

REQUEST FOR QUALIFICATIONS

DESIGN AND CONSTRUCTION SERVICES FOR EAST CLAYTON COMMUNITY PARK - BATHROOM FACILITY AND PICNIC SHELTERS



Issued: October 1, 2019

Town of Clayton
Department of Public Services
Clayton, North Carolina

I. General

- A. Pursuant to N.C. Statute Sec. 143-128.1(A), the Town of Clayton (the “Town” or “Owner”) is soliciting proposals from qualified design-build teams interested in providing professional design and construction services for a new bathroom facility, picnic shelters, and associated parking at East Clayton Community Park – 1774 Glen Laurel Rd, Clayton, NC.
- B. The Town will follow a Qualifications Based Selection process as required by N.C. General Statutes and select the most-qualified team to negotiate a contract for services. This RFQ provides complete information on the services being sought, the submittal requirements, and timeline. Copies of the RFQ and any addenda may be downloaded directly from this site: <https://www.townofclaytonnc.org/Finance/bidding-opportunities.aspx>. Interested firms may submit a Statement of Qualifications, meeting the requirements defined in the RFQ to:

Joshua Baird, PE
Town Engineer
Town of Clayton
111 East Second St, Clayton, NC 27520*
PO Box 879 (Via US Mail)
Clayton, NC 27528
Email: prj-ECCP@TownofClaytonNC.org
*For hand delivery

- C. Statements of Qualifications must be received by 12:00 p.m. on 10/16/2019. To ensure receipt of any addenda to the RFQ, please contact the person listed above to register as an interested firm. The Town is not responsible for providing updated information/changes to firms not known by the Town as holding a copy of this RFQ.
- D. Any questions regarding this RFQ must be received in writing prior to 10/8/2019 by 12:00 p.m. Questions received after this date may not receive response. Questions should be directed to the contact above. All written questions will be answered in an addendum posted on the Town’s website: <https://www.townofclaytonnc.org/Finance/bidding-opportunities.aspx>
- E. The Town has established a percentage of goal of 10% for participation by minority business in the awarding of building construction contracts awarded pursuant to N.C. Statute Sec. 143-128(c).
- F. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of a response. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services. The Town reserves the right to reject any and all submittals.

II. Background and Project Site

East Clayton Community Park located at 1774 Glen Laurel Road is one of Clayton's newest parks. The current park consists of soccer fields, multipurpose playing fields, baseball field, walking trail and disc golf course. The Town has a desire to further the available amenities and additional opportunities for the community. See Attachment A for additional information on the Project Site.

In 2014, the Town initiated a partnership with Clayton Community Recreational Foundation, Inc. to build a playground for children with intellectual and developmental disabilities. The project, known as Harmony Playground, will provide a place where children of all abilities can play and interact in a welcoming environment. The design for the actual playground has been completed by a consultant in conjunction with the Town and Clayton Community Recreational Foundation, Inc. Furthermore, the Town has committed resources to providing bathroom facilities, picnic shelters and parking to support the playground. The Town seeks to select a design-build team to provide design and construction services for the bathroom facility, picnic shelters and parking areas (the "Design-Builder"). The Town anticipates utilizing pre-fabricated structures for the picnic shelters.

The Design-Builder will be expected to provide concurrent design and construction turnkey activities for this project resulting in a finished, fully usable facility that satisfies all project requirements and contract terms. The Design-Builder, as the sole responsible source for total project compliance and construction related performance (including architectural programming, design, and construction services) will hold all design professionals, testing services (with the exception of Special Inspections by Owner), trade contractors and trade supplier contracts.

III. Scope

A preliminary scope of work for the Design-Builder is outlined below. Additionally, the design-build team will need to coordinate the design and construction with the playground designed by others. The playground design is included in attachment C.

- A. Pre-Planning, schedule and budget review. Review of the prototype and site plan validation. Pre-construction project planning including preliminary cost estimate.
- B. Existing conditions assessment including survey and geotechnical work.
- C. Preparing site, architectural, structural, mechanical, plumbing and electrical design plans based on Owner's criteria and to include:
 - a. Site Design: clearing and grubbing, grading and drainage plans, sedimentation and erosion control plans, layout and staking plans, elevations and sections, construction details, lighting and signage, landscape and planting plans and details;
 - b. Building Design: building plan configuration and elevation elements including exterior building skin materials and colors, foundation, structural and roof systems, building fenestration and openings, overall dimensions, materials testing requirements, Mechanical/Electrical/Plumbing design including systems, equipment and calculations and submittals;
- D. Development and refinement of cost estimates and project schedules;

- E. Construction administration and observation including conferences, weekly site observations and regularly scheduled progress meetings with the Town;
- F. Construction
 - a. Site work to include but not be limited to:
 - i. Clearing and rough grading with excess dirt and material removed from the site. Tree protection and erosion control measures to be immediately put into place.
 - ii. Site utilities including domestic water, sewer, natural gas and electrical service and site lighting.
 - iii. Concrete paving, walkways, utilities, landscaping and storm water retention system.
 - b. Building construction to include but not be limited to:
 - i. Concrete slab on grade foundations with continuous spread reinforced concrete footings and concrete floor slabs.
 - ii. Exterior bearing walls.
 - iii. Roof structure
 - iv. Interior finishes including walls, floor and ceiling finishes, interior doors, casework, painting, wall protection and window coverings.
 - v. Bathroom and bath fixtures and accessories.
 - vi. Interior and exterior signage.
 - vii. Mechanical and electrical systems and controls.
- G. Project closeout, establishment of warranties, and guarantees. Final start-up and certification of mechanical, electrical and plumbing systems.
- H. Provide certified record drawings (site, stormwater and public utilities) as well as electronic copies in both PDF and an approved editable format (.dwg).

IV. PROJECT BUDGET

There is an approximate budget of \$700,000 for completion of this project including all costs and fees.

V. Schedule

Note: All times are Eastern Standard Time

*The Town plans to select based directly on the RFQ submittals, however, may elect to perform interviews if they feel it is warranted.

Sequence of Activity	Schedule
Issue RFQ	October 1, 2019
Deadline for written questions and clarifications on RFQ (prj-ECCP@TownofClaytonNC.org)	October 8, 2019 (12PM)
Town of Clayton issues any addenda	October 10, 2019
Deadline for submission of Statement of Qualifications (Locations above)	October 16, 2019 (12PM)
Notify selected Design-Build firm, begin contract negotiations	October 18, 2019
Complete contract negotiations with selected team and award Contract	November 1, 2019
Project Completion	October 2020

VI. Submittal Response Requirements

Provide five (5) bound copies and one electronic copy in pdf format of your submittal. Submittals shall be a maximum of 20 pages (10 if double sided) and on 8.5" x 11" paper bound such that lay flat when opened. Font size shall be no less than 10 pt. Submittals must contain the following information:

Section 1- Letter of Interest: The Letter of Interest should include a synopsis of the firm, the team's qualifications, the project manager and primary contact, the project principal representing the contractual authority of the firm/team.

Section 2 – Project Organization: Provide a project organization chart identifying the team composition. Define key staff members who will be working on the project and explain their roles and their expected commitment to the project as a percentage of their time. Indicate any firm/company qualifying as a minority entity. Each design-builder shall submit an explanation of its project team selection, which shall consist of either of the following:

A. A list of the licensed contractors, licensed subcontractors, and licensed design professionals whom the design-builder proposes to use for the project's design and construction.

B. An outline of the strategy the design-builder plans to use for open contractor and subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the General Statutes.

Section 3 - Profile(s) of Firm or Team: Provide information about each firm in the project team. Identify capabilities and experiences, the number of employees and location and number of years in business under its current name. Identify the scope of services to be provided under this project.

Section 4 - Resumes: Provide resumes of the key staff, including the project manager and task leaders. Include resumes for staff identified as having a major role in the project.

Section 5 - Project Approach and Schedule: Provide a description of the proposed approach to the project. Include a response to the preliminary scope but do not simply restate the scope. Identify key risks/ challenges/ concerns you anticipate and any mitigation steps to achieve successful delivery. Describe the team's approach to design document quality assurance and quality control. Describe the firm and/or team's track record delivering projects with minimal change orders. Describe the team's level of experience with the major regulatory bodies likely to be project reviewers, whether local, state or federal. Describe the team's use of technology and how it will be used to engage with the owner in each project phase. Provide an outline project schedule, showing tasks, milestones and deliverables, including review meetings with the Town project team and community groups.

Section 6 - Reference Projects: Please identify recent, representative projects of a similar scope, complexity and size (NO MORE THAN FIVE), performed by the proposed team. At least three should be completed projects. For each project, provide project duration and completion year, references (name, email and phone number), and estimated and completed project cost. Identify which team members performed the work and the role each played in the reference project.

Section 7 – Underutilized Business Enterprise (UBE) Statement – Provide a statement and explanation as to good faith efforts to comply with the Town's UBE goal of 10% or statement of intent to perform contract with own workforce.

VII. Selection Criteria

A team of Town staff will review the proposals based on the criteria below and may make a recommendation to negotiate a tentative contract. This request for qualifications does not commit the Town to award a contract or enter into an agreement, to pay costs incurred in the preparation of a response to this invitation, or to procure or contract for any services or supplies. The Town reserves the right to reject any or all submittals received as a result of this RFQ. Each RFQ response submitted will be evaluated on their Statement of Qualifications score (100 points maximum) as determined through a qualification review process and the scoring criteria noted below.

*The Town plans to select based directly on the RFQ submittals, however, may elect to perform interviews if they feel it is warranted.

1. Design-Build Team Experience and Qualifications - 30 Points
2. Design & Engineering Professionals' Experience and Qualifications - 30 Points
3. Project Understanding and Approach - 20 Points
4. Ability to meet Project Schedule - 10 Points
5. Reference Projects – 10 Points

VIII. Project Delivery and Objectives

At all times and project stages the Design-Builder shall act in the best interests of the Owner and use their best efforts to deliver the project in an expeditious and cost-effective manner consistent with the Owner's project requirements, time constraints and budget. The Design-Builder shall develop a contractually obligated overall project schedule and will be responsible for methods of construction, safety, scheduling and coordination of all construction work in addition to miscellaneous contracts required for completion of the project within its predetermined budget limits and schedule.

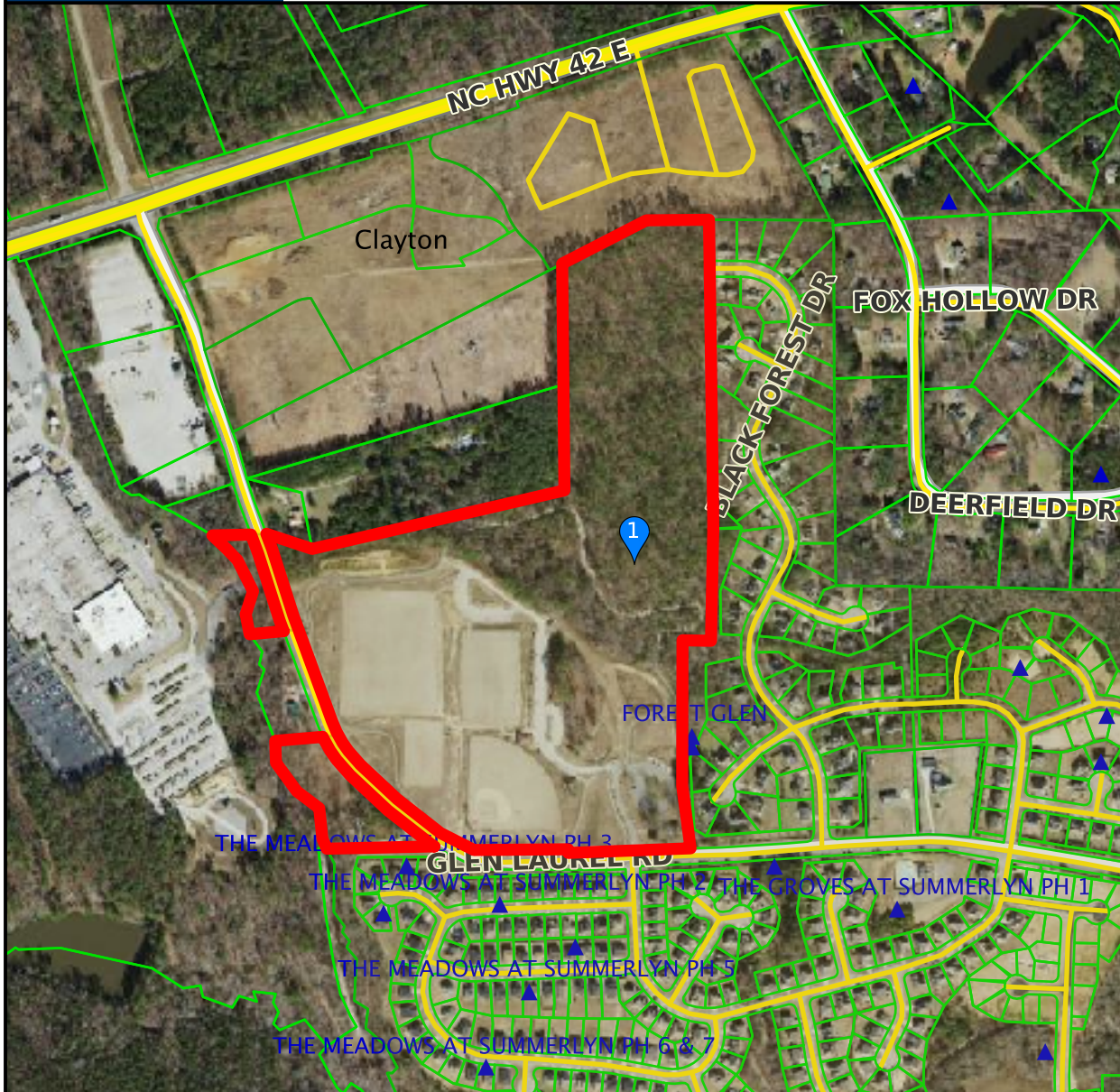
The Owner expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully. A spirit of cooperation, collaboration and a commitment among professional design and construction services providers to work in the best interests of the project is of utmost importance.

IX. Attachments

Attachment A – Site Location

Attachment B – Playground Design

ATTACHMENT A



Result 1

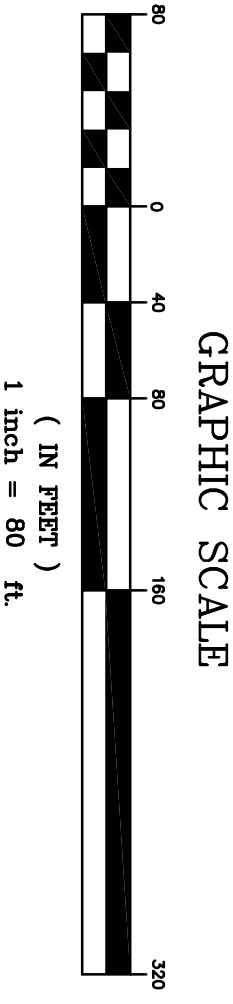
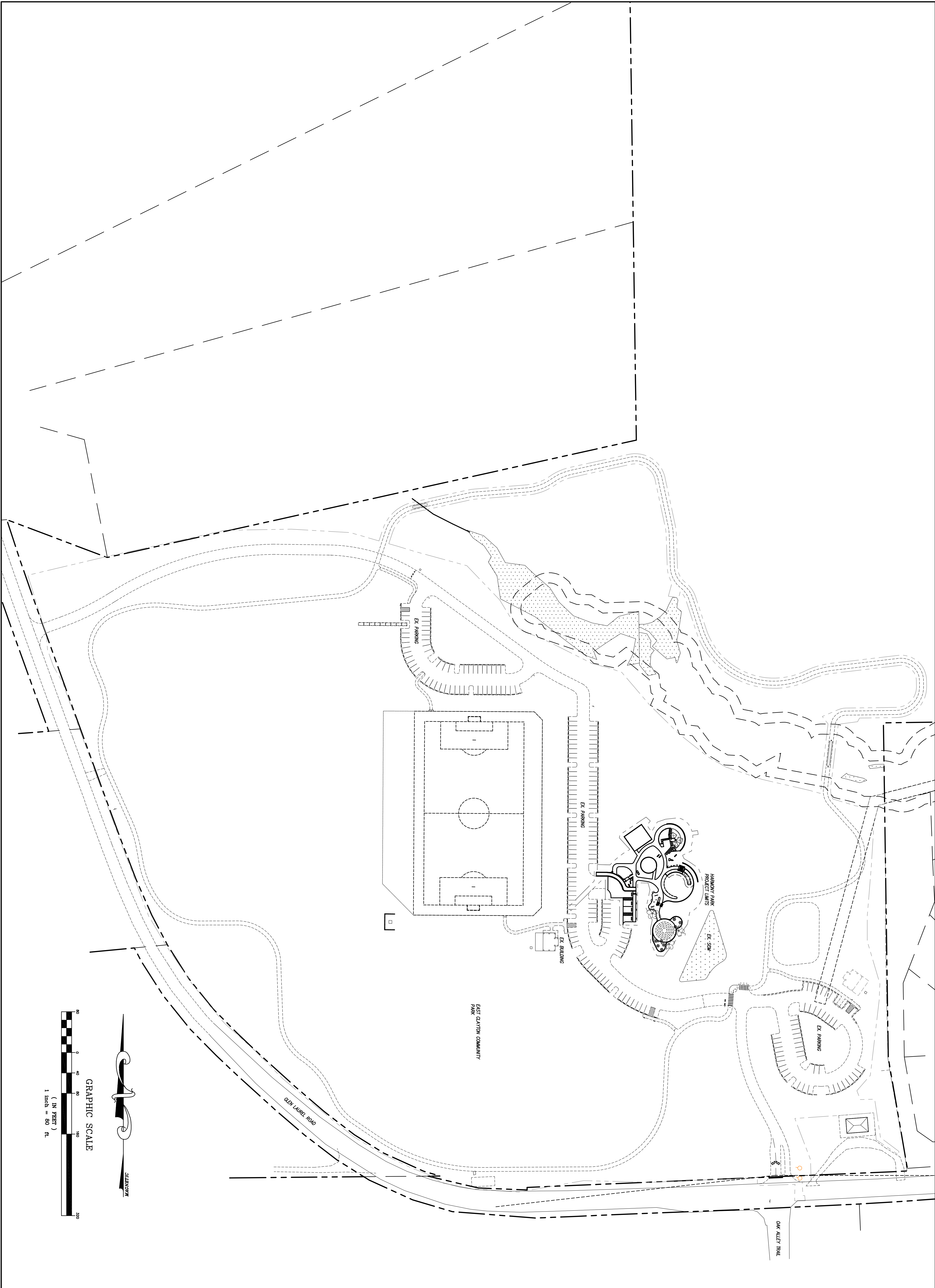
id: 05I04016H
Tag: 05I04016H
Owner Name 1: TOWN OF CLAYTON
Owner Name 2:
Mail Address 1:
Mail Address 2: P O BOX 879
Mail Address 3: CLAYTON, NC 27528-0000
Book: 03420
Page: 0521



Scale: 1:8518 - 1 in. = 709.85 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

ATTACHMENT B



OVERALL PARK
 PLAN
 C001