



**Request for Qualifications**

**Open Space Connectivity Analysis**

**September 26, 2017**

## **I. OVERVIEW AND PURPOSE**

The City of Concord is soliciting proposals from well-qualified consultants to provide an Open Space Connectivity Analysis. This is a detailed study of the Greenway Master Plan, including stream corridors and over-land connections that comprise the Greenway Master Plan component of the Parks and Recreation Comprehensive Master Plan, adopted by Council January 2017.

## **II. SCOPE OF WORK**

The following is a general description of the scope of work required. This is not intended to be all-inclusive.

1. Evaluate existing site conditions along stream corridors and over-land connectors identified in the Greenway Master Plan.
2. List opportunities and constraints for possible trail alignments and connectivity.
3. Utilize existing planning efforts and precedent studies such as 2030 Land Use Plan, Transportation studies, 2009 Carolina Thread Trail Master Plan, Small Area Studies.
4. Recommend Trail Alignments including trail surfacing options and access points.
5. Identify land adjacent to recommended trail alignments that might be acquired to provide passive open space opportunities to trail users.
6. Recommend connectivity opportunities with roads, sidewalks, bicycle routes, neighborhoods, and business hubs. Seek opportunities to create small area trail loops such as the Four Mile Downtown Greenway Loop.
7. Notate any acquisition or connection opportunities that may appear obvious and beneficial to future trail development and connectivity.

Questions concerning the scope of this project should be directed in writing to Carson Carroll, Interim Purchasing Manager, contact information below. Any amendments to the RFQ shall be made in writing and distributed as an addendum.

Carson Carroll, Interim Purchasing Manager  
Brown Operations Center  
850 Warren C. Coleman Blvd., S  
Concord, NC 28026  
704-920-5448  
704-75-8856 (fax)  
Email: [carrolle@concordnc.gov](mailto:carrolle@concordnc.gov)

**Firms should have no contact related to this project with elected officials or City of Concord Employees other than as directed herein, during the RFQ process.** Any such contact will subject the firm to immediate disqualification for consideration for this project. At the option of the selection committee, interviews may be held if it is determined to enhance the selection process.

### III. SUBMITTAL REQUIREMENTS

The selection of the firm will be based on the totality of the qualifications of the firm as presented in the detailed qualifications statement. The presence or absence of one or more of the items listed below, except for those items required by law, shall not be totally disqualifying but shall be taken into consideration as a portion of the totality reflecting positively or negatively on the qualifications of the firm. Qualification statements should clearly and concisely address the following:

- Firm name and location of office where work will be performed, including project manager and any known sub-consultants.
- Experience in the design and construction of large greenway trails on or near wetlands with significant engineering issues.
- Experience addressing the concerns of and securing rights-of-way from large corporate land owners.
- Brief overview and history of the firm.
- Experience in designing publicly funded and/or governmental projects in North Carolina.
- The project manager, key personnel, and any sub-consultants who will be involved with this project; their qualifications and experience as related to the scope of work detailed above as well as their anticipated assignments related to this project, including specific information on their experience with similar projects.
- Other work commitments of the specified key personnel during this project time frame.
- Client references for related governmental, institutional (hospitals, universities, etc.) or similar private contracts, work done in the past five years, including name, address, telephone number and contact person most involved with the project.
- Historical data on at least three comparable projects completed over the past five years showing schedule performance and change order history, including original budget, pre-bid estimate, guaranteed maximum price, if applicable, and final cost.
- Management of projects with required Disadvantaged Minority Business Enterprises programs.
- Documentation of any history of litigation associated with project performance and/or professional liability.
- Documentation of the firm's safety history.

### VI. QUALIFICATION STATEMENT DEADLINE

The statement of qualifications shall be limited to 18 pages inclusive of the cover sheet. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.** Submissions should be in .pdf format. **Electronic submission of the statement of qualifications are due**

**no later than 2:00 p.m. on Thursday October 19, 2017 at the email address below.**

No statement of qualifications will be accepted after this time.

The City reserves the right to reject any and all statements of interest. It is anticipated that a firm will be selected and notified by early November.

The statement of qualifications should be sent to the following e-mail address as a .pdf file: [kincaidm@concordnc.gov](mailto:kincaidm@concordnc.gov) An electronic receipt will be sent when your submission is downloaded to our server. Paper copies are not required. The subject line should contain the firm's name and "Open Space Connectivity Analysis".

## **V. SELECTION CRITERIA**

The considerations below will be utilized for selection of the firm. Selection will be made after thorough review conducted by a City panel. Actual interviews may be conducted after review of the responses by interested firms.

1. The firm's recent experience, knowledge, and familiarity in conducting similar projects and the firm's demonstrated ability in master plans incorporating the client's preferences.
2. The successful experience of the staff to be assigned to this project to perform the type of work required within the budget established by the Concord elected officials and with minimal to no change orders.
3. Adequate staff and/or consultant team in order to meet a time schedule established for the work including current workload.
4. Proposed design approach for the project.
5. The firm's ethical and professional standing and satisfactory performance on previous contracts including a positive client relationship, commitment to the project budget, no major legal or technical problems and sufficient supervision of the construction project.
6. The firm's financial ability to undertake the work and assure the liability as well as adequacy of an accounting system to identify costs chargeable to the project.
7. Any other factors that may be applicable for this project.

It is an absolute requirement of the City that the project work site and work force be drug free and that associated individuals, including subcontractors, working on the project be free of prior or pending felony convictions, the qualifications statement should include a commitment to this requirement and an indication of the plan of the firm to ensure compliance with this requirement.

The City of Concord panel will negotiate a contract with the top-rated firm following selection. If a contract cannot be successfully negotiated with the top-rated firm, the panel will proceed to the second rated firm. Firms that are not selected will be notified.

## **VI. PROJECT SCHEDULE**

This project is an approved capital improvement project and funding is available therefore the project will proceed as quickly as possible.

## **VII. CONTRACTING**

Any contract developed for this work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Cabarrus County, North Carolina.

## **VIII. EQUAL EMPLOYMENT OPPORTUNITY**

The local government of the City of Concord does not discriminate administering any of its programs and activities. The Consultant(s) awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.