

## REQUEST FOR QUALIFICATIONS

### DESIGN SERVICES FOR THE PROPOSED UPGRADES TO GRANITE CIVIC PARK

#### I. OVERVIEW AND PURPOSE

The Town of Granite Quarry, North Carolina seeks qualifications for design services for the proposed upgrades to Granite Civic Park per the site-specific masterplan. Specifically, the Town seeks qualifications of a licensed, registered and / or certified landscape architect or architect, demonstrably qualified for site planning, erosion control, drainage, park and trail design, hardscape design, and landscape design. Experience with public engagement, recreation planning, project construction management, governmental bid and acquisition processes are required. Familiarity with state and federal recreational grant programs are preferred.

#### II. SCOPE OF WORK

The selected consultant will coordinate with the town staff to design and provide construction administration at Granite Civic Park utilizing preliminary drawings that were adopted in 2024 Civic Park site-specific masterplan. This plan shows the project split into two phases and would need to be designed in that manner. This approach allows for the phases to be easily connected if full funding is still being secured. The designer would also be responsible for supplying optional features that would be environmentally friendly and a rendering that would exclude those. (Ex. Solar Panels, EV charging, etc.) The selected consultant would also be responsible for the environmental review requirements in the NC Parks and Recreation Trust Fund (PARTF) Grant.

#### III. SUBMITTAL REQUIREMENTS

The proposal submitted shall be in a sealed package and received in accordance with the instructions detailed in this RFQ. The selection of the firm will be based on the totality of the qualifications of the firm as presented in the detailed qualifications statement. The presence or absence of one or more of the items listed below, except for those items required by law, shall not be totally disqualifying but shall be taken into consideration as a portion of the totality reflecting positively or negatively on the qualifications of the firm. Qualification statements should clearly and concisely address the following:

- 1. Coversheet:** List project title, the name of your firm, and the name, address, e-mail, and telephone number of a contact person for questions concerning this proposal.
- 2. History of Firm:** Provide a brief history of your firm.
- 3. Experience of the Firm:** Provide a narrative of your firm's prior experience and qualifications. The narrative should contain information on projects similar to the design services and plan requested by Granite Quarry in this RFQ. Please provide a list of similar recreation comprehensive plans, public engagement efforts, surveys, and park or trail construction projects your firm has completed for local governments in the Southeast. For each project, include the project scope, completion date, the name of your firm's project manager, and the contact information (name and phone number) of a local government representative who can speak to the project and your firm's performance. Provide information as to your firm's ability to finish projects within budget and within the project time limits.
- 4. Project Team:** Provide information related to the project manager, key personnel, and any sub-contractors who will be involved with the design of the proposed upgrades to Granite Civic Park. Include

the office location of each staff member and subconsultant that will participate and what their role will be in the various work items. Provide a brief resume for each person listed including experience on similar projects. We will require detailed information concerning the Project Manager including his or her length of time with this firm and detailed experience in the role of project manager. Describe what other work commitments the proposed team has and state the time the team has to dedicate to the project.

**5. Process and Work Plan:** Describe the process and work plan that your firm would use for the project scope including how your firm would gather and assess this information and priorities.

**6. References:** Provide the name, address, phone number, e-mail address, and relationship of at least three (3) references familiar with the quality of work done by your firm on similar projects that were undertaken in the last five (5) years.

**7. Legal, Safety, Insurance, and Financial:** The firm's submittal shall provide documentation of any history of litigation associated with project performance or professional liability. A short statement of any safety problems that the firm may have encountered in projects designed or inspected. A statement or other information to describe the firm's general financial standing and current insurance coverage.

**8. Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm for this RFQ.

#### **IV. QUALIFICATION STATEMENT DEADLINE**

The submission shall be limited to fifteen (15) pages, printed one-sided, on 8½" by 11" paper, and single-spaced. Fold-out pages are not allowed. Front and back covers and transmittal letters are not considered a part of the fifteen-page submittal. Submissions exceeding the fifteen-page limitation will not be considered.

**The statement of qualifications package is due no later than 2:00 p.m. on December 13, 2024.**

No statement of qualifications will be accepted after this time.

The Town of Granite Quarry reserves the right to reject any and all statements of interest. It is anticipated that a firm will be selected and notified in mid- January 2025.

Qualifications may be sealed and hand delivered:

143 North Salisbury Ave. Granite Quarry, NC 28146

Questions regarding the project are best directed to the email address provided.

#### **IV. SELECTION CRITERIA**

The following criteria will be considered for selection of the firm. Selection will be made after thorough review conducted by members of the Town of Granite Quarry staff.

**1. Qualifications of the Firm, Including Personnel:** Preference shall be given to those firms and personnel with experience and training with similar comprehensive recreation plans and ability to plan and design a park that is complementary to Granite Quarry's existing and future recreation facilities.

**2. Overall Qualifications of the Project Manager and Project Team:** Staff will evaluate Project Manager and those personnel who will be assigned to the Granite Quarry Civic Park project including the location of their office. Preference shall be given to project teams with specific experience in similar projects and any familiarity with the area and proposed projects.

**3. Proposed Process to Project Design and Construction Management Process:** Members of the town's staff evaluate proposals submitted with regard to process thoroughness described to create a detailed design associated site elements.

**4. Ability to Meet Established Time Frame:** Preference will be given to those firms that can meet the Town's established time frame for completion of project with limited conflict of project staff from other projects.

**5. Response Capability, Budget Control, Meeting Deadlines, and Project Understanding:** Submitted examples of projects that your firm or team conducted shall be reviewed. The firm and team's ability to finish projects within budget and within the project time frame will be included. Examples reviewed will be within the last five (5) years. Firm's demonstrated ability to respond to the proposed projects is important.

The Town of Granite Quarry staff shall select one or more firms to interview based on the above criteria and recommend the top firm to the Town Manager. Once the Town Manager approves the recommendation, the selection panel will negotiate a contract fee with the top recommended firm to be approved by the Mayor and Town Council. If a contract cannot be successfully negotiated with the highly recommended firm, the panel will proceed to the second recommended firm, and so on until an acceptable contract is negotiated. Firms that are not selected will be notified.

## **VI. PROJECT SCHEDULE**

The Town staff expects to complete interviews and recommend a planning and design firm to the Town Manager by January 6, 2025. The contract with the selected firm will be considered for approval by the Town of Granite Quarry Town Council as part of the January 13, 2025, regular meeting agenda. Once the contract is approved by the Mayor and Town Council and executed by the Town Manager, a notice to proceed will be sent to the firm. The firm will coordinate with town staff to establish a timeline for the final detailed design to be completed.

## **VII. CONTRACTING**

Any contract developed for this work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Rowan County, North Carolina.

The selected firm will be expected to provide the Town of Granite Quarry with a service agreement.

## **VIII. PRE-SUBMITTAL MEETING AND TOUR**

Town staff will conduct pre-submittal meetings and tours of the park location at the firm's request prior to the submittal deadline. To request a tour please contact Jason Hord, Town Manager, at 704-279-5596 prior to close of business December 6, 2024. The onsite meeting and tour are optional but will offer an opportunity to have questions answered on scope and project, and allow for firms to see the property first hand.

## **IX. EQUAL EMPLOYMENT OPPORTUNITY AND DRUG-FREE WORK PLACE**

The Town of Granite Quarry does not discriminate in the administration any of its programs and activities. The firm(s) 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.

Although no percentage is assigned, it is an absolute requirement of the Town that the project work site and workforce be drug-free and that associated individuals, including subcontractors, working on the project be free of prior or pending felony convictions. The qualifications statement should include a commitment to this requirement and an indication of the plan of the firm to ensure compliance with this requirement.