NORTHWEST COMMUNITY PARK

REQUEST FOR QUALIFICATIONS (RFQ) # 2431

PROFESSIONAL DESIGN SERVICES

MARCH 4, 2020

I. PURPOSE

The City of Concord is requesting the submission of a Statement of Qualifications (SOQ) from professional design consulting firms to provide professional services for the development of a Northwest Community Park.

II. PROPERTY DESCRIPTION

The Northwest Community Park will be located at 1252 Cox Mill Road in Concord and consists of three tax parcels recently purchased by the city (PID: 4680-23-8327, 4680-33-2486, and 4680-43-2510) totaling approximately 28.6 acres. The property currently includes a 3-story residence (3,302 square feet), a shop/storage building, and a horse barn. The driveway access to the property comes from Cox Mill Road, but the property is also adjacent to Cox Mill Elementary School to the south, and the Clarke Creek Wetland and Herron Rookery to the North, both owned by Cabarrus County. Approximately 15.6 acres of the property is located outside of the floodplain, and 13 acres within the floodplain.

III. PROJECT DESCRIPTION / SCOPE OF SERVICES

The project scope will first begin with a master plan and conceptual design of the property, which will be driven by recommendations from the community and the Parks and Recreation Department. The selected consulting firm must have extensive experience with community outreach and public involvement. This process will include at least two (2) community meetings and meetings with key stakeholders. From these meetings and with staff coordination, an initial master plan, conceptual design, cost estimates and funding strategy will be drafted and then presented to City Council for their review and recommendation. The site may include the following amenities:

- Recreation/Community Center
- Sport fields
- Parking, driveways and vehicular circulation
• Playgrounds
• Shelters & other ancillary buildings
• Sport courts
• Splash Pad

• Dog Park
• Disc Golf
• Greenways, trails and connectivity

A maximum of three (3) different alternative designs should be considered at the first community meeting, as well as a board where residents can vote on their preferences. One alternative should include a series of athletic fields, another will include a recreation/community center, and a hybrid plan to include a combination of both as well as other elements as mentioned above. After the master plan and conceptual design phase of the project has been completed and approved, the selected firms will then move into detailed design and construction documents for the project.

IV. PROPERTY MAP
V. SCHEMATIC PLANS
VI. SELECTION PROCESS / SUBMITTAL REQUIREMENTS

Pursuant to North Carolina General Statute 143-64.31, the City of Concord utilizes a qualifications-based selection process without consideration of fees during the initial phase in hiring firms for professional design services. The City is seeking one firm with multi-faceted experience working with Parks and Recreation projects, but may also consider a team of qualified firms, including sub-consultants. Such experience may include, but not be limited to any of the following:

- Master Planning
- Community and Stakeholder Meeting Coordination
- Surveying
- Conceptual Design, Design Development, Construction Documents
- Architectural services
- Civil/Structural Engineering
- Hydraulic/Environmental Engineering
- Transportation/Traffic Analysis
- Wetland Delineation
- Construction Administration
- Utility Coordination
- Public Presentation
- Detailed Cost Estimating

Any of the services mentioned above may be contracted together with the design, or separately depending on funding sources.

Interested firms should submit electronically (15 pages) as a PDF document their qualifications package by no later than 5:00 pm on Friday March 27, 2020 to: Jason Pauling, AICP – Senior Park Planner; paulingj@concordnc.gov.

Paper copies are not required. The subject line should contain the firms name and “Statement of Qualifications for Professional Design Services – Northwest Community Park”
VII. 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. Relevant experience in parks, facilities, and greenway design, and other experience as listed in the scope of services.
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.
10. Documentation or statement regarding any history of litigation associated with project performance, professional liability, or safety
VIII. 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 and design 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 projects.

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.

IX. CONDITIONS AND RESERVATIONS

The City 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.

X. PROJECT SCHEDULE

Consulting involvement in master planning and conceptual design work will begin in the Summer of 2020. Detailed design and construction documents will tentatively begin in 2021 upon completion of the master plan, adoption by City Council, and based on availability of funding. Construction of the preferred alternatives within the park may happen in phases depending on mobilization and grading.

XI. 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.

XII. 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.