

REQUEST FOR QUALIFICATIONS (RFQ)

**FOR ENGINEERING/DESIGN SERVICES FOR PARK PLANNING
AND CONSTRUCTION**

FALLSTON PARK DEVELOPMENT (PHASE 1)
A Parks and Recreation Trust Fund-Accessibility for Parks Grant
(PARTF-AFP) Project

July 12, 2024



Notice of Advertisement

Town of Fallston, North Carolina Is Soliciting Statements of Qualifications for Engineering/Design Services For Fallston Park Development (Phase 1)

Statements of Qualification will be received by mail until **4:00 PM** (local time) on August 16, **2024** at the Town of Fallston, Attn: Mary Boggs, P.O. Box 547, Fallston, North Carolina, 28042.

The scope of work in this project includes full architectural and engineering services related to the design of a new recreational park known as Fallston Park Development (Phase 1) and administration of the eventual construction agreement. This is a Request for Qualification (RFQ). More information regarding this RFQ and its requirements may be found on the Town of Fallston's ("Town") Facebook page. Do not submit total price, total price information, or work product for the Project with your submittal package.

Firms must be licensed in the State of North Carolina, as set forth under Chapters 83A, 89, or 89A of the North Carolina General Statutes. The firm's License number shall be designated in the Statement of Qualifications.

The Town of Fallston ("Town") reserves the right to reject any or all submittals, to waive technicalities and to make such selection deemed in its best interest. With limited response, The Town reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement process. The Town encourages good faith effort outreach as described in the Town's Minority Participation Plan.

REQUEST FOR QUALIFICATIONS (RFQ)

**ENGINEERING/DESIGN SERVICES FOR PARK PLANNING AND
CONSTRUCTION**

FOR FALLSTON PARK DEVELOPMENT (PHASE 1)

TOWN OF FALLSTON, NORTH CAROLINA

1. SUBMITTAL DEADLINE AND ADDENDUM INFORMATION

Submittals for the services specified in this RFQ will be received by the Town of Fallston until **4:00 PM on August 16, 2024** at the specified location listed below. Submittals received by the correct time shall be considered. Submittals received after the due date and time will not be considered.

All submittals shall be mailed to:

Town of Fallston
Attn: Mary Boggs
PO Box 547
Fallston, NC 28042

Send tracking number to:

townoffallstonnc@bellsouth.net

In the interest of cost-savings, consistency of the submittals and more efficient use of time by the pre-selection committee, the qualifications information package should not include any notebooks, binders, tabs, clips, etc. The format should be 8-1/2" x 11" pages.

Submit **one (1) original and four (4) copies**, in printed form and on a non-returnable CD or flash drive. Submittals must be submitted in an envelope labeled **Fallston Park Development (Phase 1) Statement of Qualifications** along with the submitter's name and address clearly indicated on the envelope. Instructions for preparing the Statement of Qualifications ("SOQ") are provided herein.

Electronic (email) or facsimile submissions will not be accepted.

Deadline for Questions: 5:00 PM on August 9, 2024.

All questions and clarifications regarding the scope of services or other items related to this RFQ must be submitted in writing by e-mail to townoffallstonnc@bellsouth.net no later than the due date listed above.

Selection criteria are outlined in this document. The Town of Fallston reserves the right to reject any or all submittals, to waive technicalities and to make such selection deemed in its best interest. With limited response, the Town of Fallston reserves the right to extend the solicitation period as appropriate in order to assure a competitive procurement process.

Proposals received after the required deadline will not be accepted. Proposals will be discussed at a subsequent Town Council meeting and will be awarded to the most qualified and responsible bidder(s). The Town Council reserves the right to approve proposals, deny proposals, negotiate proposals, or re-advertise for additional proposals for the project if deemed necessary by the Town Council or Town Clerk. The Town Council reserves the right to interview any or all applicants to help aid in determining the most qualified firm. Bidding requirements of the North Carolina General Statutes will be considered when reviewing and approving the final firm.

2. GENERAL

Pursuant to N.C. General Statutes, 143-64.31, the Town of Fallston, North Carolina (“Town”) is seeking SOQs from qualified firms interested in performing design and contract administration services for Fallston Park Development (Phase 1), the Town’s first recreational park. The intent of this RFQ is to select an engineering/design firm by qualifications-based selection to provide design, estimating, construction bid development, and contract administration services.

This project is partially funded by a Parks and Recreation Trust Fund-Accessibility for Parks grant, other State of North Carolina funding, and may be partially funded by the US Federal Government and therefore subject to all federal provisions set forth in 2 C.F.R. § 200.

NC Licensing Statement:

In order to offer DESIGN Services (Architecture, Engineering, or Landscape Architecture) as part of the response to this RFQ, the proposing firms must be properly licensed to provide Design Services in the State of North Carolina. More information on the North Carolina state boards may be found at the following websites:

DESIGN:

NC Board of Architecture: (<http://www.ncbarch.org>)

NC Board of Examiners for Engineers and Surveyors: (<http://www.ncbels.org>)

NC Board of Landscape Architects: (<http://www.ncbola.org>)

3. SCHEDULE

RFQ Posted	July 12, 2024
Site Visit	July 23, 2024 at 8:30 am Project site at 4535 Fallston Road, Lawndale, NC 28090
Questions Due	August 9, 2024
RFQ Response Proposals Due	August 16, 2024

Proposals Reviewed	August 19-September 2, 2024
Interviews (If Necessary)	TBD
Selection Announced	No later than September 3, 2024

4. PROJECT DESCRIPTION AND SCOPE OF SERVICES

a) Project Description

The Town was recently awarded a Parks and Recreation Trust Fund-Accessibility for Parks Grant (PARTF-AFP) for a new, all-inclusive park that complies with the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and incorporates Universal Design where the design of products and environments are usable by all people, to the greatest extent possible, without adaptation or specialized design. This will be the Town’s first recreational park.

The park is to be constructed on an approximately five-acre parcel of land located on Fallston Road/NC Highway 18 inside the town boundary (approximate address is 4535 Fallston Road, Lawndale, NC 28090). The parcel of land is undeveloped and clear of physical structures.

Fallston Park Development (Phase 1) requires the initial surveying and engineered plans to develop the following recreational components at a minimum: play structure, walking path, picnic shelter, plaza, sidewalks, parking, curb/guttering, site furnishings, amenities, and landscaping. This work will be followed by the necessary steps to complete site development, construction, and installation of recreational components for Phase 1. Please see the Site Plan and Attachment #1 for more information and additional potential project components.

b) Scope of Services

Provide surveying, engineered drawings, design, permitting, bid development for construction of Phase 1, as identified in the Site Plan and Attachment #1, and administration of the construction contract.

NOTE: This is a Request for Qualifications (RFQ). Responding engineering/design firms are not required or permitted to submit fees or costs to perform the services solicited in this RFQ or Project-specific designs or work product. Do not submit total price information nor work product with your submittal package. Each submittal package will be reviewed based on qualification criteria listed in this RFQ. In accordance with applicable guidelines and NC G.S. 143-64.31, the Town of Fallston will negotiate a contract with the best qualified firm.

5. ANTICIPATED PROJECT BUDGET

The anticipated total project budget (design, engineering, construction, park components, etc...) for Phase 1, as identified in the Site Plan, is \$1,000,000.

6. SUBMITTAL REQUIREMENTS

a) Method of Submission:

In the interest of cost- savings, consistency of the submittals and more efficient use of time by the pre- selection committee, the qualifications information package should not include any notebooks, binders, tabs, clips, etc. The format should be 8-1/2" x 11" pages.

b) Submittal Requirements

Please provide the following information in the sequence of the following major headings described below.

- a. Cover Letter: Briefly introduce your firm, local office, principal in charge, the name of your Project Manager and why they were chosen for this Project, the name and title of the individual with contract signature authority to enter into an agreement with the Town of Fallston, and contact information for any follow-up questions from the Town regarding the statement of qualifications.

The cover letter shall also expressly certify and represent that (i) the Respondent Firm and all proposed team members are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by any State or Federal department or agency and (ii) the information contained in the Respondent Firm's SOQ package, including all documents, delivered or to be delivered to the Town, are true, accurate, and complete and that the Respondent Firm's SOQ package includes all information necessary to ensure that the statements therein do not in whole or in part mislead the Town as to any material facts.

In the event Respondent Firm's debarment, suspension, eligibility or exclusion status changes after the submission of the SOW package, Respondent Firm shall immediately notify the Town of the change and the reasons for the change.

- b. Project Team: Provide a detailed organization chart that presents an adequately staffed team to be dedicated to this Project. This should include the Project Manager, architect(s), engineer(s), and other supporting staff to be used in completion of the work. Information to be

included in this section shall include:

- Respondent Firm's history and ownership;
 - Professional, relevant qualifications for up to five (5) projects, including the projects listed under the "History of Similar Projects" sections of the response, in which the individual(s) had a significant role;
 - Office location and number of year's employee has worked with their current firm;
 - Available time (in percent) that each team member may commit to this Project;
 - Current work load and municipal projects awarded;
 - Proximity to and familiarity with the area where the Project is to be located;
 - Construction administration capabilities;
 - The specific experience the proposed Project Manager has in managing related or similar projects;
 - Sub-consultants to be utilized in the execution of the Project must be clearly identified within the organizational chart. Provide relevant qualification for up to three (3) projects for each sub-consultant proposed as part of the Project team. Projects listed shall demonstrate prior successful teaming with the Respondent Firm; and
 - Current resume for each individual identified. The resume should include any professional license or certification held
- c. Project Approach and Methodology. Provide a brief summary to include (i) design approach for this Project including the design team and consultants as it relates to the previously-defined scope and (ii) construction contract administration approach. Respondent Firm's shall also include a detailed timeline of events that correspond with the approach that the firm will be taking to complete the Project's design.
- d. History of Similar Projects. Provide a minimum of six (6) representative projects, of which at least (i) three (3) involved design services on projects similar in size and scope to the Project in this RFQ and (ii) three (3) involved construction contract administration services.

Respondent Firm's shall include the following information for each project:

- Owner's name;
- Owner's contact person name, address, telephone number, and email address;
- Title and description of the project;
- Location of the project; and
- Description of the services Respondent Firm provided.

Representative projects should have been successfully completed without major legal or technical problems. Respondent Firms may and are encouraged to submit representative projects that involved both design and construction contract administration services; however, a representative project that involved both services shall only count as a single representative project of the six (6) project minimum.

- e. Reputation of Firm. Provide a record of successfully completed projects without major legal or technical problems in the past five (5) years. State whether the Respondent Firm has been sued or had a claim filed against it for (i) defective design or errors and omissions, (ii) failure to properly perform construction contract administration services, or (iii) failure to pay subconsultants in the last five (5) years. If the answer is "yes", please provide details of such suit or claim and the resolution of the matter.

7. SELECTION PROCESS

- a) Maintaining the integrity of the RFQ process is of paramount importance for the Town of Fallston. To this end, do not contact the Town Mayor, the Town Mayor Pro Tem, any member of the Town Council or any member of the Town of Fallston staff regarding the subject matter of this RFQ until a selection is made, other than the Town's designated contact person identified in the introduction to this RFQ. Failure to abide by this requirement shall be grounds for disqualification from this selection process.
- b) The Town will establish a pre-selection committee to review and evaluate the SOQs. The pre-selection committee will evaluate the SOQs independently in accordance with the published evaluation criteria. The Town reserves the right to conduct interviews with a shortlist of selected Respondent Firms ("Short-Listed Respondent Firms").

- c) At its sole discretion, the Town may ask written questions of Respondent Firms, seek written clarification, and conduct discussions with or interviews of Respondent Firms on the statement of qualifications.
- d) The Town will provide written notification to all Short Listed Respondent Firms of the selection at the conclusion of the Procurement.
- e) At the Town’s discretion, it will negotiate with the best qualified Respondent Firm. The “best qualified” Respondent Firm is the Respondent Firm that the Town determines achieves the apparent best overall ranking. If the Town is unable to execute a contract with the Respondent Firm, negotiations with the best qualified Respondent Firm may be terminated in writing, and the Town may proceed to negotiate with the next best qualified Respondent Firm based on overall rankings. The Town may continue in accordance with this procedure until a contract agreement is reached or the selection process is terminated. Negotiations are at the Town’s sole discretion.
- f) In the evaluation and ranking of Respondent Firms, the Town will consider the information submitted in each Respondent Firm’s SOQ as well as any meetings with respect to the evaluation criteria set forth in the RFQ.
- g) The initial evaluation criteria/factors and relative weights listed below will be used to recommend selection of the best qualified Respondent Firm or for the purpose of selecting Short-Listed Respondent Firms. The Town may choose to award without engaging in interview discussions.

SOQ Criteria	Weight
Project Experience --Specialized or appropriate project experience --Recent experience administering constructions agreements on behalf of Project owners, including costs and schedules --Past performance on similar projects --Record of successfully completed projects without major legal or technical difficulties --Past experience with same or similar state or federal funding	<u>30</u>
Project Team and Availability of Resources --Adequate staff and proposed design consultant team for the project --Current workload and municipal projects awarded --Proximity to and familiarity with the area where the project is located --Construction administration capabilities	<u>30</u>

Project Management and Quality Control	<u>20</u>
Project Approach --Proposed design approach for the project including design team and consultants	<u>20</u>

- h) After identified of Short-Listed Respondent Firms, the Town may or may not decide to invite Short-Listed Respondent Firms to interviews. If interviews are scheduled with the Short-Listed Respondent Firms, previous evaluation and rankings are not carried forward. For the purpose of selecting the best qualified Respondent Firm, the evaluation criteria will be given the following relative weights.

<u>Interviews Criteria</u>	<u>Weight</u>
Project Team and Availability of Resources Project Experience Project Approach and Project Management	<u>65</u>
Quality and Relevance of Interview as it relates to the scope of the RFQ	<u>35</u>

8. GENERAL CONDITIONS AND REQUIREMENTS

- a) **E-Verify.** E-Verify is the 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. The Respondent Firm that is selected by the Town and with whom the Town successfully negotiates a contract shall be required to ensure that if Respondent or anyone performing work under the contract with the Town: (i) uses E-Verify if required to do so; and (ii) otherwise complies with applicable law.
- b) **Proof of Insurance.** The Respondent Firm that is selected by the Town and with whom the Town successfully negotiates a contract shall be required to provide proof of insurance with an original insurance certification naming the Town as additional insured if selected.
- c) **Historically Underutilized Businesses.** Minority Businesses (MBEs), Women-Owned Businesses (WBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Design professionals are covered by the Town's Minority Participation Plan. Consistent with this policy, the Town will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise

discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin. The Respondent Firm that is selected by the Town and with whom the Town successfully negotiates a contract shall be required to certify compliance with the Town's Minority Participation Plan.

- d) **Equal Employment Opportunity**. All Firms shall be required to follow the Federal Equal Employment Opportunity (EEO) policies. The Town

9. INSURANCE

The Respondent Firm that is selected by the Town and with whom the Town successfully negotiates a contract shall be required to procure and maintain the following minimum insurance requirements with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best.

- a) Workers Compensation

Statutory limits covering all employees, including Employer's Liability with limits of:

\$1,000,000	Each Accident
\$1,000,000	Disease - Each Employee
\$1,000,000	Disease - Policy Limit

- b) Commercial General Liability Insurance

Covering Ongoing and Completed Operations involved in the contract for design and construction contract administration services.

\$5,000,000	General Aggregate
\$5,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit
\$5,000	Medical Expense Limit

- c) Commercial Automobile Liability

\$1,000,000	Combined Single Limit - Any Auto
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- d) Professional Liability

\$1,000,000	Claims Made
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The Respondent Firm that is selected by the Town and with whom the Town successfully negotiates a contract shall be required to provide evidence of continuation

or renewal of the Professional Liability insurance for a period of three (3) years following termination or completion of the contract for design and construction contract administration services.

e) Additional Insurance Requirements

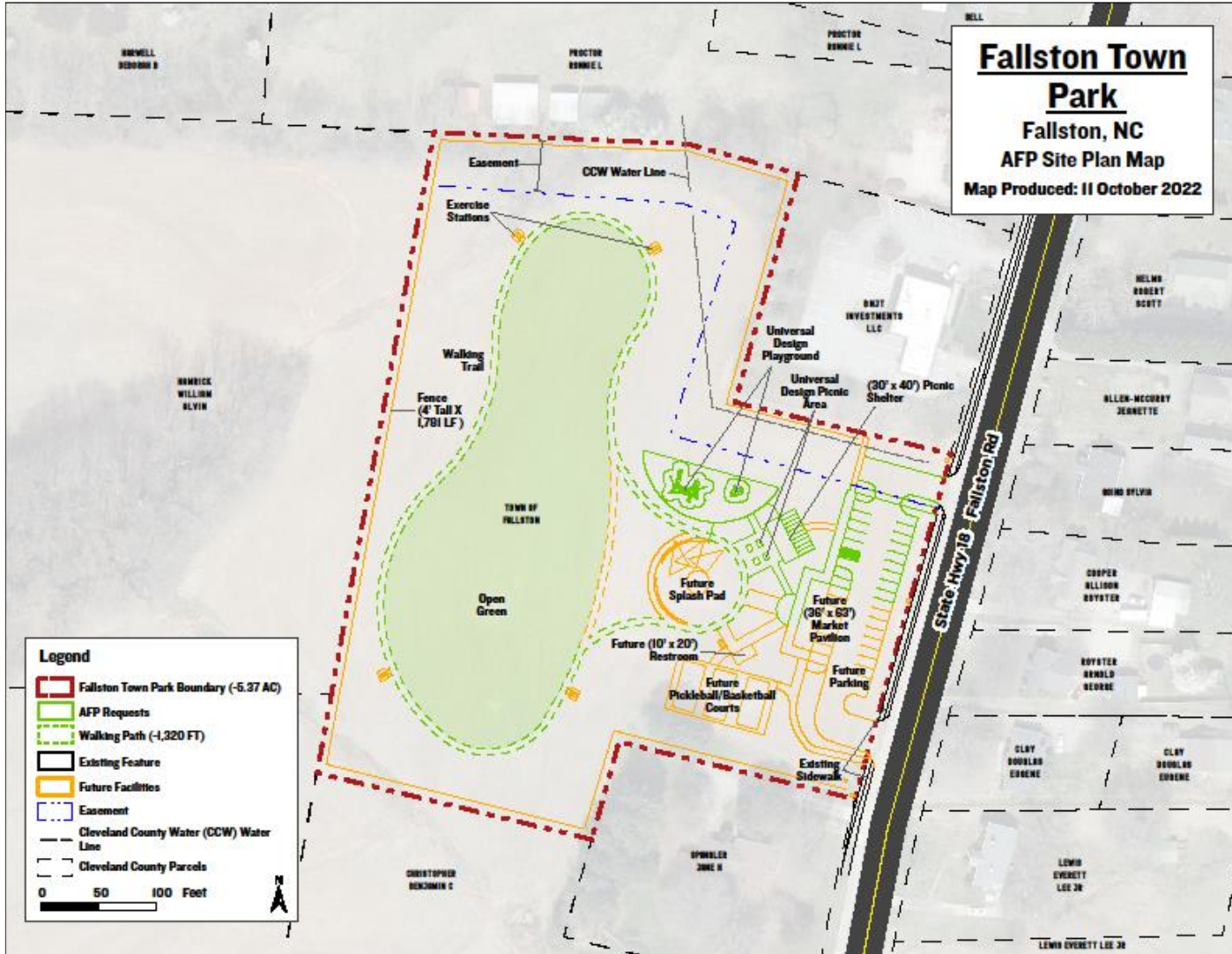
- a. The Commercial General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

**TOWN OF FALLSTON, ITS OFFICERS, AGENTS AND EMPLOYEES
ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECT TO
THE GENERAL COMMERCIAL LIABILITY POLICY.**

Additional Insured status for Completed Operations shall extend for a period of not less than three (3) years from the date of final payment.

- b. Before commencement of any work or services, the Respondent Firm that is selected by the Town and with whom the Town successfully negotiates a contract shall be required to provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- c. The Respondent Firm that is selected by the Town and with whom the Town successfully negotiates a contract shall have no right of recovery or subrogation against the Town (including its officers, agents and employees).
- d. It is the intention of the parties that the insurance policies afforded by the Respondent Firm that is selected by the Town and with whom the Town successfully negotiates a contract shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- e. The Town shall have no liability with respect to the personal property of the Respondent Firm that is selected by the Town and with whom the Town successfully negotiates a contract whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of the Respondent Firm that is selected by the Town and with whom the Town successfully negotiates a contract.
- f. Notwithstanding the notification requirements of the Insurer, the Respondent Firm that is selected by the Town and with whom the Town successfully negotiates a contract will be required to notify the Town Clerk at townoffallstonnc@bellsouth.net, within two (2) days of the cancellation or substantive change of any insurance policy set out herein.

FALLSTON PARK DEVELOPMENT PHASE 1 2023 PARTF-AFP PROJECT SITE PLAN



ATTACHMENT #1 – Phase 1 PARK COMPONENTS

- Playground (play structure(s), meets/exceeds ADAAG requirements, Universal Design, and planned with a rubberized ground surface)
- Walking Path of a minimum one-quarter mile (1,320 linear feet)
- Picnic Shelter (20'x40')
- Plaza (accessible routes) of approximately 2,195 square feet
- Sidewalks of approximately 5,015 square feet
- Site Furnishings (picnic tables, trash receptacles)
- Signage
- Fencing (perimeter of parcel boundary, four-foot powder coated chain link fence with two access gates).
- Landscaping
- Construction of drainage to manage storm water using aesthetically pleasing best practices.
- All transportation components presented in Site Plan (e.g., curb, gutter, parking, foot paths) must be in accordance with North Carolina Department of Transportation specifications. Reporting and invoicing to remain separate from above PARTF project components.

The following are additional park components to be considered when developing plans (pending additional funding confirmation(s)):

- Restroom structure (per Site Plan)
- Other Improvements as Determined by the Owner