

# Landscape Architectural/Engineering Design Services

## Request for Qualifications (RFQ)



The Town of Hildebran desires to engage private engineering or landscape architectural firms to provide planning and design of Hildebran's new Royal Park.

Hildebran, North Carolina  
April 25, 2022

**Due Date:**

2:00p.m., Wednesday, June 1, 2022

**Acceptance Location:**

Hildebran Town Hall  
109 S. Center Street  
Hildebran, NC 28637

**I. PROJECT DESCRIPTION**

The Town of Hildebran was recently awarded a state grant from the Parks and Recreation Trust Fund (PARTF) to develop a new park at the town-owned Albert L. Parkhurst Municipal Complex at 206 South Center Street. Royal Park will be built on the old building site of the historical Hildebran High School, in the field north of the gymnasium building. The park site is approximately 2 acres, including the existing concessions building and a parking lot along First Street SW. A concept plan has been developed for the park based on public input as documented in the Town of Hildebran Comprehensive Parks Plan ([www.hildebranncc.com](http://www.hildebranncc.com)). Estimated development costs are listed below:

1/4 Mile Walking Track	\$66,000 - \$84,000
Splash Pad	\$90,000 - \$114,300
Picnic Pavilion	\$50,000 - \$63,500
Outdoor Stage	\$80,000 - \$101,600
Demolition of Concession Building	\$20,000 - \$25,400
Play Structures (at least 1/2 of structures shall be "all inclusive")	\$15,000 - \$19,000
Beautification, landscaping, signage, seating	\$37,000 - \$47,000
<u>Concessions and Restrooms Building</u>	<u>\$170,000 - \$215,900</u>
TOTAL CONSTRUCTION BUDGET	\$528,000 - \$670,700

Site planning and final layout shall be conducted in coordination with the architect hired to rebuild the historic high school tower. Royal Park is intended to commemorate the historical use of the property while also revitalizing a public green space in the downtown area.

**II. PURPOSE**

As part of implementing the PARTF-funded project, the Town is seeking qualified consultants to assist in the design of the park.

**III. SCOPE OF SERVICES**

The consultant will work with the Hildebran Town Manager and the Western Piedmont Council of Governments (WPCOG) grant administrator throughout the design process. The consultant selected must have demonstrated prior experience in park planning, design, construction documentation, bidding, and construction administration of projects similar in size and scope to Hildebran's Royal Park, and have the capability of accomplishing the following services:

**Site Design, Construction Documents, Bidding, and Construction Administration**

The following work is to be performed by the consultant:

- A. Meet with town staff, WPCOG, and architect as needed to establish goals and milestones for the project to be constructed and to develop a design/construction schedule.

- B. Review existing park plans/documents and current site conditions as well as adjacent land uses. Review should include but not be limited to environmental conditions (wetlands, floodplains, stream channels, ponds, etc), physical constraints (utilities, road crossings, etc.) and utility access.
- C. Preliminary survey of town-owned park site and site analysis to determine locations of underground constraints.
- D. Provide development options, drawings, and schematic designs for the new facilities, informed by past planning efforts documented in the *Town of Hildebran Comprehensive Parks and Recreation Plan*. Prepare a preliminary budget for the work to include design fees and construction costs.
- E. Prepare design documents to comply with all requirements of current applicable state and local codes and the Americans with Disabilities Act (ADA) and Accessibility Guidelines and all current applicable state and local Codes.
- F. Prepare construction documents including civil engineering, architectural, structural, mechanical, plumbing, electrical, irrigation, grading, erosion control, staking, layout, signage, site amenities, drainage, site details, etc., and specification manuals as required for Formal bid procedures, and prepare associated cost estimates. Documents may require the preparation of “Add Alternates”.
- G. Submit, modify and obtain plan approvals for construction documents by town staff and all other applicable state and local governing agencies.

**IV. PROPOSED SCHEDULE**

- |    |   |                  |
|----|---|------------------|
| A. | RFQ distribution  | April 25, 2022   |
| B. | Deadline for submitting questions regarding RFQ                           | May 4, 2022      |
| C. | Responses provided to questions   | May 11, 2022     |
| D. | Deadline for RFQ submittals to town                                       | June 1, 2022     |
| E. | Selection committee reviews RFQs and makes recommendation to Town Council | June 2022        |
| F. | Contract prepared and executed  | August 2022      |
| G. | Notice to Proceed to consultant   | August 2022      |
| H. | Preliminary construction drawings submitted for review                    | February 6, 2023 |
| I. | Final documents submitted for review and approval                         | March 2023       |
| J. | Bid out construction project  | April 2023       |

**V. SELECTION CRITERIA**

The selection of the consultant shall be based on qualification information exhibited in written form and personal interviews. Criteria for selection will include, but will not necessarily be limited to the following:

- A. Expertise in designing trail, drainage, and park facilities and relevant experience with similar projects in comparable areas.
- B. The qualifications and experience of key project team members who will be actively involved in the work.
- C. Proven record of using documented community input to inform park design
- D. Approach to cost control and scheduling.

- E. The quality of work exhibited in written form.
- F. Experience related to government contracting procedures.
- G. Reference checks.
- H. Current workload and firm capacity.
- I. Other factors relevant to the project.

## **VI. SUBMITTALS REQUIREMENTS**

Submittals should be printed on recycled paper, copied front and back, and stapled in the upper left-hand corner. Prospective consultants shall submit (3) three copies of their qualification statements.

The submittals shall address each of the following major categories:

- A. **Project Approach**  
Briefly describe the firm's understanding and approach to the design of the park improvements and how they serve the community, protect the environment, and relate to existing utilities, site drainage, etc.
- B. **Similar Project Experience**  
In detail describe the past experience of the firm with similar projects. Include specific project names, a description of the work completed, and the name and telephone number of individuals to contact for references.  
List separately any projects performed for government agencies (state or local) in the last five (5) years that would indicate your firm's experience with government contracting procedures. Indicate whether the projects were awarded as single prime or multiple-prime contracts. List any prior experience with Parks and Recreation Trust Fund (PARTF) projects.
- C. **Design Team**  
Provide a description of your project team, listing the firm names, individuals involved and the role they will perform (principal-in-charge, project architects, consulting engineers, etc.). Provide a description of the qualifications and experience of the specific individuals that will be involved in this project, including the staff of other professional firms (include registration numbers of architects and engineers). Identify their experience with similar type projects. Provide hourly rates for each project team member.
- D. **Minority Business Enterprises and Veteran-Owned Businesses**  
Explain the firm's approach to engaging and involving minority-owned and veteran-owned businesses in contracting opportunities. Preference will be given to firms that demonstrate good faith efforts to being or including these historically-disadvantaged business enterprises when possible.
- E. **Scheduling and Cost Control**  
Deliverables include a proposed development schedule and cost estimates for the project. If selected, the consultant will be required to develop preliminary and final cost estimates to assure the project stays within the established budget. All construction estimates shall be

based on the budget set forth during the planning phase of the project. The preparation of "Add-Alternates" as approved by the owner may be necessary to ensure adherence to the project budget.

Describe your firm's approach to and/or method of cost control during the design/construction documents phase of services. Describe your firm's method of keeping the project within budget and on schedule.

**Submittals are to be a maximum of 30 pages in length.**

## **VII. SPECIAL PROVISION**

### **A. Notification of Interest/Addenda**

Upon receipt of this Request for Qualifications, consultants interested in submitting qualifications shall immediately notify the town, by e-mail to Logan Shook (see contact information below) or fax in order to place the firm's name and address on a list for possible distribution of addenda or additional project information. It shall be the responsibility of the consultants to contact the town manager prior to submission to ascertain if any addenda have been issued and to obtain such addenda.

Qualification submittals are to be received by the Town of Hildebran by **2:00 p.m. on Wednesday, June 1, 2022**. The town's selection committee will review all submittals received by the deadline. Submittals received after the deadline will not be reviewed. Send or deliver submittals to:

Logan Shook  
Town Manager  
Town of Hildebran  
109 S. Center Street  
Hildebran, NC 28637  
828-397-5801 (Voice)  
828-397-7180 (Fax)  
Email – [logan.shook@hildebranNC.org](mailto:logan.shook@hildebranNC.org)

Questions regarding this project should be directed to Logan Shook.

## **VIII. MISCELLANEOUS PROJECT REQUIREMENTS**

### **A. ADA Compliance**

The Town of Hildebran will comply with the ADA which prohibits discrimination on the basis of a disability. Hildebran will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Hildebran 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.

### **B. Minority/Women Business Enterprise**

It is the policy of the town to provide minorities and women 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 the Town of Hildebran 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 the Town of Hildebran to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

C. Insurance and Indemnity Requirements

To the extent permitted by law the consultant shall indemnify and save harmless the owner, its officers, 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, its officers, employees, agents and assigns in the performance of professional services under this contract

The consultant further agrees to purchase and maintain during the life of this contract with an insurance company acceptable to the Town of Hildebran 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.

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 North Carolina.

Coverage B - Employer's Liability: \$100,000 each accident / \$100,000 disease - each employee / \$500,000 disease - policy limits.

Certificates of such insurance will be furnished to the Town of Hildebran and shall contain the provision that town be 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**