

REQUEST FOR QUALIFICATIONS (RFQ)

for

ENGINEERING SERVICES

for

City of Wilson, North Carolina



Department: Parks and Recreation

RFQ Name: Gillette - Pickleball / Tennis Complex

RFQ # 2022-16

Issue Date: May 2, 2022

Questions Due by: May 16, 2022

Due Date: May 26, 2022 @ 3 pm

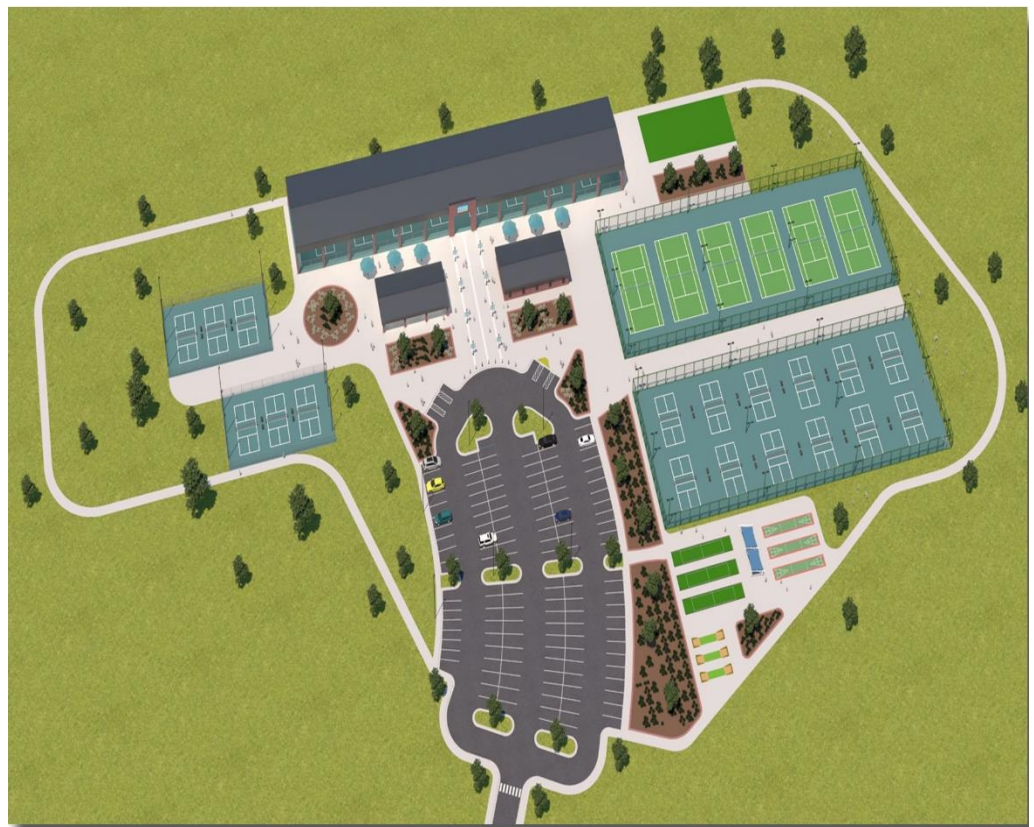
INTRODUCTION:

The City of Wilson invites architectural and engineering firms to submit qualifications to provide professional design and construction administration/management services for the Gillette Pickleball / Tennis Complex. The City of Wilson has been awarded funding from the Wilson County Travel and Tourism Board. The funding is for the design and construction of 14 Pickleball Courts (8 to be covered), 6 Dedicated Tennis Courts, 12 Pickleball/ 6 Tennis courts multi-purpose area, 3 Bocce Courts, 3 Shuffle Board Courts, 3 Horse Shoe pits, ½ mile walking path, Shelter, Building (Offices, Storage, Meeting Space, Concessions, bathrooms), and overall site improvements.

Conceptual Design/ Rendering:

REQUIRED SERVICES:

City of Wilson will expect the selected architectural and engineering /consulting firm to provide the following services needed in conjunction with proposed Pickleball/ Tennis Complex:



GILLETTE PICKLEBALL AND TENNIS COMPLEX

- Detailed engineering specifications and plans for the construction of 14 Pickleball Courts (8 to be covered), 6 Dedicated Tennis Courts, 12 Pickleball/ 6 Tennis courts multi-purpose area, 3 Bocce Courts, 3 Shuffle Board Courts, 3 Horse Shoe pits, ½ mile walking path, Shelter, Building (Offices, Storage, Meeting Space, Concessions, bathrooms), and overall site improvements.
- Bid and Contract Administration/Management
- Construction Management of the project until completion

DESCRIPTION OF PROJECT:

This Pickleball / Tennis Complex will be an addition to the established Gillette Athletic Complex. The area designated for Pickleball / Tennis Complex is located across the creek from the Gillette Baseball Complex. The complex will have a road stream crossing, sewer, water, and reclaimed water components of the project.

QUALIFICATION RESPONSE CONTENTS:

The following information must be included in all responses to this Request for Qualifications (RFQ):

- 1) Experience of the firm to provide the requested engineering services including prior experience with similar projects. Individuals or firms should also provide the following information:
 - a) Name of firm and mailing address;
 - b) Name and telephone number of the principal contact;
 - c) Resumes of key employees to be assigned to the project;
 - d) Current company brochure, if available.
- 2) Provide at least three references and examples of statements of previous work.
- 3) Management & Staffing: Describe the management plan to be used and staffing configurations and project schedule illustrating start and completion dates for all major tasks.
- 4) For the purpose of evaluation, the Engineer is requested to provide a proposed hourly rate for each project team member. The hourly rate should include direct labor, fringe benefits, indirect costs, expenses, and profit. The Response should not include other types of fees other than the unit price information. Fee will not be the sole criteria for selection.
- 5) The Response should specifically relate the firm's experience and other qualifications to each and every required service.

DEADLINE FOR SUBMISSION OF QUALIFICATION RESPONSES:

A response with the firm's qualifications, i.e., the firm's demonstrated competence and qualifications for the engineering services required, must be received by **3 PM on Thursday, May 26, 2022** at the following address.

By Mail:
City of Wilson (Attn:) Purchasing
P.O. Box 10
Wilson, NC. 27894-0010
Hand Delivery:
City of Wilson (Attn:) Purchasing
1800 Herring Ave E.
Wilson, NC. 27893

**Bidders may hand deliver RFQs to the Purchasing Office, or if preferred, UPS and FedEx make daily deliveries to our office. If using any other delivery method allow ample time for delivery. Proposals not received by the deadline stated will not be considered.

CRITERIA FOR EVALUATION/AWARDS:

Proposals will be reviewed and evaluated by a review team consisting of representatives of City of Wilson Parks and Recreation Staff, the City of Wilson Purchasing Department and representatives from other departments. A recommendation will be forwarded to the City of Wilson’s City Manager for approval by Wilson City Council, subject to negotiation of fair and reasonable compensation. Engineers will be notified by mail of the City’s selection. The following factors will be used in evaluating proposals and awarding of a contract based on demonstrated competence and qualification for the type of services described herein:

- 1) **Work Plan/Technical Approach/Understanding of Program** – Detail of proposal, specific work products identified, understanding of project process **(20 points)**;

- 2) **Experience of Firm** – Past involvement of firm with similar infrastructure projects and funding programs. References of past involvement and resumes of key staff **(20 points)**;

- 3) **Qualifications of Staff Assigned to Project/Work Management Plan/Experience of Proposed Personnel** – Identification of staff assignments, roles, and responsibilities. Identification of staff experience **(20 points)**;

- 4) **Understanding of Area** – Responsiveness of firm to elements in RFP, familiarity with geographic area, familiarity with existing infrastructure and infrastructure needs **(20 points)**;

5) Unit Pricing Only – Selection will be made without regard to fee other than unit price information at this stage. Do not submit a fee for the work at this time. The City of Wilson will attempt to negotiate price with the successful proposer (**20 points**);

**A resident firm providing engineering services shall be granted a preference over a nonresident firm, in the same manner, on the same basis, and to the extent that a preference is granted in awarding contracts for these services by the other state to its resident firms over firm's resident in the State of North Carolina. For purposes of this section, a "resident firm" is a firm that has paid unemployment taxes or income taxes in North Carolina and whose principal place of business is located in this State. GS 143-64.31(a1) (2014).*

QUESTIONS:

Questions should be sent via e-mail to:

Ricky Wilson, Purchasing Manager

E-mail: rvwilson@wilsonnc.org

CONDITIONS, CLARIFICATIONS, AND RESERVATIONS:

- 1.) The selected engineer must be able to comply with applicable state regulations associated with this project. State licensure requirements apply.
- 2.) A response to this RFQ should not be construed as a contract or commitment of any kind.
- 3.) City of Wilson will negotiate a contract after notice of award for engineering services with the most qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm.
- 4.) City of Wilson is an equal opportunity employer and service provider.
- 5.) Minority firms or businesses as defined by GS 143-28.2(g) are encouraged to submit proposals. Per GS 143-64.31(a), City of Wilson will use good faith efforts identified in the City of Wilson Minority Business Participation Plan to notify minority firms or businesses of the opportunity to submit qualifications hereunder.
- 6.) The City reserves the right to reject any or all proposals if it is considered and deemed in its best interest. Any requirements that cannot be met must be added in the proposal response. Proposers must respond to the entire (RFQ). Any incomplete proposal may be eliminated from competition at the discretion of the City.