



REQUEST FOR QUALIFICATIONS

Davie County Recreation and Parks

Park Consultant Services For

Davie County High School Re-Purposing Project

1.0 INTRODUCTION

The County of Davie is proposing the design and construction of a new and innovative park complex currently located on the grounds of Davie County High School in Mocksville, North Carolina. The high school has relocated into their newly constructed facility in August 2017 and a thirty-three (33) acre portion of the current high school parcel shall be deeded to the County of Davie for the purpose of constructing the first official park for the County of Davie, Recreation and Parks Department.

A \$5,000,000 recreation bond was passed in 2013. The Board of Commissioners approved to designate \$3,960,000 for the re-purposing project and \$1,040,000 for other recreational needs. A conceptual master plan for the park was prepared in 2017 and approved at the November Board of Commissioners meeting.

2.0 PURPOSE

Davie County Recreation and Parks Department is requesting the submission of a Statement of Qualifications (SOQ) from firms to provide professional services for the referenced project.

3.0 PROJECT SCOPE

The scope of work to be covered by this project provides professional landscape architecture, engineering, architecture and support services needed to prepare the design development, schematic design, construction documents, permitting, bidding and negotiating and construction phase services needed to complete the project.

3.1 Scope of Services

The selected Consultant will work with Davie County Recreation and Parks Department and County Project Management Services to complete the project.

Professional Services required for this project may include, but are not limited to the following:

- Landscape Architectural Design
- Civil Engineering
- Architecture Building Renovation Design
- Cost Estimating
- Construction Administration

A detailed description of the scope of work for each of the mentioned services will be provided to the Selected Consultant at a later date as part of a Request for Fee Proposal (RFP).

4.0 SELECTION PROCESS/PROCEDURE

Pursuant to North Carolina General Statute 143-64.31, Davie County utilizes a “qualifications-based” selection process without consideration of fee during the initial phase in hiring architects/engineers/landscape architects/surveyors. The selection process will be as follows:

4.1 Advertisement

A Request for Qualifications will be advertised in Davie Enterprise & Record and the North Carolina Interactive Purchasing System (IPS) <https://www.ips.state.nc.us/ips/>

4.2 Notification of Interest/Addenda

A firm requesting the RFQ will be included on the Notification of Interest List and will receive any addenda/clarifications.

4.3 Inquiries/Questions

Questions regarding this project must be directed via e-mail to the designated Davie County representative for this RFQ prior to the Inquires and Questions Deadline date and time shown on the cover sheet of this RFQ. To ensure fair consideration for all Consultants and to maintain equal access to information, prospective Consultants shall not contact anyone other than the designated Davie County representative prior to the award decision. Any attempts to contact other County representatives may result in disqualification. Any changes or additions to the RFQ information will be emailed to each Consultant who is on the Notification of Interest List. Oral answers will not be authoritative.

4.4 Selection Process

A. Selection without Interviews

The SOQs will be evaluated based on the criteria identified in Section 5.0. Selections may be based solely on the SOQs and references.

B. Selection with Interviews

The SOQs will be evaluated based on the criteria identified in Section 5.0. The County reserves the right to make a selection based on the qualifications submitted or to conduct interviews. If the County decides to conduct interviews, firms will be selected to interview based on their SOQ and references. The firms being interviewed will have the opportunity to detail their qualifications, approach to the project, and their ability/expertise to furnish the services required for this project based on prior experience. Interview presentations will be limited to personnel who are slated to be directly and in continuous contact with the Davie County Parks and Recreation Department and Project Manager for this project. If a firm chooses to distribute a “leave behind” during an interview the document can only be one page in length. Final selection will be based on the SOQ, references and the interview.

C. Notification

A preferred Consultant and one or more alternates will be selected and

notified of their status at the completion of the selection process.

D. Board Approval and Contract Execution

The designated Davie County representative will request the Board of County Commissioners' authorization to negotiate and execute a contract with the preferred Consultant. If after discussion and negotiation, the parties do not agree on a mutually acceptable fee, designated Davie County representative will terminate negotiations with the selected Consultant, and at its sole discretion, enter into negotiations with the alternate firm. The County reserves the right to withhold the award for any reason, elect not to proceed with any of the respondents, modify the scope of the work, or re-solicit RFQs.

4.5 Team Composition

Davie County reserves the right to request a change in the consultant team composition. The request may pertain to a specific member(s) of the consultant team or their sub-consultants. Failure to come to agreement on specific team members may result in the County electing to exclude the firm from consideration, or if this request occurs during contract negotiations, to terminate negotiations and commence negotiation with the alternate firm.

5.0 SELECTION CRITERIA

The selection of a consultant team shall be based on qualifications presented in written and graphic information, interviews (if conducted), past performance, and reference checks. Consultants shall be evaluated using the qualifications, past performance, and expertise of key project team members in projects of a similar nature. This RFQ requests information and examples of "prior" completed work experience to demonstrate competence and qualify their professional experience.

Criteria for selection will include, but not necessarily be limited to the following:

- **Professional Expertise:** Davie County has a commitment to design quality. Potential consultants should be able to demonstrate design quality by the use of similar previous experiences.
- **Management/Technical Expertise:** The members of the Consultant team shall demonstrate recent project management/technical/cost control expertise in the projects of this type.
- **Local Knowledge and Permitting Experience:** Strong consideration will be given to teams demonstrating knowledge of the local permitting process and requirements. Recent experience submitting similar projects to code enforcement and other regulatory agencies will also be important.
- **Past Performance – Proven Similar Experience:** The SOQ documentation shall *demonstrate direct and personal* experience of the members. The Consultant shall submit projects only for work that can be attributed to key members of the consultant team being proposed for this project. Office or firm experience in similar projects attributed to staff no longer with the firm or staff not being proposed as a key member of the team for this project will not be considered relevant.

6.0 SUBMITTAL REQUIREMENTS

Each SOQ should accurately reflect the work completed by each firm(s). Accordingly, each discipline represented must follow the guidelines developed by its governing NC Board as to representation of prior experience. If a discipline does not have specific guidelines, then they shall follow North Carolina Board of Architects, Architectural Practice Act Rules of the State Board, 21NCAC 02.0229. Non-compliance with the board(s) requirements may result in disqualification.

Prospective Firms shall submit 1 paper copy and 1 DVD of their SOQ. Submittals must be printed on 8.5x11 recycled paper, printed front and back, bound with one staple in top left corner. No flash drives, three-ring notebooks, spiral bindings, plastic covers, cover sheet, dividers, cover letters or any other materials will be accepted. Paper copy(s) and DVD(s) shall be placed in an envelope and labeled with the project name. For purposes of following the maximum page counts listed below, a sheet printed on both sides will count as two pages. Submittals shall rigorously follow the requested format and sequence; non-compliance with the format requirements may result in disqualification. Submittals shall be organized in the following manner:

6.1 Firm Information (2 pages maximum)

Provide Consultant and Sub-consultant firm information including location of office(s), staff size, and type of practice. Provide a description of the project team with an organizational chart, listing key individuals and responsibilities. Provide the firm NC license number and contact information regarding this RFQ. Provide a contact name and email address.

6.2 Individual Qualifications/Experience (7 pages maximum)

Provide a brief description of the qualifications and experience of the key individuals who will be actively involved in the project (include state registration numbers). Clearly identify experience with similar projects, the specific role that individual performed, and the employer at the time of the project.

6.3 Similar Projects Experience (7 pages maximum)

Illustrate a maximum of five (5) projects completed and built during the last ten (10) years for which the firm's key individuals provided, or is currently, providing, professional services which are most related to this project. List the projects in priority order, with the most-similar project listed first. Three of four projects must be completed or in construction. Create a summary matrix as shown below. All categories must be filled in as shown below. Feel free to add Criteria, Team members and Sub-consultants as needed.

Provide the following information, along with project images and narratives, for each project included using the checklist below and organizing the information in the same sequence:

- Project name and location and current status
- Project description
- Project owner (reference's current: name, address, telephone number, and email)
- Project schedule, design & construction
- Project construction cost (estimated and actual)Project Change Orders total amounts for completed construction projects
- Description of professional services provided for the project
- Project manager (individual responsible to the client for the overall success of the

- project)
- Key team members including sub-consultants (i.e. principal-in-charge, project architect, project designer, structural / Civil, MEP engineers, etc.), responsible for the work and the firm they were employed with at the time of the project work. If the firm has multiple offices, indicate which office managed the similar project.

7.0 SUBMITTAL DEADLINE

Proposals must be received by November 21, 2017 by noon. Late submittals will not be accepted. It is the responsibility of each firm submitting a submittal to ensure that the required copies of the document arrive by the submittal deadline. Proposals must be sent to the Davie County designee:

Davie County Recreation and Parks

Paul A. Moore, CPRP

Recreation and Parks Director

644. N. Main Street

Mocksville, NC. 27028

pmoore@daviecountync.gov

Indicate on the outside envelope: Davie County High School Re-Purposing Project

It is the responsibility of the proposer to ensure that the proposal is received by the date and the time specified. Late submittals in any format will be rejected without consideration.

8.0 GENERAL INFORMATION

8.1 Submittal Ownership and Costs:

Upon submission, all information becomes the property of County, which has the right to use any or all ideas presented in any submission in response to the RFQ, whether or not the submittal results in a contract with the submitting Consultant. All costs for development of the written submittal and the oral presentation is entirely the obligation of the Consultant and shall not be remunerated in any manner by the County.

8.2 Non-Warranty of Request for Qualifications

Due care and diligence has been used in preparing this RFQ. However, the County shall not be responsible for any error or omission in this RFQ, nor for the failure on the part of the Consultants to ensure that they have all information necessary to affect their submittals.

8.3 Request for Clarification

Davie County reserves the right to request clarification of information submitted and to request additional information of one or more Consultants or from the contact persons provided for projects, either orally or in writing.

8.4 Acceptance/Rejection of Submittals

Davie County reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in the County's judgment, best serve the interest of the County. The respondent acknowledges that this RFQ is a solicitation for Qualifications and is not a contract or an offer to a contract.

8.5 Collusion

The Consultant, by submitting a Qualifications Statement, declares that the submission is made without any previous understanding, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and that it is all respects, fair, and in good faith without any outside control, collusion, or fraud.

8.6 Consideration of Submittals

Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFQ. The Project Team must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the County. The County reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions before recommending any award.

8.7 Americans with Disabilities Act (ADA) Compliance

Davie County will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. Davie County will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Davie County programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify County Staff.

8.8 Minority/Women and Small Business Enterprises

It is the policy of Davie County to provide minorities, women, and small business enterprises equal opportunity for participating in all aspects of the County's contracting and procurement programs, including but not limited to employment construction development projects, and materials/services, consistent with the laws of the State of North Carolina. The policy of Davie County prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of Davie County to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination. Davie County has a commitment to promote this type of participation in County projects, and to the creation of project teams that include and assign importance to social and cultural diversity.

8.9 Insurance and Indemnity Requirements

Prior to executing a contract with the County the consulting firm must supply certificates of insurance endorsed with amounts equal to or greater to the amounts outlined in this section. To the extent permitted by law the Consultant shall indemnify and save harmless Davie County, its agents and employees and assigns from and against all loss, cost damages, expense and liability caused by sickness and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the Consultant in the performance of professional services under this contract.

The Consultant further agrees to purchase and maintain during the life of this contract with an insurance company acceptable to Davie County and authorized to do business in the State of North Carolina the following insurance:

Automobile: Bodily injury and property damage liability covering all owned, non-owned,

and hired automobiles for limits of not less than \$1,000,000 each person/ \$1,000,000 each occurrence.

Comprehensive general Liability: Bodily injury and property damage liability insurance as shall protect the Consultant from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract. Davie County shall be an additional insured for General Liability. This shall be noted on the Insurance Certificate.

Consultant's Professional Liability: In a limit of not less than \$1,000,000. Workers' Compensation and Occupational Disease Insurance:

Coverage A - Worker's Compensation: Meeting the statutory requirements of the State of N.C. Coverage B - Employer's Liability: \$500,000 each accident / \$500,000 disease - each employee / \$500,000 disease - policy limits.

Certificates of such insurance will be furnished to Davie County and shall contain the provision that Davie is given thirty days written notice of any intent to amend or terminate by either the Consultant or the insuring company.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Davie does not discriminate in any of its programs and activities. The Consultant awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, on the basis of race, sex, religion, age, national origin, or disability. In addition to these requirements, the successful Consultant shall comply with all civil rights requirements applicable to transportation-related projects.

REFERENCE MATERIALS

(See proceeding attachments)

ATTACHMENT 1 Overall Park Master Plan



ATTACHMENT 2 Preferred Phase 1 Options

Option 2-B

\$4,999,912

Exterior Program

- 300' Softball/baseball field
- 210' Baseball/ Tee-ball field
- ✓ Inclusive playground
- Family Exercise Area
- ✓ Civic Green
- ✓ Amphitheater Building
- Team Building Course
- ✓ Splash Pad
- Pickleball Courts
- Upgrade Football Field to Turf
- Large Shelter (1)
- ✓ Medium Shelter (2)
- Small Shelter (2)
- ✓ Dog Park (1 ac)
- ✓ Trails
- Nature Center
- ✓ Parking Lot Upgrades
- ✓ Sidewalks
- ✓ Landscaping
- ✓ Lighting
- ✓ Entry & Wayfinding Signage
- Small restroom Building
- Maintenance Building

Interior Program

- ✓ Roof Renovation
- ✓ Renovate Existing Entry Elements
- ✓ Restrooms
- Demo restrooms & showers
- New Program Spaces
- Interior Finishes Updates
- ✓ Building Systems
- ✓ Environmental Assessment & Abatement

