

REQUEST FOR QUALIFICATIONS

DESIGN SERVICES FOR THE DESIGN OF RENOVATIONS
AND ADDITIONS TO MUNICIPAL/CIVITAN PARK,
CLAYTON COMMUNITY PARK,
AND
EAST CLAYTON COMMUNITY PARK



Date Issued: November 27, 2019

Town of Clayton
111 E. 2nd Street
Clayton, North Carolina 27520

I. General

- A. Pursuant to N.C. Statute Sec. 143-64.31, the Town of Clayton (the “Town” or “Owner”) is soliciting proposals from qualified design teams interested in providing professional design services for a splash pad(s), sport fields, sports lighting, playgrounds, parking, picnic shelters, band shell(s), tennis courts, and trails.
- 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: ClaytonNC.org/bids. 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 E 2nd Street*
PO Box 879 (Via US Mail)
Clayton, NC 27520

Email: prj-parks@TownofClaytonNC.org

*For hand delivery

- C. Statements of Qualifications must be received by 1:00 p.m. on 12/13/2019. Five copies shall be submitted. Facsimile submissions will not be accepted.
- D. Any questions regarding this RFQ must be received in writing prior to 12/4/2019 by 5:00 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: ClaytonNC.org/bids
- E. 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.
- F. The design team shall indemnify and save harmless the Town of Clayton and its officers, agents, and employees from all suits, actions, or claims of any character brought for any injury or damages received or sustained by any person, persons, or property by reason any act of the

design team, its agents or employees, in the performance of the contract.

- G. The design team will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped and concerning the treatment of all employees with regard to discrimination by reason or race, color, religion, sex national origin, or physical handicap.
- H. The Town of Clayton invites and encourages participation in this procurement process by businesses owned by minorities, women, and disabled business enterprises.
- I. The Town of Clayton reserves the right to reject any and all submittals and to terminate the Request for Qualifications process at any time.

II. Background and Project Site

Various addresses throughout the Town of Clayton

III. Scope

The Town of Clayton is soliciting statements of qualifications from design teams interested in contracting with the town to plan and design the new Municipal/Civitan Park and additions/modifications to Clayton Community and East Clayton Community Parks. Components of parks are likely to include splash pad(s), sport fields, sports lighting, playgrounds, parking, picnic shelters, band shell(s), and trails. It is anticipated that designs will not be completed beyond 30% in the initial design contract. Services requested include site assessments, public planning, estimating, and up to 30% drawings including engineering. It is anticipated that the public process, including stakeholder meetings, steering committee meetings and public meetings will take place in the 1st quarter of 2020. Services requested may be extended or expanded.

IV. 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 –Company Profile – Provide a brief overview of company. Identify capabilities and experiences, the number of employees and location and number of years in business under its

current name. If you are proposing to subcontract any of the proposed work to another firm, provide similar information for each subcontractor.

Section 3 – Project Team – Indicates Project Manager and summarize related experience. Provide a hierarchy of project management. Include organizational chart indicating office location. 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 4 - 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 5 - 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.

V. 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. 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.

1. Design Team Experience and Qualifications - 40 Points

2. Project Understanding and Approach - 30 Points
3. Ability to meet Project Schedule - 20 Points
4. Reference Projects – 10 Points

VI. Anticipated Schedule

Note: All times are Eastern Standard Time.

Sequence of Activity	Schedule
Issue RFQ	November 27, 2019
Deadline for written questions and clarifications on RFQ (prj-parks@TownofClaytonNC.org)	December 4, 2019 (5PM)
Town of Clayton issues any addenda	December 6, 2019
Deadline for submission of Statement of Qualifications (Locations above)	December 13, 2019 (1PM)
Notify shortlisted for interviews	December 20, 2019
Interviews	December 30, 2019 - January 3, 2020
Award Contract	January 2020