



REQUEST FOR PROPOSALS

PROFESSIONAL DESIGN-BUILD SERVICES CANOPLAY TREESCAPE PROJECT AT DAVIE COUNTY COMMUNITY PARK

COUNTY OF DAVIE
RECREATION AND PARKS

Issue Date: January 8, 2024

Submission Deadline: February 9, 2024



Introduction

The Davie County Recreation and Parks herein, referred to as “DCRP” is requesting proposals and statements of qualifications from Design-Build Teams to provide comprehensive design and construction services for a CanoPLAY Treescape project located at Davie County Community Park.

About the Project – (Actual description submitted to Accessibility for Parks Grant)

Davie County Recreation and Parks seeks to construct a unique, one-of-a-kind CanoPLAY Treescape. An Inclusive, interactive outdoor treehouse to the highest level of play. We have heard a picture is worth 1000 words, but we also believe to reach its real potential, imagination should be at the forefront of the design. This TreeScape design and build is an opportunity for education, exploration, outdoor adventure, and planted within the northern boundary of Davie County Community Park as evidenced within the Site Master Plan. This treehouse will be a place youth and adults of all ages and abilities can play together. Imagine a rock wall scaling from the base up with adaptive harness options. A bike that repels vertically, not only offers pedal extensions for children and individuals with dwarfism, with hand pedals for individuals with limited or no use of their legs. Part of this unique design will allow for sensory relief and education. Picture railing enclosures that feature temper treated organically shaped branches from native North Carolina trees to help with tree identification. Nooks that mimic stumps or native niche habitats that one could perch for reading. The project is poised to feature each military branch insignia detailed underneath the treescape canopy, which will allow for anthems of each branch to play individually with sensory inspiring soft tone.

Another major component to this project includes an accessible boardwalk that connects to our existing greenway and boardwalk observatory. Features such as thin leads incorporated into the custom design allows individuals with limited or no vision participate independently. Nature interactives designed to move with one simple motion to help with fine motor skills and repetitive cognitive development for individuals with cranial limitations stemming from traumatic injury, or nervous system and muscular coordination impacted by muscular dystrophy, cerebral palsy, and others.

The CanoPLAY Treescape project demonstrates a continuation and commitment to bring Davie County Community Park towards full build-out while creating unique park facilities and impact experiences for residents and visitors alike. This commitment is evidenced by our PARTF (Project: 2020-907) and Phase-I completion, and opening of Davie County Community Park in July 2020.

About Davie County Community Park (DCCP)

Davie County Community Park is a 28.32-acre community-wide park located at 151 Southwood Drive, Mocksville, NC. 27028. DCCP is located approximately one and a half miles south of downtown Mocksville. The park can be accessed via Southwood Drive (main entrance) from the south and Hwy 601/S. Salisbury Street from the west.

DCCP (Phase I) was built and opened to the Davie Community on July 13, 2020 (3-years old). Current master plans are available for the park design, full build-out improvements and project site-specific master plan. The park is distinguished by its location as it once was home to Davie County’s only 4A-high school. The parks functions as both a local and regional park as it is host to

a number of large scale events during the year including but not limited to Concerts in the Park Series, Independence Celebration, Daddy-Daughter Dance, Mother-Son Game Night, Earthfest, Rec-Retreat, and numerous small scale community events, picnics, and corporate outings. DCCP operates the largest Vortex splashpad in North Carolina. Additional park features include: amphitheater and civic green, inclusive playground, elevate (ninja) fitness course, horseshoe and bocce courtyards, dog parks (small and large), ballfield, turf stadium, five (5) trails surface types, a story-walk, picnic shelters, and indoor community recreation center with two gymnasiums, eight (8) meeting rooms, and a dojo room.

One challenge of the CanoPLAY Treescape project construction phase will be to afford the opportunity of the public to use the park while it is under construction and for the major events in the park to go on as scheduled. It is envisioned that the site location for the project build will be safely quarantined and take place in one phase – Spring to early Fall (March – September).

1.0 Purpose

The goal of this RFP and project is to seek qualified Design-Build Teams interested in providing professional design and construction services for an inclusive CanoPLAY Treescape (treehouse) with connecting boardwalk, and comply with Universal Design and Americans with Disabilities Act standards as required by the Accessibility for Parks Grant.

See link provided: [Accessibility for Parks Grant Resources: Universal Design and ADA Guidelines](#)

2.0 Scope of Services/Work Elements

The lead design-builder will be expected to provide congruent design and construction turnkey activities for this project resulting in a finished, fully accessible and usable CanoPLAY Treescape (treehouse) with connecting boardwalk that satisfies all project requirements and terms. The following is a preliminary scope of work that may be modified during contract negotiation with the selected design-build team.

Responding design-build team(s) are requested to provide a statement of qualifications and prepare a detailed scope of proposed work for consideration. This project will include meeting with the public and others to identify specific project needs/elements, develop conceptual and construction drawings, specifications, and build the project.

2.1 Design Services: This task consists of all services necessary to take the project from initial concept through pre-construction, and includes:

- A. Kick-off Conference. The design-build team shall meet with County staff to detail the project's concept, program and scope. The design-build team shall prepare an agenda, facilitate, take minutes, and distribute minutes.
- B. Review the following documents/plans, as provided by the County, and meeting requirements:
 - i. Demographics of County, economic impact, market and socio-economic data;

- ii. Attend meetings and receive input on the project from the Recreation and Parks Advisory Board, adaptive and inclusive families, and veteran families. County staff will coordinate meeting dates and times;
 - iii. The current inventory and existing Davie County Community Park site plans and amenities (PDF's).
- C. Analyze the existing conditions of the project site, adjacent facilities, property boundaries, infrastructure capacity (water, sewage, gas and electric). This assessment shall include, but is not limited to; structural, mechanical, project site ingress/egress, code/permitting compliance and ADA analysis of project site area(s);
- D. Analyze the location of the project site to identify the most efficient use of the CanoPLAY Treescape and boardwalk space; surrounding tree landscape, and how to minimize impact of activities in the park to the adjacent park facilities;
- E. Examine the feasibility (positives/challenges, costs, etc.) of precisely locating the CanoPLAY Treescape and connecting boardwalk along a steep hillside grade, between the existing dog parks, greenway trail, boardwalk observatory and northern park boundary;
- F. Develop a complete set of construction documents, specifications and drawings;
- G. Prepare multiple concept site and arbor/landscape plans, as needed;
 - i. Attend and present conceptual plan(s) to the DCRP Advisory Board meeting for recommendations and approvals (up to 2 meetings)
 - ii. Attend and present final conceptual plan to the Davie County Board of Commissioners for approval;
- H. Attend submittal review meetings with County staff (up to 2-3 meetings);
- I. Prepare documents for any and all permits or approvals, as needed;
- J. Deliver the following:
 - i. Provide one (1) hard copy of the complete construction documents (plans, specifications, site rendering, etc.) to the Davie County Recreation and Parks Director (1 copy) and General Services Director (1 copy);
 - ii. Provide digital copies of all construction documents on Thumb drive (example - .doc, .dwg, .xls file types) to the Davie County Recreation and Parks Director and General Services Director;
- K. Facilitate value engineering process, if required;
- L. Assist with addendum generation, as needed.

2.2 Construction Services: This task consists of all services necessary for the administration of the project construction stage, and may include the following services:

- A. Attend a Pre-Construction Meeting;
- B. Provide written clarification regarding drawing and specification questions;
- C. Provide recommendations to address changed or unknown conditions that may appear during construction;
- D. Prepare and submit pay application/invoice requests to Davie County Recreation and Parks;

- E. Review and make recommendations to Davie County Recreation and Parks/General Services/Development Services on shop drawings, product submittals, test results and other submittals;
- F. Prepare change orders and extra work orders, as necessary for contractor and make recommendations for their approval;
- G. Attend weekly construction progress meetings, as necessary;
- H. Prepare and submit project completion punch list items to the Contractor, General Services, and Recreation and Parks, and oversee its completion;
- I. Ensure contractor provides “As-Built” plans and specifications. “As-Built” plans and specification shall be submitted as a hard copy and on Thumb drive (example - .doc, .dwg, .xls file types) in a compatible format.

2.3 Design-Build Team, Meeting, and Submittals Summary

- A. Project team members will include:
 - i. The Design-Build Team;
 - ii. Davie County Recreation and Parks Director;
 - iii. General Services Director and Project Coordinator;
 - iv. Development Services Director (as needed);
 - v. County Manager (as needed);
- B. Meetings requiring the Design-Build Teams participation will likely include, but may not be limited to, the following:
 - i. Kick-off Meeting;
 - ii. Public Meeting(s);
 - iii. Park Planning Meeting, if necessary;
 - iv. Development Services Meeting, if necessary;
 - v. Board of Commissioner Meetings, as required;
 - vi. Pre-Construction Meeting;
 - vii. Construction Progress Meetings.
- C. SUBMITTALS INCLUDE:
 - i. Kick-off meeting – meeting minutes;
 - ii. Construction documents – including plans, specifications, contract documents, and cost estimate(s);
 - iii. Pre-construction conference meeting minutes;
 - iv. Value Engineering, if needed;
 - v. Shop drawings, materials and samples submittals reviews;
 - vi. Progress meeting minutes;
 - vii. Project completion “Punch List”;
 - viii. Construction Project Close-Out Checklist;
 - ix. Letter of certification of project completion.

The design-build team shall allow 7 working days for the County to review submittals.

3.0 Project Time Line

- A. County Review/Approval of CanoPLAY Treescape Project RFP – January 5, 2024;
- B. Issuance of RFP – January 8, 2024;
- C. Advertisement of RFP in Newspaper, County Website, Registry’s – January 11, 2024;
- D. Deadline for Proposals – February 9, 2024 at 1:00 p.m.
- E. Evaluation of Proposals – Week of February 12, 2024;
- F. Interviews (if needed) – Week of February 19, 2024;
- G. Approval and Award to Successful Design-Build Team – March 4, 2024;
- H. Negotiate and execute Professional Services Agreement – by March 29, 2024;
- I. Public Meeting/Information Gathering – April/May 2024;
- J. Preliminary Concept/Documents (30% Drawings) – June 15, 2024;
- K. Preliminary Concept/Documents (60% Drawings) – July 15, 2024;
- L. Preliminary Concept/Documents (90% Drawings) – August 15, 2024;
- M. County Board of Commissioners Meeting (concept approval) - September 3, 2024;
- N. Finalized Construction Documents – October 2024;
- O. Construction Commencement - CanoPLAY Treescape Project - November 2024;
- P. CanoPLAY Treescape Completion – Anticipated September 2025

4.0 Fees

The County of Davie will negotiate with the selected design-build team, a fee for the services identified in this RFP. The fee is anticipated to be broken down into two phases, i.e. Pre-Construction and Construction. If negotiations fail with the design-build team chosen by the Board of Commissioners, negotiations may then proceed with the next highest rated design-build team.

5.0 Project Budget

At this time, the total design, construction and contingency budget is \$625,000, which is included in the Davie County adopted Capital Improvement Five-Year Plan 2023.

6.0 Proposal Submittal Format

Submittals shall be firm for a period of 90 days following Submittal Date. Design-Build Teams will be judged not only on their past experience for the like and/or specific type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in the RFP document and Selection Criteria. Any cost or expense incurred by the Respondent that is associated in with the preparation of the Proposal or the selection process shall be borne solely by the respondent. All proposals become property of Davie County upon receipt and will not be

returned. All proposals will be kept confidential through the negotiation process. Once the contract has been awarded, all information held by the County of Davie will be subject to the State of North Carolina Public Records Law.

Proposals shall contain the following information and as outlined in Items 6.1 through 6.4:

- One page cover letter of interest that includes the design-build team’s understanding of the requirements related to the RFP, a synopsis of the prime construction firm and architectural firm, and the team’s qualifications, the project manager and primary contact. The letter must be brief and formal from the proposer that provides information regarding the design-build team’s interest in and ability to perform the requirements of this RFP;
- A project organization chart, identifying team composition, if a team is proposed. Define key staff member(s) who will be working on the project and explain their roles;
- Profile(s) of firm or team members including the number of employees, location and number of years in business under its current name and relevant experience;
- A description of the proposed approach to the project including a response to the preliminary scope and engagement of the community. Provide web links to completed projects that are either like or specific to the project indicated in this RFP. In the event that web links are not available, include hard copies of completed projects;
- Résumé of the project manager, principal, staff, and architect(s) identified as having a major role in the project with contact information including phone numbers and email addresses.

6.1 Project Team

Identify the project principal, the project manager, key staff and architects. Present a brief discussion regarding how the design-build team’s qualifications and experience relate the specific project. Elements that will be considered by the panel when reviewing your submittal:

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Key staff involvement in project management and on-site presence.
- Time commitment of key staff.
- Qualifications and relevant team experience.

6.2 Design-Build Team’s Capabilities

Elements that will be considered:

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., architect(s) role delineated?)
- Current and projected work load.

6.3 Prior Experience

Use the portion of your submittal to describe relevant experience specific to the project type described in the RFP document and various/specific services to be provided. Elements that will be considered by the panel when reviewing your submittal:

- Experience of the key staff and firm with projects specific or similar scope and complexity;
 - 5-10 years' experience related to the:
 - ♣ Design-Build of existing treehouse and/or treescape project within a municipal or county park, school system, or private business ;
 - ♣ Design-Build of existing boardwalks within a municipal or county park, school system, or private business;
 - ♣ Design-Builds of same and conforming to Universal and ADA Design and Elements/Features;
 - ♣ Design Builds navigating in and around existing trees, landscapes creeks/creek beds and various degrees of topography (hillsides), while minimizing environmental impacts of said landscapes.
 - ♣ Development of natural wood or resin based recreational amenities;
- Demonstrated success on past projects of similar scope and complexity.
- Development of conceptual designs.
 - 10 years' experience with:
 - ♣ Designs that use outdoor treehouse, treescape and boardwalk features to maximize the aesthetics of the park;
 - ♣ Designs that understand how to facilitate inclusive outdoor recreation components, elements, or facilities;
 - ♣ Designs that use outdoor treescape facilities for educational, environmental, fitness and literacy programming and small events.
- Prior experience with the County of Davie (or its predecessors).

6.4 Project Approach

For the project and services outlined in the RFP document, describe how you plan to accomplish the following project control and management issues:

- Budget Methodology/Cost Control.
 - Establish and maintain estimates of probable cost within the County's established project budget. At this time, the total design, construction, and contingency budget is \$625,000, which is included in the Davie County adopted Capital Improvement Five-Year Plan 2023.
- Schedule
 - Manage the required work to meet the established schedule.

7.0 Selection Criteria (100 Points Possible)

Pursuant to North Carolina General Statute 143-64.31, Davie County utilizes a qualifications-based selection (QBS) process without consideration of fee during the initial phase in selecting arborists/architects/construction contractors/engineers/landscape architects/surveyors/. The County of Davie will conduct a comprehensive, fair, and impartial evaluation of all Proposals received:

- A. Project Team- 20%- Management, team organization, skill and experience of key team members.
- B. Project Team Capabilities- 20%- Demonstrated ability to meet project schedules and budgets.
- C. Prior Experience- 35% (♠) - Experience of key staff, experience with developing treehouses, treescapes, woodland adventure courses, and boardwalk plans for parks, demonstrated knowledge and/or previous experience working with the County of Davie.
- D. Project Approach- 20% Project approach and understanding of objectives and constraints.
- E. References -5%

8.0 Requests For Information

Respondents may provide responses to questions asked of them by the County of Davie staff contact person after the responses are received and opened. If significant questions are posed, an addendum will be issued and be available at: <https://www.daviecountync.gov/768/Bid-Opportunities-and-Vendor-Registratio>. Candidates should not rely on any oral communication concerning this RFP and oral responses will have no binding effect.

9.0 Interviews

After the written proposals are received and initially evaluated, the County of Davie may require one or more of the Candidates to provide an oral presentation as a supplement to their statements. Any Candidates required to interview should be prepared to discuss and substantiate any area of their proposal. The County of Davie is under no obligation to grant interviews to any Candidate receiving a copy of this RFP and/or submitting a written statement in response to the RFP.

During interviews, if any, verbal questions and explanations will be permitted. The County of Davie reserves the right to exclude any persons from interviews as it deems in its best interest.

10.0 Board Approval and Contract Execution

A designated Davie County representative will request the Board of County Commissioners' authorization to negotiate and execute a contract with the preferred design-build team. 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 design-build team, and at its sole discretion, enter into negotiations with the alternate design-build team. 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 RFP(s).

10.1 Team Composition

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

11.0 Proposal Submittal Deadline

Specific requirements for submittals are outlined in the Request for Proposal. In order to facilitate review, two (2) copies of submittals must be provided including one unbound copy suitable for photocopying and/or scanning. Proposals must be sent to:

Davie County Recreation and Parks
Paul A. Moore, CPRP, Recreation and Parks Director
151 Southwood Drive
Mocksville, NC. 27028

Indicate on the outside envelope: CanoPLAY Treescape Project

Proposals may be delivered in person to the DCRP Administrative Team at the designated address above.

For questions, contact Paul Moore: 336-753-6748 | pmoore@daviecountync.gov

Deadline for receipt (mailed or hand delivered) is February 9, 2024 at 1:00 p.m. Email proposals will be accepted; however, the County of Davie will not be responsible for any delays in transmission or filtering programs that may cause electronic submissions to not be received or to be received after the deadline. 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. The County of Davie assumes no responsibility for costs related to the preparation of proposals.

12.0 General Conditions/Comments

Acceptance/Rejection of Submittals: The County of Davie reserves the right to reject any or all Proposals. This includes without limitation the rights to reject any or all nonconforming, non-responsive, unbalanced or conditional Proposals. The County may also reject the Proposal of any Proposal submitter if the County believes that it would not be in the best interest of the Project to make an award to that Proposal submitter, whether because the Proposal is not responsive or the Proposal submitter is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the County.

Non-Warranty of Request for Qualifications: Due care and diligence has been used in preparing this RFP. However, the County shall not be responsible for any error or omission in this RFR, nor for the failure on the part of the Proposal submitter to ensure that they have all information necessary to affect their submittals.

Americans with Disabilities Act (ADA) Compliance: The County of Davie 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.

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.

Insurance and Indemnity Requirements: Prior to executing a contract with the County the Design-Build Team 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 design-build team shall indemnify and hold 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 design-build team in the performance of professional services under this contract.

The Design-Build Team 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 design-build team 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.

- Design-Build Team’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 Design-Build Team or the insuring company.

13.0 Confidentiality of Documents

North Carolina General Statute Chapter 132, Public Records, governs the accessibility of records compiled by NC Governmental Entities. In general, all documents submitted in response to this Request for Qualifications are subject to public disclosure unless specifically excepted by North Carolina General Statute §132-1.2 and §66-152 which provide definitions and protection of certain documents and information from public disclosure that constitute a “trade secret”, provided it meets the specific conditions as outlined in §132-1.2(1)a-d.

Davie County will attempt to withhold from public disclosure, or redact documents or information, designated “confidential trade secret” that clearly meet the conditions of NC G.S. §132-1.2(1)a-d to the extent that it is entitled or required to do so by applicable law. Regardless, Davie County shall not be held responsible for any information that is released nor shall Davie County be held responsible for nor pay any penalty or expense in relation to information so released.

Any submission marked “confidential” or “trade secret” in its entirety may be rejected at the sole discretion of Davie County

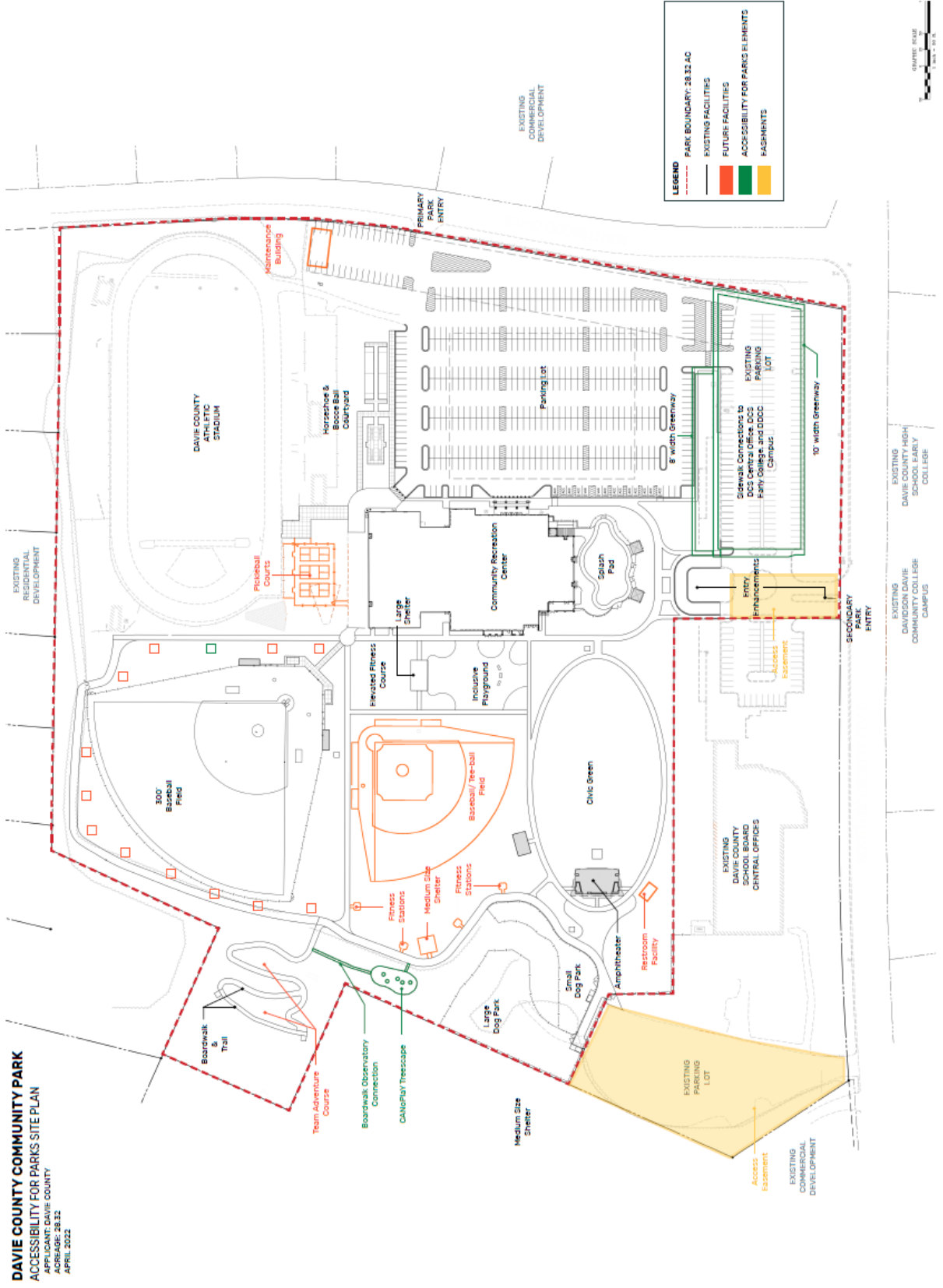
Equal Employment Opportunity

The County of Davie does not discriminate in any of its programs and activities. The Design-Build Team 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 Design-Build Team shall comply with all civil rights requirements applicable to transportation-related projects.

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ATTACHMENT 1

Davie County Community Park Site Plan (Accessibility for Parks Grant)



ATTACHMENT 2 Davie County Community Park (Full Build Out)



MASTER PLAN DAVIE COUNTY PARK (FULL BUILD OUT)
MOCKSVILLE, NC 27028



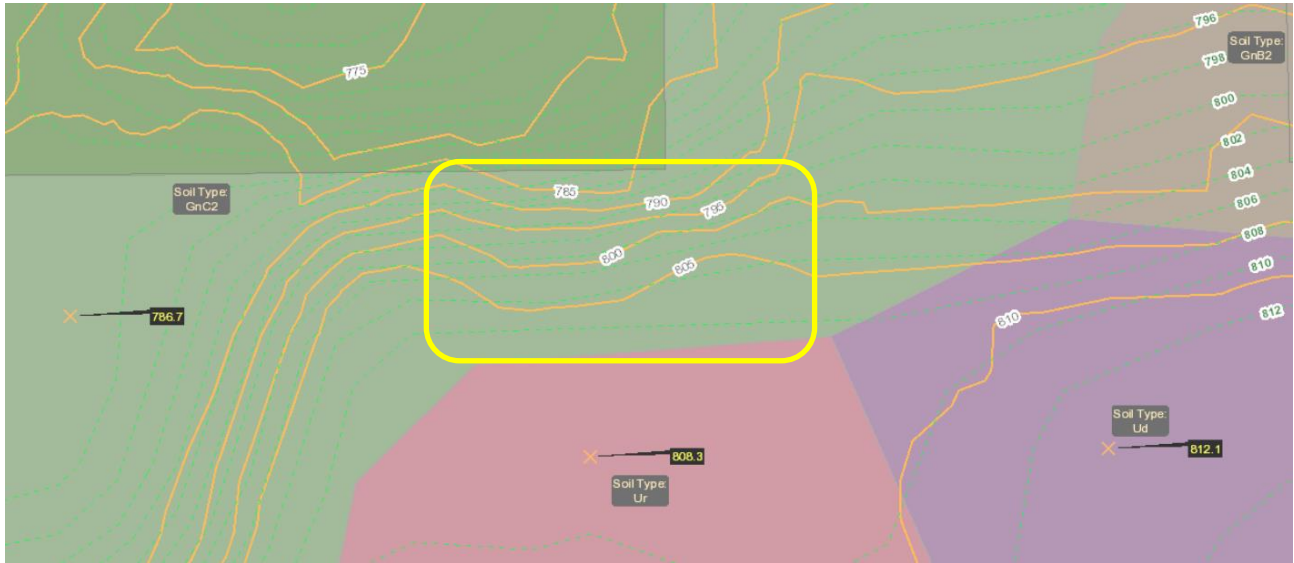
Attachment 3
Google Earth Image of Davie County Community Park



Attachment 4
Google Earth Image of Davie County Community Park
CanoPLAY Treescape Project Site



ATTACHMENT 5
Davie County Community Park
CanoPLAY Treescape Project Site
General Topography (GIS)



Attachment 6
Davie County Community Park
Existing Project Site Infrastructure



Existing Meadow and Trail with distant view of proposed project site (Panoramic)



Existing Trail left of proposed project site entry

Attachment 7
Davie County Community Park
Existing Project Site Infrastructure
(Continued...)



Existing Trail center entry of proposed project site



Existing Trail right of proposed project site entry

Attachment 8
Davie County Community Park
Existing Project Site Infrastructure
(Continued...)



Existing Boardwalk Observatory and Trail east of proposed project site (Panoramic)



Existing Boardwalk and proposed connection point #1 and east/northeast of project site.

**Attachment 9
Davie County Community Park
Existing Project Site Infrastructure
(Continued...)**



Existing Boardwalk and proposed connection point #2 and east of project site.