



# **Request for Qualifications**

**For**

# **Engineering, Consulting and Design Services For Phase I Jennings Park Project**

**21-655-RFQ-01**

**Submission Deadline**

**4:00 PM, Thursday, March 25, 2021**

## **I. Project**

Design services for Phase I construction of Jennings Park.

## **II. Project Summary**

Iredell County is seeking statements of qualifications from professional civil engineering firms (the “Firm”, or “Firms”) to provide planning, engineering design, permitting, and bidding assistance which includes plans and specifications as well as construction contract administration and observation for the Phase I Jennings Park project. Phase I generally includes four (4) soccer fields, 470 parking spaces, a storage building, and associated improvements.

## **III. Scope of Services Required**

Develop a Phase I site plan based on the current conceptual master plan (attached to this RFQ). Make minor adjustments to the master plan where needed, based on information such as topography, septic system constraints, etc. Plans and specifications shall address all grading, storm water drainage, erosion control, landscaping, natural playing turf, irrigation well and system, storage building, paving, sidewalks, and incidental improvements needed for a functioning soccer park. A concession and restroom building will be designed by others, but the Firm shall design all site elements for the building, such as water and sewer connections. Parking lot lighting shall be designed. It shall be designed to be owned by the County or to be provided by the local utility company, whichever the County chooses. Athletic field lighting is not part of Phase I. Design a water main extension of the Iredell Water Corporation system to bring potable water and fire protection into the site. Design the driveway connection to Deitz Road and coordinate with NCDOT for approval. A traffic impact analysis is not part of the requested services and will be provided by others if required. Include turn lanes on the plans for the driveway connection, if required by the NCDOT or if requested by Iredell County. Provide plans for offsite intersection improvements, if required by the NCDOT, as an additional service. Coordinate with NCDEQ as needed to obtain permits/approvals for erosion control plan and water main extension plan. The septic system will be designed by others, but the Firm shall coordinate the site plan with the septic system design. Design a storage building to store equipment such as lawn mowers. The building shall have power and lighting, but no plumbing.

Elements of future phases shall be partially designed to ensure that all phases are compatible and constructible without conflicts and without requiring demolition of Phase I elements. In particular, ground or floor elevations for elements in all phases shall be determined. Such determinations shall include ADA accessible paths to each element. Provisions for future lighting of the soccer fields shall also be included.

An existing conditions/topographic photogrammetric survey was completed on August 29, 2020 and is available in AutoCAD .dwg format. Where additional existing conditions data may be needed, the County will obtain and provide the data to the Firm. The County will also obtain professional services for a geotechnical subsurface investigation and for jurisdictional wetlands and streams delineations. The Firm will be provided the results of these separate services for design purposes.

## **IV. Intent**

The intent of this Request for Qualifications (RFQ) is to have professional engineering firms specifically address the services required and provide the Owner with a well-considered response for those services. It is anticipated that a contract will be negotiated with the successful engineering design firm properly licensed in the State of North Carolina on the basis of demonstrated competence and qualifications for the type of professional services required.

## V. **Firm Qualifications**

The selected engineering firm's assigned project staff must be experienced in all phases of planning, design, construction and regulatory compliance requirements of similar public facilities; have extensive knowledge of the regulations governing the design and construction in the State of North Carolina; and have a proven capability to effectively and efficiently produce a successful project consistent with, and meeting the needs of, the goals outlined by Iredell County.

## VI. **Proposal Format**

Proposals should be organized into the following Sections:

- A. Professional Qualifications
- B. Past Involvement with Similar Projects
- C. Proposed Work Plan
- E. Attachments
- F. References

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals. The evaluation panel may revise the elements by adding or removing elements as it deems appropriate and redistributing the points for each element.

### A. Professional Qualifications - 25 points

1. State the full name and address of your Firm and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of North Carolina.
2. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any subcontractors must also be included.
3. Include list of positions and standard hourly rates.
4. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

### B. Past Involvement with Similar Projects - 25 points

The written proposal must include a list of specific experience in the project area and indicate proven ability in implementing similar projects for the firm **and** the individuals involved in the project. A complete list of client references must be provided for similar projects recently completed. It shall include the firm/agency name, address, telephone number, project title, and contact person.

### C. Proposed Work Plan – 30 Points

Provide a detailed and comprehensive description of how the Firm intends to provide the services

requested in this RFQ. This discussion shall include, but not be limited to: how the project(s) will be managed and scheduled, how and when data will be delivered to the County, communication and coordination, the working relationship between the Firm and County staff, and the Firm's general philosophy in regards to providing the requested services.

Consultants shall be evaluated on the clarity, thoroughness, and content of their responses to the above items

D. Legal Status of Consultant – 10 Points

Must include all litigation or other legal action taken against Firm or that Firm was involved in within the last five years, to include disposition of each case.

E. References – 10 Points

Must provide a minimum of five (5) references including primary contact name, address, phone number, email, and project information.

**VII. Proposal Evaluation and Selection Process**

1. Iredell County intends to select the most qualified firm(s) on the basis of best overall qualifications package that, in its sole opinion, is most advantageous to the County.
2. An Evaluations Committee (the Committee) will be appointed to evaluate each qualifications package. The Committee will identify strengths, weaknesses, deficiencies and risks associated with each Firm according to the above-described criteria and point system (A through E).
3. A proposal with all the requested information does not guarantee the proposing Firm to be a candidate for additional consideration. The Committee may contact references to verify material submitted by the Firm.
4. The ranking of proposals and recommendation of any Firm is the sole responsibility of the Committee. Selection may be based solely on the individual merits of one Firm depending on the findings and opinion of the Committee or the Committee may choose to create a short-list of firms for further evaluation and consideration.
5. If a short list is created, the Committee may choose to schedule interviews with any, all, or none of the selected Firms. If interviews are to be held, selected Firm(s) will be given the opportunity to bring in their interview team to discuss their qualifications, past experience and proposed work plan in more detail.

The Firm's interview team must include the Firm's project team members expected to complete a majority of work on the project, but no more than six members. The interview shall consist of a presentation of up to thirty minutes (length will be provided by the Committee) by the Firm, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The Committee may record the interviews for review. Interviewed Firms will then be re-evaluated according to the above criteria (A through E), and adjustments to scoring made as appropriate.

6. Manager/Board Approval and Contract Negotiation/Execution: The Committee's recommendation of the highest rated Firm will be presented to the County's Manager or Board for approval and authorization to begin negotiations for an agreeable contract and fees. If after discussion and negotiation, a mutually agreeable agreement and fee is not successful, negotiations will be

terminated and the County may enter into negotiations with the second highest rated firm, and so on.

7. All Firms who submit SOQs will be notified of the selection results.

### VIII. **Project Timeline**

The proposed key activities and milestone dates for the project include:

| <b><u>Activity</u></b>                                       | <b><u>Milestone Date</u></b> |
|--|------------------------------|
| RFQ Announced and Distributed                                | 3/3/2021                     |
| Deadline for Respondent Questions                            | 3/12/2021                    |
| Proposal Submission Deadline                                 | 3/25/2021                    |
| Firm interviews and site visits, if needed                   | TBD – April 2021             |
| Recommendation to County Board of Commissioners for approval | TBD as Necessary             |
| Selected Firm Notification and Contract Negotiation          | TBD -2021                    |

### IX. **Submission of Proposal Packages**

1. Qualifications Submittals shall include One (1) complete qualifications package in hardcopy, 8 1/2" x 11", side bound (or single stapled – left upper corner) with Table of Contents and reference tabs for key sections. Submittals shall not exceed sixteen (16) pages single-sided, or eight (8) pages double-sided (\*\*Front/back covers, table of contents, tab pages and photographs are excluded from these page totals).

**AND**

2. One (1) electronic copy on USB Drive or DVD/CD (No SD Cards).

To be considered, submissions must be received at the following address no later than **4:00 PM Thursday, March 25, 2021:**

If delivered in person or by FedEx/UPS:

Iredell County  
Attn: Dean Lail, Purchasing & Contracts Manager  
200 South Center Street  
Statesville, North Carolina, 28677

If by USPS:

Iredell County  
Attn: Dean Lail, Purchasing & Contracts Manager  
PO Box 788  
Statesville, North Carolina, 28687

### XI. **General Conditions of the Request for Qualifications**

- A. Any and all cost incurred by respondents in preparing or submitting a statement of qualifications for the project shall be the respondents' sole responsibility.
- B. All submissions, responses, inquiries or correspondence relating to this RFQ will become the property of Iredell County when received.

- C. Written questions regarding this Request for Qualifications will be accepted through **12:00 Noon, Friday, March 12, 2021** and must be submitted to the Iredell County Purchasing and Contracts Manager, Dean Lail, [dlail@co.iredell.nc.us](mailto:dlail@co.iredell.nc.us). Questions received by the deadline date and time will be answered by addendum and sent to all known recipients and posted to Iredell County's online bid page at <http://www.co.iredell.nc.us/481/Current-Bids-RFPs>.

Contact with other County Staff during this RFQ process may be grounds for disqualifications

- D. Iredell County reserves the right to: accept or reject any and all submissions received in response to this Request for Qualifications; to cancel the RFQ process at any time; to request additional information or clarification of information provided in a response without changing the terms of the Request for Qualifications; to elect not to proceed with any of the respondents; to modify the scope of the work; to re-solicit RFQs; or choose not to award for any reason.

## **XII. CONFIDENTIALITY OF DOCUMENTS**

North Carolina General Statute Chapter 132, Public Records, governs the accessibility of records compiled by NC Governmental Entities. In general, all documents submitted in response to this Request for Qualifications are subject to public disclosure unless specifically excepted by North Carolina General Statute §132-1.2 and §66-152 which provide definitions and protection of certain documents and information from public disclosure that constitute a "trade secret", provided it meets the specific conditions as outlined in §132-1.2(1)a-d.

Iredell County will attempt to withhold from public disclosure, or redact documents or information, designated "confidential trade secret" that clearly meet the conditions of NC G.S. §132-1.2(1)a-d to the extent that it is entitled or required to do so by applicable law. Regardless, Iredell County shall not be held responsible for any information that is released nor shall Iredell County be held responsible for nor pay any penalty or expense in relation to information so released.

Any submission marked "confidential" or "trade secret" in its entirety may be rejected at the sole discretion of Iredell County.