall have the right, but not the obligation, to purchase said insurance at Architect's expense. Architect agrees to reimburse County for all expenses incurred for such purchase.

6.7.8 Architect or its agent may apply to County for approval of higher deductibles based on financial capacity and quality of the carrier affording coverage.

6.7.9 County shall have the right to prohibit Architect or any subcontractor from entering the Project site, performing services, or withholding payment until required certificates are acquired.

## ARTICLE VII

### MISCELLANEOUS PROVISIONS

7.1 **Independent Contractor.** Both parties mutually understand and agree that Architect is an independent contractor and not an agent of County, and as such, Architect, its agents and employees shall not be entitled to any County employment benefits, such as, but not limited to, vacation, sick leave, insurance, worker's compensation, or pension or retirement benefits.

7.2 **Non-waiver of Rights.** It is agreed that County's or Architect's failure to insist upon the strict performance of any provision of this Agreement, or to exercise any right based upon a breach thereof, or the acceptance of any performance during such breach, shall not constitute a waiver of any rights under this Agreement. However, specific written waivers signed by the authorized County representative shall be binding upon County.

7.3 **Conflict of Interest.** No paid employee of County shall have a personal or financial interest, direct or indirect, as a contracting party or otherwise, in the performance of this Agreement.

7.4 **Subcontracts.** Architect shall utilize no subcontractors for carrying out the services to be performed under this Agreement without the written approval of County. By the execution of this Agreement, County grants prior approval to the following subcontractors if any (See Exhibit "B" if subcontractors are to be listed):

7.5 **Further Actions.** The parties will make and execute all further instruments and documents required to execute the purposes and intent of this Agreement.

7.6 **Inclusive Terms.** Use of the masculine herein shall include the feminine and neuter, and the singular shall include the plural.

7.7 **Governing Law.** All of the terms and conditions contained herein shall be interpreted in accordance with the laws of the State of North Carolina.

7.8 **Time.** Architect's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. Architect shall submit for County's approval a schedule for the performance of Architect's service which initially shall be consistent with the periods established and which shall be adjusted, if necessary, as the Project proceeds. This schedule shall include allowances for time required for County's review, for the performance of County's Consultants, and for the approval of submissions by authorities having jurisdiction over the Project. Time limits established by this schedule approved by County shall not, except for reasonable cause, be exceeded by Architect or County.

7.9 **Use and Ownership of Documents.** The drawings, specifications and other documents or things prepared by Architect for the Project shall become and be the sole property of County upon final completion of the project. Architect shall be permitted to retain copies thereof for its records and for its future professional endeavors. Such drawings, specifications and other documents or things are not intended by Architect for use on other projects by County or others. Any reuse by County or by third parties without the written approval of Architect, shall be at the sole risk of County and County shall indemnify and save harmless Architect from any and all liability, costs, claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, such reuse; provided however, that this agreement to indemnify and save harmless shall not apply to any reuse of documents retained by, or through, the Architect. Architect shall not be restricted in any way in the use or reuse of any of the designs, drawings, details, specifications, or other work produced by

Architect in the normal course of its business. It is understood that Architect is not transferring a copyright to County.

7.10 **Successors and Assigns.** Architect shall not assign its rights hereunder, excepting its right to payment, nor shall it delegate any of its duties hereunder without the written consent of County. Subject to the provisions of the immediately preceding sentence, County and Architect bind themselves, their successors, assigns, and legal representatives to the other party to this Agreement and to the successors, assigns, and legal representatives of such other party with respect to all covenants of this Agreement.

7.11. **No Third-Party Beneficiaries.** Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any third party.

7.12. **Entire Agreement.** This Agreement represents the entire agreement between County and Architect and supersedes all prior communications, negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both County and Architect.

7.13. **Notices.** All notices required hereunder to be sent to either party shall be sent to the following designated addresses, or to such other address or addresses as may hereafter be designated by either party by mailing of written notice of such change of address, by Registered Mail, Return Receipt Requested:

**To County:**

New Hanover County Property Management  
Attn: Kevin Caison  
200 Division Drive  
Wilmington, NC 28401

**To Architect:**

7.14 **Non-Discrimination.** Architect will take affirmative action not to discriminate against any employee or applicant for employment or otherwise illegally deny any person participation in or the benefits of the program that is the subject of this agreement because of race, creed, color, sex, age, disability, or national origin. To the extent applicable, Architect will comply with all provisions of Executive Order No. 11246, the Civil Rights Acts of 1964 (P.L. 88-352) and 1968 (P.L. 90-284), and all applicable Federal, State and local laws, ordinances, rules, regulations, including all Federal and State Occupational Safety and Health Act (OSHA) requirements, orders, instructions, designations and other directives promulgated to prohibit discrimination. Violation of this provision, after notice, shall be a material breach of this agreement and may result, at County's option, in a termination or suspension of this Agreement in whole or in part.

7.15 Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts or failures to act occurring prior to Substantial Completion or the date of issuance of the final Certificate for Payment for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when Architect's services are substantially completed.

7.16 To the extent damages are covered by property insurance during construction, County and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in this Agreement. County or Architect shall require of the contractors, consultants, agents, and employees of any of them similar waivers in favor of the other parties enumerated herein.

7.17 In the event of a breach of this Agreement by either party, the other party shall be entitled to recover its actual compensatory damages only. Such damaged party shall not be entitled to any consequential damages. Actual compensatory damages for any tort claim shall include, but are not limited to, County facility operational costs and other accommodations.

7.18. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of a third party against either County or Architect.

7.19. County and Architect shall cooperate with one another to fulfill their respective obligations under this Agreement. Both parties shall endeavor to maintain good working relationships among all members of the Project team.

7.20 **Contract Under Seal.** The parties hereto expressly agree to create a contract under seal.

7.21 **E-Verify Compliance.** Pursuant to S.L. 2015-294 Architect shall fully comply with the U.S. Department of Homeland Security employee legal status E-Verify requirements for itself and all its subcontractors. Violation of the provision, unless timely cured, shall constitute a breach of contract.

7.22. **Iran Divestment Act of 2016 Compliance Pursuant to N.C.G.S. 147-86.55 et. seq.** The Act requires that the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any contractor or subcontractor found on the State Treasurer's Final Divestment List. Contractor certifies that it or its subcontractors are not listed on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-85.60. The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address [www.nctreasurer.com/Iran](http://www.nctreasurer.com/Iran) and will be updated every 180 days.

IN WITNESS WHEREOF, the parties have hereunto affixed their hands and seals, the day and year first above written and by authority duly given.

DRAFT New Hanover County Contract # 17-0219  
NEW HANOVER COUNTY

[SEAL]

\_\_\_\_\_  
County Manager

ATTEST:

\_\_\_\_\_  
Clerk to the Board

ARCHITECT  
\_\_\_\_\_(SEAL)

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Approved as to form:

\_\_\_\_\_  
County Finance Director

\_\_\_\_\_  
County Attorney

STATE OF NORTH CAROLINA

NEW HANOVER COUNTY

I, \_\_\_\_\_, a Notary Public of the State and County aforesaid, certify that Teresa P. Elmore personally came before me this day and acknowledged that she is Clerk to the Board of County Commissioners of New Hanover County, and that by authority duly given and as the act of the Board, the foregoing instrument was signed in its name by \_\_\_\_\_ County Manager, sealed with its official seal and attested by herself as its Clerk.

WITNESS my hand and official seal, this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of the State and County aforesaid, certify that \_\_\_\_\_, personally came before me this day and acknowledged that (s)he is President of \_\_\_\_\_, a

DRAFT New Hanover County Contract # 17-0219

\_\_\_\_\_, and that by authority duly given and as the act of the corporation,  
the foregoing instrument was signed and sealed in its name by its  
\_\_\_\_\_.

WITNESS my hand and official seal, this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

DRAFT