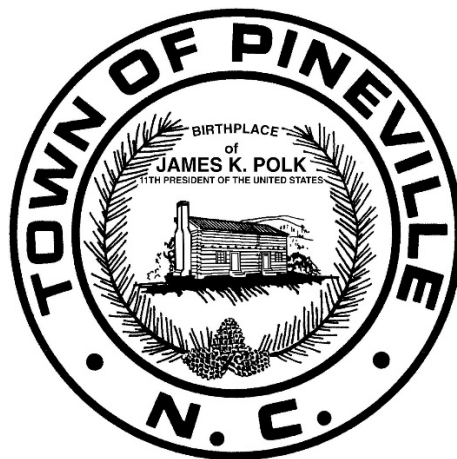


REQUEST FOR QUALIFICATIONS (RFQ)
For
LANDSCAPE ARCHITECTURAL/ENGINEERING/ARCHITECTURAL/SURVEYING
SERVICES FOR
Greenway Connection from McCullough Neighborhood to Jack Hughes
Park



December 1, 2021

Parks and Recreation Director: Matthew Jakubowski (mjakubowski@pinevillenc.gov)

Inquiries and Questions Deadline

5:00 PM, December 8, 2021

Submittal Due Date:

4:00 PM, December 17, 2021

Submittal Location:

**Town of Pineville
200 Dover Street
Pineville, NC 28134**

NOTE: UPON REQUEST THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT FOR PERSONS WITH DISABILITIES

1.0 PURPOSE

The Town of Pineville is requesting the submission of a Statement of Qualifications (SOQ) from firms to provide professional planning, design, permitting, and construction administration services for development of a greenway and bridge connection from Jack Hughes Park to the McCullough neighborhood.

2.0 PROJECT DESCRIPTIONS:

Develop new greenway trail from the McCullough neighborhood to Jack Hughes Park. This new 0.37-mile greenway trail will connect a large neighborhood to the town's park system and downtown. The trail will consist of a 12-foot-wide bridge. The proposed path of the greenway trail is attached to this RFQ.

2.1 Scope of Services

The selected Consultant teams will work with the Pineville Parks and Recreation Department Project Manager and representatives of other departments.

Professional Services required for these projects may include, but are not limited to, the following list of disciplines. The disciplines in bold will be the primary focus when evaluating the SOQ's.

- **Master Planning**
- **Surveying**
- Geotechnical Exploration
- **Landscape Architectural Design**
- **Civil Engineering**
- Architectural Design
- **Structural Engineering**
- **Hydraulic Engineering/Flood Studies**
- BMP Design
- **Stream Restoration/Enhancement (greenways only)**
- **Permitting (FPD, Wetland, Building, etc.)**
- Coordination with other agencies, departments, and utilities
- Cost estimating
- Construction Administration/As-builts

A detailed description of the scope of work for each of the mentioned services will be provided to the Selected Consultants at a later date as part of a Request for Fee Proposal (RFP) for each project.

3.0 SELECTION PROCESS/PROCEDURE

Pursuant to North Carolina General Statute 143-64.31, Pineville utilizes a "qualifications-based" selection process without consideration of fee during the initial phase in hiring architects/engineers/landscape architects/surveyors. The selection process will be as follows:

3.1 Advertisement

A Request for Qualifications will be advertised in The Charlotte Observer, on the Town of Pineville webpage, and by using direct solicitations with specific firms.

3.2 Notification of Interest/Addenda

A firm requesting the RFQ will be included on the Notification of Interest List and will receive any addenda/clarifications.

3.3 Inquiries/Questions

Questions regarding this project must be directed via e-mail to the Parks and Recreation Director for this RFQ prior to the Inquires and Questions Deadline date and time shown on the cover sheet of this RFQ. To ensure fair consideration for all Consultants and to maintain equal access to information, prospective Consultants shall not contact anyone other than the project manager prior to the award decision. Any attempts to contact other Town representatives may result in disqualification. Any changes or additions to the RFQ information will be emailed to each Consultant who is on the Notification of Interest List. Oral answers will not be authoritative.

3.4 Selection Process

A. Selection without Interviews

The SOQs will be evaluated based on the criteria identified in Section 4.0. Selections may be based solely on the SOQs and references.

B. Selection with Interviews

The SOQs will be evaluated based on the criteria identified in Section 4.0. If the Town decides to conduct interviews, firms will be selected to interview based on their SOQ and references. The firms being interviewed will have the opportunity to detail their qualifications, approach to the project, and their ability/expertise to furnish the services required for this project based on prior experience. Interview presentations will be limited to personnel who are slated to be directly and in continuous contact with the Town of Pineville Project Manager for this project.

C. Notification

A preferred Consultant team will be selected for each project. Selected teams shall be notified of their status at the completion of the selection process.

D. Board Approval and Contract Execution

Staff will request the Pineville Town Council's authorization to negotiate and execute contracts with the preferred Consultant teams. If after discussion and negotiation, the parties do not agree on a mutually acceptable fee, staff will terminate negotiations with the selected Consultant, and at its sole discretion, enter into negotiations with the alternate firm. The Town 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 RFQs.

3.5 Team Composition

Pineville reserves the right to request a change in the consultant team composition. The request may pertain to a specific member(s) of the consultant team or their sub-consultants. Failure to come to agreement on specific team members may result in the Town electing to exclude the firm from consideration, or if this request occurs during contract negotiations, to terminate negotiations and commence negotiation with the alternate firm.

3.6 Scope of Work Re-assignment

Pineville reserves the right to award design contracts on any, all or none of the scope of work for which firms are selected under this RFQ. Pineville further reserves the right to reduce the scope of work of a consultant and/or re-assign scope of work to other "formally" selected consultants, to remove scope and assign them to other "informally" selected consultants, and to terminate the professional services contract of selected consultants based on consultant non-performance (i.e. Schedule, responsiveness, quality of design, accuracy of documents, etc.) and on the consulting firm's workload and availability of the staff included in the design team as described in the firm's submittal or proposal. The Town reserves the right to remove any or all work described above in this RFQ and issue a new RFQ for any portion of the work. Pineville reserves the right to use any of the firms selected for any of the above work. Assignment of projects and award of projects to selected consultants shall be contingent on availability of funds and/or the award of grants.

4.0 SELECTION CRITERIA

The selection of consultant teams shall be based on qualifications presented in written and graphic information, interviews (if conducted), past performance, and reference checks. Consultants shall be evaluated using the qualifications, past performance, and expertise of key project team members in projects of a similar nature. This RFQ requests information and examples of "prior" completed work experience to demonstrate competence and qualify their professional experience.

This RFQ does not request, nor can the Town consider, any preliminary design work, cost analysis, design fees or related work products associated with the proposed project(s).

Criteria for selection will include, but not necessarily be limited to the following:

- **Professional Expertise:** Pineville has a commitment to design quality. Potential consultants should be able to demonstrate design quality by the use of similar previous experiences.
- **Management/Technical Expertise:** The members of the Consultant team shall demonstrate recent project management/technical/cost control expertise in the projects of this type.
- **Local Knowledge and Permitting Experience:** Strong consideration will be given to teams demonstrating knowledge of the local permitting process and requirements. Recent experience submitting similar projects to FEMA, USACE, and other regulatory agencies will also be important.
- **Past Performance – Proven Similar Experience:** The SOQ documentation shall *demonstrate direct and personal* experience of the members of the A/E Consultant teams in the development of greenways in riparian corridors and associated stream restoration. The Consultant shall submit projects only for work that can be attributed to key members of the Consultant teams being proposed. Office or firm experience in similar projects attributed to staff no longer with the firm or staff not being proposed as a key member of the team for this project will not be considered relevant.

5.0 SUBMITTAL REQUIREMENTS

Each SOQ should accurately reflect the work completed by each firm(s).

Prospective Firms shall submit one (1) paper copy and one (1) digital PDF copy of their SOQ. Submittals must be printed on 8.5x11 paper, printed front and back, bound with one staple in top left corner. No three-ring notebooks, spiral bindings, plastic covers, cover sheet, dividers, cover letters or any other materials will be accepted. Paper copy(s) shall be placed in an envelope and labeled with the RFQ name. Digital copies, which shall be on a single PDF file (maximum 10MB), may be put on a flash drive or sent to the following email address: mjakubowski@pinevillenc.gov. For purposes of following the maximum page counts listed below, a sheet printed on both sides will count as two pages. Submittals shall rigorously follow the requested format and sequence; non-compliance with the format requirements may result in disqualification. Submittals shall be organized in the following manner:

5.1 **Firm Information – FORM A: Qualification Package Cover Sheet** (2 pages, see attached)

Complete all fields of the attached **Form A** and sign.

5.2 **Project Approach** (2 pages maximum)

Provide Consultant and Sub-consultant firm information including location of office(s), staff size, and type of practice. Describe the firm's approach to park and/or greenway design. Provide a description of the project team with an organizational chart, listing key individuals and responsibilities.

5.3 **Individual Qualifications/Experience** (6 pages maximum)

Provide a brief description of the qualifications and experience of the key individuals who will be actively involved in the project(s) (include state registration numbers). Clearly identify experience with similar projects, the specific role that individual performed, and the employer at the time of the project.

5.4 **Similar Projects Experience** (6 pages maximum)

Illustrate a minimum of two (2) and a maximum of six (6) similar projects (within the last six (6) years) for which the A/E Consultant provided, or is currently providing, professional services which are most related to the projects in this RFQ. List the projects in priority order, with the most-similar project listed first. Two of the six projects must be completed or in construction.

Provide the following information, along with project images and narratives, for each project included using the checklist below and organizing the information in the same sequence:

- Project name, location, and current status
- Project description
- Project owner (reference's current: name, address, telephone number, and email)

- Project schedule, design & construction
- Project construction cost (estimated and actual)
- Project Change Orders total amounts for completed construction projects
- Description of professional services provided for the project
- Project manager (individual responsible to the client for the overall success of the project)
- Key team members including sub-consultants (i.e. principal-in-charge, project architect, project designer, structural, floodplain engineers, etc.), responsible for the work and the firm they were employed with at the time of the project work. If the firm has multiple offices, indicate which office managed the similar project.
- Description of how this project is similar to the ones proposed in this RFQ and why the services provided are relevant to these projects.

5.5 Key Team Member Matrix – FORM B (2 pages maximum, see attached)

Create a Team Member summary matrix as shown in the attached **FORM B**. At a minimum, all categories shown on the form must be filled in. Modify form as needed to include additional team members and sub-consultants. A high value will be placed on successful projects completed by the same project team as the one being proposed in the SOQ.

While continuity of the design team is an important factor in the consideration of a Consultant team, it is understood that the performance of a sub-consultant can change over time. If a design team desires to partner with sub-consultants with whom they have never worked, but are highly qualified for this project type, please provide a brief explanation to that effect.

6.0 GENERAL INFORMATION

6.1 Submittal Ownership and Costs:

Upon submission, all information becomes the property of the Town, which has the right to use any or all ideas presented in any submission in response to the RFQ, whether or not the submittal results in a contract with the submitting Consultant. All costs for development of the written submittal and the oral presentation is entirely the obligation of the Consultant and shall not be remunerated in any manner by the Town.

6.2 Non-Warranty of Request for Qualifications

Due care and diligence have been used in preparing this RFQ. However, the Town shall not be responsible for any error or omission in this RFQ, nor for the failure on the part of the Consultants to ensure that they have all information necessary to affect their submittals.

6.3 Request for Clarification

Pineville reserves the right to request clarification of information submitted and to request additional information of one or more Consultants or from the contact persons provided for projects, either orally or in writing.

6.4 Acceptance/Rejection of Submittals

Pineville reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in the Town's judgment, best serve the interest of the Town. The respondent acknowledges that this RFQ is a solicitation for Qualifications and is not a contract or an offer to a contract.

6.5 Collusion

The Consultant, by submitting a Qualifications Statement, declares that the submission is made without any previous understanding, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and that it is in all respects, fair, and in good faith without any outside control, collusion, or fraud.

6.6 Consideration of Submittals

Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFQ. The Project Team must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the Town. The Town reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions before recommending any award.

6.7 Americans with Disabilities Act (ADA) Compliance

Pineville will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. Pineville will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Pineville 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 Town Staff.

6.8 Minority/Women and Small Business Enterprises

It is the policy of Pineville to provide minorities, women, and small business enterprises equal opportunity for participating in all aspects of the Town'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 Pineville 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 Pineville to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination. Pineville has a commitment to promote this type of participation in Town projects, and to the creation of project teams that include and assign importance to social and cultural diversity.

6.9 Insurance and Indemnity Requirements

Prior to executing a contract with the Town, the consulting firm 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 Consultant shall indemnify and save harmless Pineville, 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 Consultant in the performance of professional services under a contract.

The Consultant further agrees to purchase and maintain during the life of a contract with an insurance company acceptable to Pineville 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 Consultant 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.

Pineville shall be an additional insured for General Liability. This shall be noted on the Insurance Certificate.

Consultant'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: \$250,000 each accident / \$250,000 disease - each employee / \$500,000 for policy limits.

Certificates of such insurance will be furnished to Pineville and shall contain the provision that Pineville is given thirty days written notice of any intent to amend or terminate by either the Consultant or the insuring company.

END OF REQUEST FOR QUALIFICATIONS

FORM A – QUALIFICATION PACKAGE COVER SHEET
RFQ – Greenway Connection from McCullough Neighborhood to Jack Hughes Park

I. Qualification Package Submitted By:

Company Full Legal Name:	
Company NC License #:	
Contact Person for RFQ Process:	
Address:	
City/State/Zip:	
Telephone Number:	
Fax Number:	
Email Address:	
This Submittal is for:	<input type="checkbox"/> Greenway Projects Only
<p>Submission of a response to this RFQ constitutes certification that the 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. Submission is also agreement that the Town will be notified of any change in this status.</p> <p>The information contained in this Statement of Qualifications package, including its forms and other documents, delivered or to be delivered to the County, is true, accurate, and complete. This Statement of Qualifications package includes all information necessary to ensure that the statements therein do not in whole or in part mislead the County as to any material facts.</p>	
Represented and Warranted By (Signature):	
Printed Name and Title:	
Date Signed:	

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FORM B – KEY TEAM MEMBER MATRIX: Greenway Project – Jack Hughes Park

KEY TEAM MEMBERS	Key Team Member 1	Key Team Member 2	Key Team Member 3	Key Team Member 4	Key Team Member 5
<i>Personal Information</i>					
Name					
Firm (enter Firm name for each individual - Prime or Sub-Consultant)					
Professional/ Certifications/Registrations/Affiliations					
Proposed Role/Function for Project					
Office Location					
Number of Years with Current Firm					
Availability for the Next 2.5 Years					
Projects Listed in Response to RFQ Paragraph 5.4 – Indicate Project Name and Year Completed	Key Team Member - Indicate Role and Level of Involvement (Major/ Minor or None, as applicable)				
1.	Role	Role	Role	Role	Role
	Involvement	Involvement	Involvement	Involvement	Involvement
2.	Role	Role	Role	Role	Role
	Involvement	Involvement	Involvement	Involvement	Involvement
3.	Role	Role	Role	Role	Role
	Involvement	Involvement	Involvement	Involvement	Involvement
4.	Role	Role	Role	Role	Role
	Involvement	Involvement	Involvement	Involvement	Involvement
5.	Role	Role	Role	Role	Role
	Involvement	Involvement	Involvement	Involvement	Involvement
6.	Role	Role	Role	Role	Role
	Involvement	Involvement	Involvement	Involvement	Involvement

EXPAND TO TWO (2) PAGES MAX, IF NECESSARY.