

# Landscape Architectural/Engineering Design Services

## Request for Qualifications (RFQ)



*The* Town *of*  
Davidson

*College Town, Lake Town, Your Town*

The Town of Davidson desires to engage private engineering or landscape architectural firms to provide planning and design of Beaty Park.

Davidson, North Carolina

November 1, 2019

**Due Date:**

1:00 p.m., Friday, November 22, 2019

**Acceptance Location:**

Davidson Town Hall

PO Box 579 (mailing address)

216 S. Main Street (physical location)

Davidson, NC 28036

## **I. PROJECT DESCRIPTION**

In 1987, the Town of Davidson purchased the initial 14 acres that now comprise Beaty Park. An additional 4 acres was purchased by the town in two (2) separate purchases in 1988 and 1995, respectively. Several small parcels were added over the next decade for a total of 19.4 acres.

In May 2018, the Davidson Board of Commissioners appointed citizens to the Beaty Street Task Force to solicit citizen input and develop a concept plan for the parkland.

At its March 26, 2019 meeting, the Board of Commissioners unanimously adopted a concept plan for the entire park. The concept plan and all background material from the task force's work can be found here: <http://townofdavidson.org/1190/Beaty-Park>

At its August 13, 2019 meeting, the Board of Commissioners approved an agreement with the Davidson Lands Conservancy (DLC) to place a conservation easement over the entire park. This easement encompasses two (2) zones, one passive and one more active. The conservation easement was registered with Mecklenburg County October 11, 2019, Book 33936, Page 232-250, and Instrument # 2019137069.

The Beaty Park project is located at the northern entrance to both the Town of Davidson and Mecklenburg County, will uniquely function as an urban community park with both active and passive (nature preserve) recreational components. The park will also be situated along the planned Charlotte to Mooresville Trail.

## **II. PURPOSE**

As part of implementing the Beaty Park Concept Plan the Town is seeking qualified consultants to assist in the design of the park.

## **III. SCOPE OF SERVICES**

The consultant will work with the Town of Davidson Parks & Recreation Department and the public 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 Beaty 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, Livability Board Park Subcommittee representatives, and Beaty Task Force Leadership 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. Note: improvements to the dam are excluded from the design.
- C. During public input process, provide development options, drawings, and schematic designs for the new facilities. Prepare a preliminary budget for the work to include design fees and construction costs.
- D. 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.
- E. 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” and/or “Informal” bid procedures, and prepare associated cost estimates. Documents may require the preparation of “Add Alternates”.
- F. Submit, modify and obtain plan approvals for construction documents by town staff and all other applicable state and local governing agencies.

**IV. SCHEDULE**

A.	RFQ distribution	November 1, 2019
B.	Deadline for submitting questions regarding RFQ	November 11, 2019
C.	Responses provided to questions	November 15, 2019
D.	Deadline for RFQ submittals to town	November 22, 2019
E.	Town review and short list of finalists selected	November 2019
F.	Interview notice sent to finalists	December 2019
G.	Selection committee interviews finalists and makes selection	December 2019
H.	Consultant contract prepared	January 2020
I.	Contract signed by consultant and received by town	January 2020
J.	Funds encumbered and contract approved	January 2020
K.	Notice to Proceed to consultant	January 2020
L.	Preliminary construction drawings submitted for review	August 2020
M.	Final documents submitted for review and approval	September 2020

**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 pond, wetland 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 working effectively with community groups in park design
- D. Experience conducting public meetings.

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

## **VI. SUBMITTALS REQUIREMENTS**

Submittals are encouraged to be compatible with the Mecklenburg County recycling program. They should be printed on recycled paper, copied front and back, and stapled in the upper left-hand corner. Prospective consultants shall submit (6) six 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 wetlands, floodplains, stream channels, 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. **Public Engagement**  
Explain in detail the firm's approach to engaging and involving the community and experience conducting public meetings and other public processes.
- 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 Kathryn Spatz (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's parks & recreation director 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 Davidson by **1:00 p.m. on Friday, November 22, 2019**. 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:

Kathryn Spatz  
Parks & Recreation Director  
Town of Davidson  
PO Box 579  
Davidson, NC 28036  
704-940-9644 (Voice)  
704-892-3971 (Fax)  
Email – kspatz@townofdavidson.org

Questions regarding this project should be directed to Kathryn Spatz.

## **VIII. MISCELLANEOUS PROJECT REQUIREMENTS**

### **A. ADA Compliance**

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