

TOWN OF WEDDINGTON, NC
REQUEST FOR QUALIFICATIONS
Construction Design Services
Park/Plaza Development

Introduction: The Town of Weddington requests statements of qualifications from engineering and landscape design firms to create a site plan and construction drawings based on concept plans and town feedback. The Town of Weddington anticipates awarding a single contract for the services required. **Letters are due no later than 1:00 pm on Thursday, March 28, 2019.**

Background Information: In 2017 the Town purchased 3.29 acres of land on Weddington Matthews Rd. adjacent to the town hall site. The property, which was previously a single-family residence, is an idyllic neighborhood park site. Cardno, Inc. was contracted to provide a conceptual plan for the park in 2018.

The Town has given input and listened to feedback on ideas to be included in the updated park plan. The Town Council gave their approval to move forward with construction drawings in February of 2019.

Project Description: The Matthews Property is adjacent to the Weddington Town Hall which has open land that shall be included in the overall plan. The properties include parcel numbers 06150057 and 06150058. The 5+ acres currently includes an access drive to the commercial center, the town hall and a vacant home.

Town staff has developed a preliminary scope of uses and amenities for development of the park based on feedback. The Town of Weddington wants the park to be of the highest quality with regards to design and construction and seeks a Design Consultant with demonstrated experience in providing design services for public agencies. The park should draw and engage patrons to the facility and should provide a wide range of opportunities for park users. The design should be attentive to environmental features, address best practices in water resources and provide accessible facilities to users of all abilities. The facility should be designed with, at a minimum, the consideration of the following elements: parking along a secondary access road, safe pedestrian crossing along the existing private drive, a barn-like shelter with restrooms, an amphitheater, open space, a 10' wide ADA accessible trail, and farmers market area.

Scope and requirements: The Town of Weddington seeks to hire a Design Consultant to specifically prepare a site plan for conditional zoning, construction drawings, documents and cost estimates for the development of the Park based on the attached design concepts (Attachment A).

As a part of the assigned scope, the Design Consultant is expected to:

- Develop a site plan and present it to the Planning Board and Town Council for conditional rezoning.
- Construction design drawings to be presented at 60% and final completion of the project. Periodic updates to staff will be required as well as updates at community meetings.
- Develop a complete project cost estimate to include all required services, costs and contingencies.
- Complete the plan and development drawings and specifications for the project that meet all local code requirements. Plans must be sealed by a design professional in the State of North Carolina.
- Provide a construction phasing plan for consideration in case the project needs to be phased in over two or more years.

Project Schedule: Anticipated schedule:

The following Schedule of Events represents the Town's best estimate of the schedule that will be followed. The Town reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

Tentative Schedule of Events:	Date
• Deadline for written questions and clarification on Request for Qualifications	3/21/19
• Deadline for submission of Qualifications	3/28/19
• Town schedules interviews (if required)	4/04/19
• Notify selected Design Consultant and begin contract negotiations	4/09/19
• Complete contract negotiations with selected firm and Award Contract	5/13/19

Proposal Content: The written proposal should provide background information about the company, its employees, and its experience with related projects and related clients. For the purposes of the RFQ, the term "company" shall refer to the prime respondent of this RFQ with whom the Town of Weddington will contract.

Specifically, the RFQ should address the following information. Firms may submit their standard qualification package supplemented by a cover letter or attachments as necessary to comply with this request.

1. Company profile listing: names, address, year established, type of ownership, size of company and staff, and an organization chart. If company has multiple offices please list where the work for this project will be performed.
2. Information about the overall makeup of the project team, including: the identity of all key personnel, a description of their respective responsibilities and duties and each team member's experience with this type of project.
3. Summary of five (5) similar projects, in the past 5 years, for which the company was responsible. Each of the project summaries should include the following:
 - a. Description of project, including scope and year completed.
 - b. Degree of involvement (principal or sub).
 - c. Project references including names, addresses, and telephone numbers (Attachment C).
4. Current company workload, ability to perform the work, and estimated completion schedule for this project.
5. Project design approach by company for this project.
6. Listing of any pending or settled lawsuits or professional liability claims in which the company was involved during the past ten (10) years.
7. Include a standard hourly rate chart for all personnel and other charges associated with a project.
8. Additional information the respondent believes to be relevant to the selection efforts of the Town of Weddington including minority business status.

Proposal Submission and format: Submit five (5) original and one (1) digital copy no later than 1:00 pm on Thursday, March 28, 2019. No submittals will be accepted after this time. Each copy shall be double sided, bound or contained in a single volume. Faxed proposals will not be accepted. Proposals should be submitted to:

Town of Weddington
Lisa Thompson
1924 Weddington Rd.
Weddington, NC 28104

Questions concerning bidding procedures and/or contract administration, and project related questions shall be submitted in writing and directed to:

Lisa Thompson
lthompson@townofweddington.com

In order that the selection process is as objective as possible, do not contact any Town of Weddington officials other than noted above.

Corrections and Addendums:

Any corrections or addendums (including Q&A) to this RFQ will [be posted on the website](#). Applicants are responsible for monitoring this page for any corrections or addendums. **Applicants must include within their Cover/Introductory Letter a statement acknowledging that applicants have read and understand any and all corrections and addendums.**

General Conditions:

1. Any costs by respondents in preparing or submitting a proposal for this RFQ shall be the respondent's sole responsibility.
2. Ownership of all data, materials and documentation originated and prepared for the Town of Weddington pursuant to the RFQ shall belong exclusively to the Town and be subject to public inspection in accordance with the Freedom of Information Act. Trade secrets or proprietary information submitted shall not be subject to public disclosure under the Freedom of Information Act; however, the respondent must invoke the protection of the appropriate section of the North Carolina General Statutes, in writing, either before or at the time the data or other materials to be protected are submitted to the Town, and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret and/or proprietary information. The classification of an entire document, line item prices and/or total costs as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
3. The Town of Weddington reserves the right to reject any or all responses received or to request additional information as may be needed to determine qualifications.
4. Following the selection, a contract will be negotiated for services. If negotiations are unsuccessful with the first firm selected, a second firm will be selected and negotiations initiated.
5. The company must be licensed in North Carolina.

Evaluation:

Firms will be evaluated based upon the following considerations:

- (a) Demonstrated previous design experience of the firm and its ability to meet the requirements of RFQ: 20 points
- (b) Qualifications of design personnel assigned to carry out the design concept: 20 points
- (c) Demonstrated ability of firm to develop a unique facility that meets the design concept for the site specific area: 20 points
- (d) The firm's demonstrated ability to create construction designs for park facilities on time and within budget: 20 points
- (e) Demonstrated ability to design a park facility that can be maintained easily through routine maintenance: 10 points
- (f) Demonstrated ability to design a park facility that emphasizes park patron safety: 10 points

Contract:

Following the firm selection, a contract will be negotiated for the desired services. If negotiations are unsuccessful with the first firm selected, a second firm will be selected and negotiations initiated.

The selected firm is expected to prepare a scope of services, fee estimate, and any other required documentation in a timely manner. Failure to provide timely response could result in termination of the negotiation process.

E-VERIFY

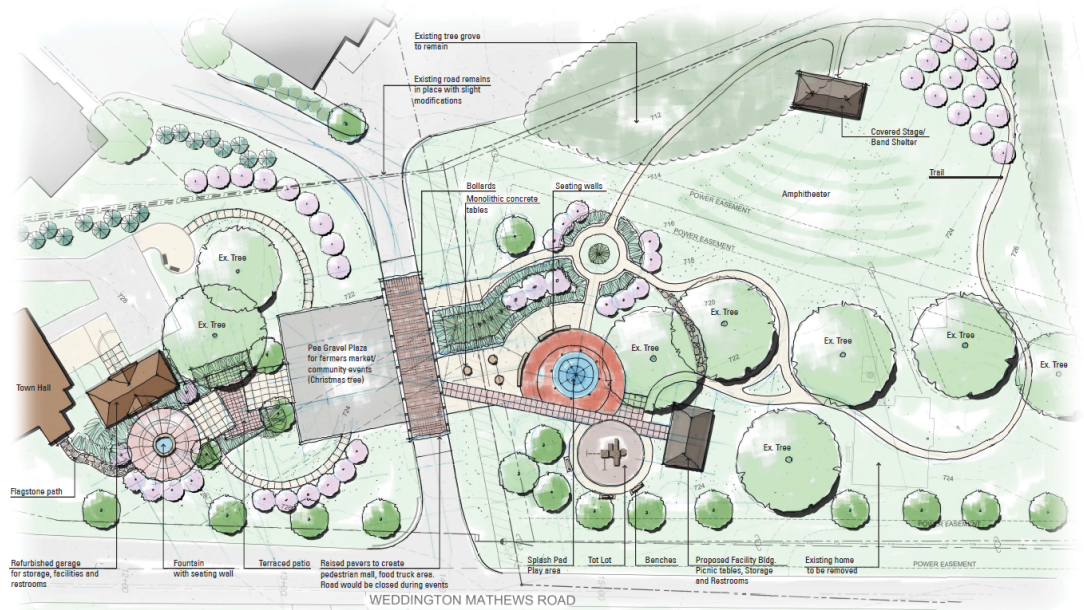
The **CONTRACTOR** shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. **CONTRACTOR** shall require subcontractors to comply with the requirements of Article 2, Chapter 64 of the North Carolina General Statutes.

Non-discrimination Clause:

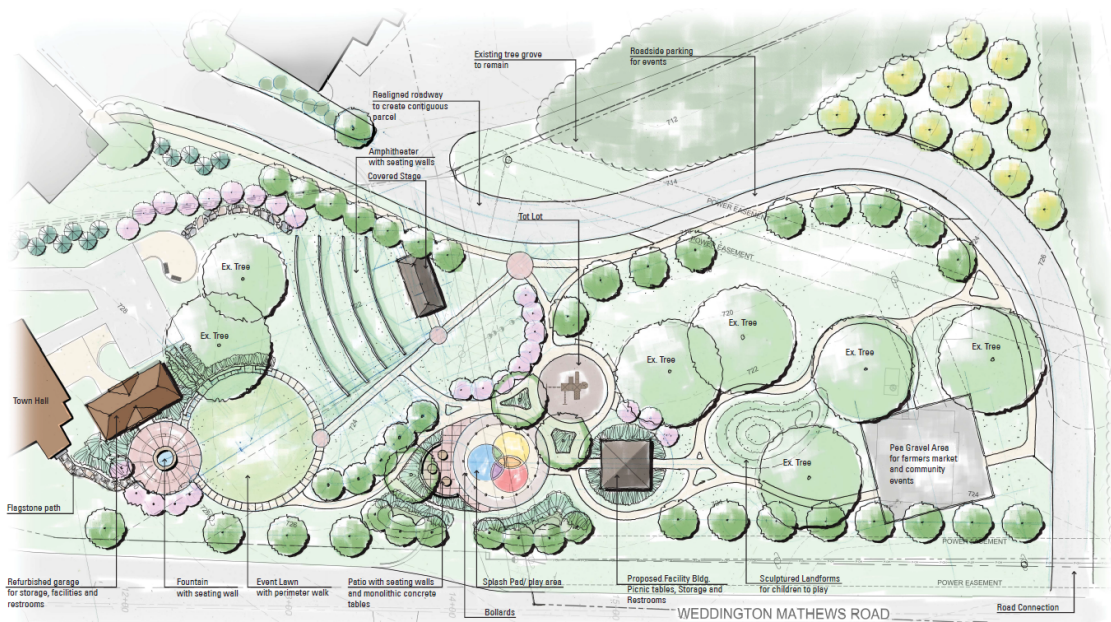
CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, disability or on the basis of sexual orientation or gender expression/identity. **CONTRACTOR** shall take affirmative action to ensure that applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, disability or on the basis of sexual orientation or gender expression/identity. In the event **CONTRACTOR** is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Contract may be canceled, terminated or suspended in whole or in part by **TOWN**, and **CONTRACTOR** may be declared ineligible for further **TOWN** contracts.

Iran Divestment Act Certification:

Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 143-6A-4. Contractor shall not utilize any subcontractor that is identified on the List.



PLAN CONCEPT A



PLAN CONCEPT B



**TOWN OF Weddington
NORTH CAROLINA**

**REQUEST FORM
FOR**

ENGINEERING SERVICES

The contents of this proposal are known to no one outside the undersigned company.

Date: _____

Company Name: _____

Address: _____

Contact Person: _____

Phone #: _____

Fax#: _____

Authorized Signee: _____

Print Name: _____

Print Title: _____

Please attach list of individuals to be assigned to this project with qualifications.

REFERENCES

(Vendor must supply five (5) references of clients to whom similar work was performed.)

Reference Company Name:

Contact: _____

Phone#: _____

Nature of work performed:

Reference Company Name:

Contact:

Phone#:

Nature of work performed:

Reference Company Name:

Contact: _____

Phone#: _____

Nature of work performed:

Reference Company Name:

Contact:

Phone#:

Nature of work performed:

Reference Company Name:

Contact:

Phone#:

Nature of work performed:
