

**JUNE 29, 2018**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**ON-CALL PARK MASTER PLANNING & DESIGN SERVICES**

**OVERVIEW & PURPOSE:**

The City of Concord is seeking qualified consulting firms to provide park master planning and design services, as well as cost estimates for short and long-term improvement alternatives for several existing parks and facilities. The goal of these master plans will assist the Department in providing recommendations for upcoming Capital Improvement Plans (CIP), as well as 10-year and future recommendations. Interested firms should submit electronically (no more than 15 pages) as a PDF document their qualifications package (cover sheets and tabs are not required) by no later than 5:00 pm on **Friday July 13, 2018** to: Jason Pauling, AICP – Senior Park Planner at [paulingj@concordnc.gov](mailto:paulingj@concordnc.gov). Paper copies are not required. The subject line should contain the firms name and “Park Master Planning and Design Services”

**PROJECT SCOPE:**

The following is a general description of the scope of work required, but not intended to be an all-inclusive list.

1. A summary document for the park or facility to include the following:
  - Evaluation of existing site conditions and facilities, as well as an analysis of recommendations from the 2017 Comprehensive Park and Recreation Master Plan, the 2030 Land Use Plan, and the Open Space Connectivity Analysis.
  - A summary of opportunities and constraints of the site as well as the surrounding area. No detailed environmental study, surveying or permitting will be included, but a summary could include, for example constraints of particular areas of the site (floodplain, utilities, contamination, topography, etc.) as well as what amenities could be allowed in those areas and what should not be allowed.
  - Recommendations and cost estimates for improvements to existing facilities, as well as new amenities. The plan should focus on providing ADA access to all new facilities, as well as connectivity throughout the site for pedestrians and bicyclists. The priority should be to focus on short term (5-year) action items, but future recommendations should also be noted.

**Parks & Recreation**

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2. A detailed, conceptual design schematic shall be produced by the selected consultant for the preferred alternatives, which may include a sketch on existing aerial photography of the area. The design should be as detailed as possible without requiring survey work. All design alternatives shall be in accordance with ADA guidelines.
3. Coordination meetings with City staff and officials will be necessary, but there will be no public meetings or charette's required by the selected consultant(s). Other stakeholders/partners may be included in some of the meetings

**DELIVERABLES:**

The selected consultant(s) shall meet with City staff to understand the issues, consult local and regional plans and prepare the following documents for this plan:

1. A project task schedule that describes the milestones, deliverables, and tasks that shall be completed for each section of the study.
2. A list of all data collection needs, including transportation and land use data, GIS shapefiles, and other materials.
3. An opinion of probable cost to complete the study.

**SUBMISSION REQUIREMENTS:**

The selection of the firm(s) will be based on the totality of the qualifications of the firm(s) 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:

1. Firm name and location of office where work will be performed, including project manager and any known sub-consultants.
2. Experience in park design, park master plans, budgeting and cost estimates, greenway/park design on or near wetlands.
3. Brief overview and history of the firm.
4. Experience in designing publicly funded and/or governmental projects in North Carolina.
5. 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.

6. Other work commitments of the specified key personnel during the next two years.
7. 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.
8. Historical data on at least three comparable projects completed over the past five years.
9. Management of projects with required Disadvantaged Minority Business Enterprises programs.
10. Documentation or statement regarding history of litigation associated with project performance, professional liability, or safety

**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.

**CONDITIONS AND RESERVATIONS:**

The City expects to select multiple firms to prepare park master plans on an on-call basis, but reserves the right to request substitution of any sub-consultants. The City also reserves the right to reject any or all responses to this RFQ to advertise for a new RFQ response or to accept any RFQ response deemed to be

in the best interest of the City. The selected firm/consultant(s) and all sub-consultants will be required to submit an affidavit certifying compliance with the terms of the State of North Carolina’s E-verify statute (NCGS 64-26).

A response to this RFQ is not to be construed as a contract, nor indicate commitment of any kind. The RFQ does not commit the City to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract.

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.

**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

**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.