

Request For Qualifications

Design Services

For

Little River Park Phase 1 Improvements



Request for Qualifications Issued: March 18, 2024

Written Questions Due: April 8, 2024

Statement of Qualifications Due: April 17, 2024

Town of Zebulon

Parks & Recreation Department

Zebulon, North Carolina

I. **General**

- A. The Town of Zebulon (the “Town”) is soliciting Statement of Qualifications from qualified firms interested in providing professional design, engineering, and permitting services for 8 acres of parkland at Little River Park located at 1800 W Gannon Ave, Zebulon, NC.
- B. The Town will follow a Qualifications-Based Selection process as required by N.C. General Statute and select the most-qualified team to negotiate a contract for services. This Request for Qualifications (RFQ) provides complete information on the services being sought, the submittal requirements, and timeline. Information related to this solicitation, including any addenda, will be posted to the Town of Zebulon website at www.TownofZebulon.org. Interested firms may submit a Statement of Qualifications, meeting the requirements defined in the RFQ, to:

Nick Rummage, CPRP, CPSI

Parks Manager

Town of Zebulon

1003 N. Arendell Ave, Zebulon, NC 27597

Email: nrummage@townofzebulon.org

- C. Statements of Qualifications must be received by 4:00 PM EST (eastern-standard time) on April 17, 2024. Qualification statements received after the deadline will not be considered. The Town shall issue addenda reflecting questions and answers to this RFQ, if any, which shall be posted to the Town of Zebulon website. No information, instruction, or advice provided orally, or informally, by any Town personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Respondents shall be entitled to reply only on written material contained in an addendum to this RFQ.
- D. Requests for clarification and questions to this RFQ must be received by the Town no later than 4:00 PM EST on April 8, 2024, for the submittal of written inquiries. The Town will not entertain any further questions after the due date. All questions related to this solicitation must be in writing (via email) to Nick Rummage at nrummage@townofzebulon.org.
- E. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of a response. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services. The Town reserves the right to reject any and all submittals.

II. Background and Project Site

Little River Park is a 23-acre park of mostly undeveloped land that is located along West Gannon Avenue, approximately two and half miles from Downtown Zebulon. The park is accessed from W. Gannon Ave and Water Plant Rd, each of which have a gravel parking lot. In the spring and summer of 2022, at the direction of the Play Zebulon Comprehensive Master Plan, the Town of Zebulon underwent a master planning process for the redevelopment of Little River Park. Adopted in the fall of 2022, this plan calls for three phases of development, the first of which is activation of approximately eight acres on the eastern side of the property.

In the fall of 2023, the Town was awarded a Parks and Recreation Trust Fund Grant (PARTF) from the State of North Carolina to be used towards Phase 1 of the development.

The goal of the current project (Phase 1) is to expand programmable areas and set the stage for future improvements. Phase 1 includes: site work and infrastructure upgrades that focus on expanding access to the east side of the park for both pedestrians and vehicles, providing both paved and unpaved trails, establishing open spaces and meadows and installing landscape improvements, site amenities, and signage.

The selected firm will be expected to provide concurrent design, engineering, and permitting activities for this project resulting in fully completed, ready-to-use construction drawings.

Access to the full Little River Park Master Plan may be found at <https://bit.ly/3ucvgnt>.

III. Scope of Work

The selected consultant or its subcontractors shall provide complete planning, surveying, design, and permitting services as required for designing the project. At a minimum, the consultant and its team will perform the following professional services:

- Review of Master Plans, feasibility studies, planning reports, and other associated documentation associated with project.
- Consultation of design with Town staff
- Schematic Design preparation
- Design Development preparation.
- Construction Document preparation
- Surveys
- Permitting with agencies having jurisdiction including local, state, county, and federal governing bodies
- Reviews for constructability, operability, and maintainability
- Geotechnical Evaluations
- Submittal and review of plans at pre-defined stages of design with Town staff
- Bid estimating and bid price comparisons

During the duration of this contract, the Town may elect to contract with the Consultant for bidding, construction administration, and the post-construction phases. The consultant shall be fully experienced with all three processes.

IV. Schedule

Note: All times are Eastern Standard Time

Issue RFQ	March 18, 2024
Deadline for written questions and clarifications on RFQ (nrummage@townofzebulon.org)	April 8, 2024
Posting of answers as Addendum	On or before April 10, 2024
Deadline to submit Statement of Qualifications (Must be submitted by 4:00 PM EST)	April 17, 2024
Notify Shortlisted Companies**	April 24, 2024
Company Interviews**	May 6-8, 2024
Notify selected firm, begin contract negotiations	May 13, 2024
Complete contract negotiations with selected team and award contract	May 20, 2024
BOC approval of contract recommendation	June 3, 2024
Kickoff meeting with consultant	June 6, 2024

**If applicable, the Town may elect to omit this step

V. Submittal Response Requirements

Provide five bound copies OR one electronic copy in PDF format of your submittal. Submittals shall be a maximum of 12 pages (6 if double sided) and on 8.5" x 11" paper bound such that lay flat when opened. Font size shall be no less than 10 pt. The maximum page allowance does exclude a cover page or appendices. Fold out pages are not allowed.

All copies, including electronic PDFs, must contain signatures of company representatives who are authorized to execute documents on behalf of the firm. Submittals must contain the following information:

Section 1 – Letter of Interest: The Letter of Interest should include a synopsis of the firm, the team’s qualifications, the project manager and primary contact, the project principal representing the contractual authority of the firm/team.

Section 2 – Project Organization: Provide a project organization chart identifying the team composition. Define key staff members who will be working on the project and explain their roles and their expected commitment to the project as a percentage of their time. Indicate any firm/company that is expected to be contracted as part of this project.

Section 3 – Profile(s) of Firm or Team: Provide information about each firm, licensed contractor, and licensed subcontractor in the project team. Identify capabilities and experiences, the number of employees and location and number of years in business under its current name. Identify the scope of services to be provided under this project.

Section 4 – Project Staff: Provide resumes of the key staff, including the project manager and task leaders. Include resumes for staff identified as having a major role in the project. If a contract is entered with a firm, the firm will be prohibited from substituting identified key staff without the consent of the Town. Include in this section an hourly billing rate schedule for all personnel who will work with the Town in providing professional services on this project.

Section 5 – Project Approach and Schedule: Provide a description of the proposed approach to the project. Include a response to the preliminary scope but do not simply restate the scope. Identify key risks, challenges, and concerns you anticipate and any mitigation steps to achieve successful delivery. Describe the team’s approach to design document quality assurance and quality control. Describe the firm and/or team’s track record delivering projects with minimal change orders. Describe the team’s level of experience with major regulatory bodies likely to be project reviewers, whether local, state, or federal. Provide an outline project schedule, showing tasks, milestones, and deliverables, including review meetings with the Town project team.

Section 6 – Reference Projects: Please identify recent, representative projects of a similar scope, complexity, and size (no more than five) performed by the team. For each project, provide project duration and completion year, references (name, email, and phone number), and estimated and completed project cost. Identify which team members performed the work and the role in the reference project.

VI. Selection Criteria

A team of Town staff will review the proposals based on the criteria below and may make a recommendation to negotiate a tentative contract. This request for qualifications does not commit the Town to award a contract or enter into an agreement, to pay costs incurred in the preparation of a response to this invitation, or to procure or contract for any services or supplies. The Town reserves the right to reject any or all submittals received because of this RFQ. Each RFQ response submitted will be evaluated on their Statement of Qualifications score (100 points maximum) as determined through a qualification review process and the scoring criteria noted as follows:

1. Team Members Experience and Qualifications – 30 points.
2. Company Experience, Knowledge, Familiarity, and Past Performance with Similar Projects – 30 points.
3. Project Understanding and Approach – 20 points.
4. Ability to meet Project Schedule – 10 points.
5. Reference Projects – 10 points.

VII. Professional Services Agreement

The Town’s standard form of contract for professional services will be used.

VIII. General Comments

1. Any cost incurred by respondents in preparing or submitting a Request for Qualifications for the project shall be the respondent’s sole responsibility.

2. All responses, inquiries or correspondence relating to this Request for Qualifications will become the property of the Town of Zebulon when received.
3. Town of Zebulon has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications and Proposal and to cancel the process at any time prior to entering into a formal agreement. The Town of Zebulon reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualifications and Proposal.
4. E-Verify Compliance – To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all consultants, contractors, including any subcontractors employed by the contractor(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, and/or services attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS64-26(a)) relating to E-Verify requirements.
5. Iran Divestment Act – To ensure compliance with the Iran Divestment Act requirements of North Carolina Statutes, all consultants, contractors, and any subcontractors employed by the Consultant, by submitting a proposal or other response and/or services, attest and confirm they are not listed on the Final Divestment list created by the State Treasurer pursuant to NCGS 143-6A-4, Iran Divestment Act Certification.

IX. Confidentiality of Documents

In general, documents that are submitted as part of the response to the Request for Qualifications will become public records, and will be subject to public disclosure. North Carolina General Statutes Sections 132-1.2 and 66.152 provide a method for protecting some documents from public disclosure. If a consultant firm follows the procedures prescribed by those statutes and designates the document “confidential” or “trade-secret”, the Town of Zebulon will withhold the documents from public disclosure to the extent that it is entitled or required to do so by applicable law.

X. Attachments

Attachment A – Phase 1 Improvements Site Map

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Little River Park—Phase 1 Site Improvements

