

# ROWAN COUNTY

## NORTH CAROLINA



### IMPORTANT DATES:

Release RFQ:	March 23, 2022
Acknowledgment Deadline:	March 31, 2022 at 5pm EST
Questions Due:	April 5, 2022 at 5pm EST
SOQ Due:	April 20, 2022 at 3pm EST
Interviews (if needed):	May 2-4, 2022
Award by BOC:	May 16, 2022

## **1.0 INTRODUCTION**

Rowan County is proposing the design and construction of a new park currently located on the previous grounds of Woodleaf Elementary School in Woodleaf, North Carolina. The elementary school has relocated to a new facility in Cleveland, North Carolina and the demoed site has been taken over by the Rowan County Parks and Recreation department for the development of the park.

The County has received funding for the park construction through County and federal ARPA funding and a recent PARTF grant award.

### **1.1 PURPOSE**

The Rowan County is requesting the submission of a Statement of Qualifications (SOQ) from qualified firms to provide professional services for the referenced project including PARTF grant administration. The County will also consider using ARPA funding, if allowable for this project. Attachment B includes a reference to Uniform Guidance that will be required during the construction phase.

## **2.0 PROJECT DESCRIPTION**

The scope of work to be covered by this project provides professional landscape architecture, engineering, architecture and support services needed to prepare the design development, schematic design, construction documents, permitting, bidding and negotiating and construction phase services needed to complete the project.

### **2.1 SCOPE OF SERVICES**

The selected Consultant will work with the Rowan County Parks and Recreation Department to complete the project. A detailed description of the scope of work for each of the mentioned services will be provided to the Selected Consultant at a later date as part of a Request for Fee Proposal (RFP).

Professional Services required for this project may include, but are not limited to the following:

- Landscape Architectural Design
- Survey
- Environmental Services and Permits
- Civil Engineering
- Architecture Building
- Cost Estimating
- Grant Funding Administration
- Construction Administration

## **3.0 SELECTION PROCESS/PROCEDURE**

Pursuant to North Carolina General Statute 143-64.31, Rowan County utilizes a “qualifications-based” selection process without consideration of fee during the initial phase in hiring architects/engineers/landscape architects/surveyors. The selection process will be as follows:

### **3.1 Advertisement**

A Request for Qualifications will be advertised in The Salisbury Post, the North Carolina Interactive

Purchasing System (IPS), North Carolina HUB website and Rowan County website.

### **3.2 Acknowledgment/Addenda**

Interested firms shall email Rowan County Purchasing Director, Anna Bumgarner by the date and time specified on the cover sheet at [anna.bumgarner@rowancountync.gov](mailto:anna.bumgarner@rowancountync.gov). This acknowledgment shall include:

- Name of Firm
- Contact Name telephone number and email

All addenda will be emailed to this person and posted on the County website at <https://www.rowancountync.gov/675/Purchasing>.

### **3.3 Inquiries/Questions**

Questions regarding this project must be directed via e-mail to Rowan County Purchasing Director prior to the Questions Deadline date and time shown on the cover sheet of this RFQ. To ensure fair consideration for all Consultants and to maintain equal access to information, prospective Consultants shall not contact anyone other than the Rowan County Purchasing Director prior to the award decision. Any attempts to contact other County representatives may result in disqualification. Any changes or additions to the RQF information will be emailed to each Consultant who submits an Acknowledgment. Oral answers will not be authoritative.

### **3.4 Selection Process**

#### **A. Selection without Interviews**

The SOQs will be evaluated based on the criteria identified in Section 4.0. Selections may be based solely on the SOQs and references.

#### **B. Selection with Interviews**

The SOQs will be evaluated based on the criteria identified in Section 4.0. The County reserves the right to select based on the qualifications submitted or to conduct interviews. If the County decides to conduct interviews, firms will be selected to interview based on their SOQ and references. The firms being interviewed will have the opportunity to detail their qualifications, approach to the project, and their ability/expertise to furnish the services required for this project based on prior experience. If a firm chooses to distribute a “leave behind” during an interview the document can only be one page in length. Final selection will be based on the SOQ, references and the interview.

#### **C. Notification**

A preferred Consultant and one or more alternates will be selected and notified of their status at the completion of the selection process.

#### **D. Board Approval and Contract Execution**

The Rowan County Purchasing Director will request the Board of County Commissioners’ authorization to negotiate a contract with the preferred Consultant. If after discussion and negotiation, the parties do not agree on a mutually acceptable fee, the Rowan County Purchasing Director will terminate negotiations with the selected Consultant, and at its sole discretion, enter into negotiations with the alternate firm. The County reserves the right to withhold the award for any reason, elect not to proceed with any of the respondents, modify the scope of the work, or re-solicit RFQs.

### **3.5 Team Composition**

Rowan County reserves the right to request a change in the consultant team composition. The

request may pertain to a specific member(s) of the consultant team or their sub-consultants. Failure to come to agreement on specific team members may result in the County electing to exclude the firm from consideration, or if this request occurs during contract negotiations, to terminate negotiations and commence negotiation with the alternate firm.

#### 4.0 SELECTION CRITERIA

The selection of a consultant team shall be based on qualifications presented in written and graphic information, interviews (if conducted), past performance, and reference checks. Consultants shall be evaluated using the qualifications, past performance, and expertise of key project team members in projects of a similar nature. This RFQ requests information and examples of “prior” completed work experience to demonstrate competence and qualify their professional experience.

Criteria for selection will include, but not necessarily be limited to the following:

- **Professional Expertise:**(Scale 1-5/Weighted 25%) Rowan County has a commitment to design quality. Potential consultants should be able to demonstrate design quality by the use of similar previous experiences.
- **Management/Technical Expertise:** (Scale 1-5/Weighted 25%) The members of the Consultant team shall demonstrate recent project management/technical/cost control expertise in the projects of this type. Including administration of PARTF Grant Funding.
- **Local Knowledge and Permitting Experience:** (Scale 1-5/Weighted 25%) Strong consideration will be given to teams demonstrating knowledge of the local permitting process and requirements. Recent experience submitting similar projects to code enforcement and other regulatory agencies will also be important.
- **Past Performance – Proven Similar Experience:** (Scale 1-5/Weighted 25%) The SOQ documentation shall demonstrate direct and personal experience of the members. The Consultant shall submit projects only for work that can be attributed to key members of the consultant team being proposed for this project. Office or firm experience in similar projects attributed to staff no longer with the firm or staff not being proposed as a key member of the team for this project will not be considered relevant.

#### 5.0 SUBMITTAL REQUIREMENTS

Each SOQ should accurately reflect the work completed by each firm(s). Accordingly, each discipline represented must follow the guidelines developed by its governing NC Board as to representation of prior experience. If a discipline does not have specific guidelines, then they shall follow North Carolina Board of Architects, Architectural Practice Act Rules of the State Board, 21NCAC 02.0229. Non-compliance with the board(s) requirements may result in disqualification.

Prospective Firms shall submit 2 paper copy and 1 Flash Drive of their SOQ. Submittals must be printed on 8.5x11 recycled paper, printed front and back, bound with one staple in top left corner. No three-ring notebooks, spiral bindings, plastic covers, cover sheet, dividers, cover letters or any other materials will be accepted. Flash Drive and Paper copy(s) shall be placed in a **sealed envelope** and labeled with the project number and name. For purposes of following the maximum page counts listed below, a sheet printed on both sides will count as two pages. Submittals shall rigorously follow the requested format and sequence; non-compliance with the format requirements may result in disqualification. Submittals shall be organized in the following manner:

##### 5.1 Firm Information (2 pages maximum)

Provide Consultant and Sub-consultant firm information including location of office(s), staff size, and type of practice. Provide a description of the project team with an organizational chart, listing key individuals and responsibilities. Provide the firm NC license number and contact information regarding this RFQ. Provide a contact name and email address. Provide availability to start once

contract is awarded.

### **5.2 Individual Qualifications/Experience (7 pages maximum)**

Provide a brief description of the qualifications and experience of the key individuals who will be actively involved in the project (include state registration numbers). Clearly identify experience with similar projects, the specific role that individual performed, and the employer at the time of the project.

### **5.3 Similar Projects Experience (7 pages maximum)**

Illustrate a maximum of five (5) projects completed and built during the last ten (10) years for which the firm's key individuals provided, or is currently, providing, professional services which are most related to this project. List the projects in priority order, with the most-similar project listed first. Three of four projects must be completed or in construction. Create a summary matrix as shown below. All categories must be filled in as shown below. Feel free to add Criteria, Team members and Sub-consultants as needed.

Provide the following information, along with project images and narratives, for each project included using the checklist below and organizing the information in the same sequence

- Project name and location and current status
- Project description
- Project owner (reference's current: name, address, telephone number, and email)
- Project schedule, design & construction
- Project construction cost (estimated and actual)
- Project Change Orders total amounts for completed construction projects
- Description of professional services provided for the project
- Project manager (individual responsible to the client for the overall success of the project)
- PARTF Grant Administrator (reference's: name, address, telephone number, and email)
- Key team members including sub-consultants (i.e. principal-in-charge, project architect, project designer, structural / Civil, MEP engineers, etc.), responsible for the work and the firm they were employed with at the time of the project work. If the firm has multiple offices, indicate which office managed the similar project.

## **6.0 SUBMITTAL DEADLINE**

Proposals must be received by **April 20, 2022** by 3 PM EST. Late submittals will not be accepted. It is the responsibility of each firm submitting a submittal to ensure that the required copies of the document arrive by the submittal deadline. Proposals must be sent to the Rowan County Purchasing Department:

**Rowan County**  
Attn: Anna Bumgarner  
130 W. Innes Street  
Suite 31  
Salisbury, NC 28144  
Phone: 704-216-8174  
[anna.bumgarner@rowancountync.gov](mailto:anna.bumgarner@rowancountync.gov)

**Indicate on the outside envelope: RFQ 2022-031 Woodleaf Community Park**

It is the responsibility of the proposer to ensure that the proposal is received by the date and the time

specified. Late submittals in any format will be rejected without consideration.

## **7.0 GENERAL INFORMATION**

### **7.1 Submittal Ownership and Costs**

Upon submission, all information becomes the property of County, which has the right to use any or all ideas presented in any submission in response to the RFQ, whether or not the submittal results in a contract with the submitting Consultant. All costs for development of the written submittal and the oral presentation is entirely the obligation of the Consultant and shall not be remunerated in any manner by the County.

### **7.2 Non-Warranty of Request for Qualifications**

Due care and diligence has been used in preparing this RFQ. However, the County shall not be responsible for any error or omission in this RFQ, nor for the failure on the part of the Consultants to ensure that they have all information necessary to affect their submittals.

### **7.3 Request for Clarification**

Rowan County reserves the right to request clarification of information submitted and to request additional information of one or more Consultants or from the contact persons provided for projects, either orally or in writing.

### **7.4 Acceptance/Rejection of Submittals**

Rowan County reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in the County's judgment, best serve the interest of the County. The respondent acknowledges that this RFQ is a solicitation for Qualifications and is not a contract or an offer to a contract.

### **7.5 Collusion**

The Consultant, by submitting a Qualifications Statement, declares that the submission is made without any previous understanding, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and that it is all respects, fair, and in good faith without any outside control, collusion, or fraud.

### **7.6 Consideration of Submittals**

Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFQ. The Project Team must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the County. The County reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions before recommending any award.

### **7.7 Insurance and Indemnity Requirements**

Prior to executing a contract with the County, the consulting firm must supply certificates of insurance endorsed with amounts equal to or greater to the amounts outlined in this section. To the extent permitted by law the Consultant shall indemnify and save harmless Rowan County, its 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 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 Rowan County 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. Rowan County shall be an additional insured for General Liability. This shall be noted on the Insurance Certificate.
- Consultant's Professional Liability: In a limit of not less than \$1,000,000.
- Workers' Compensation Insurance:  
Coverage A - Worker's Compensation: Meeting the statutory requirements of the State of N.C.  
Coverage B - Employer's Liability: \$500,000 each accident / \$500,000 disease - each employee / \$500,000 disease - policy limits.

Certificates of such insurance will be furnished to Rowan County and shall contain the provision that the County is given thirty days written notice of any intent to amend or terminate by either the Consultant or the insuring company.

## **8.0 EQUAL EMPLOYMENT OPPORTUNITY**

Rowan County does not discriminate in any of its programs and activities. The Consultant 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. In addition to these requirements, the successful Consultant shall comply with all civil rights requirements applicable to transportation-related projects.

### **8.1 Americans with Disabilities Act (ADA) Compliance**

Rowan County will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. Rowan County will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Rowan County 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 County Staff.

### **8.2 Minority/Women and Small Business Enterprises**

Rowan County encourages minorities, women, and small business enterprises equal opportunity to participating in all aspects of the County'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. Rowan County 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. Rowan County strives to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims

of such discrimination. Rowan County has a commitment to promote this type of participation in County projects, and to the creation of project teams that include and assign importance to social and cultural diversity.

## **9.0 REFERENCE MATERIALS**

(See proceeding attachments)



**ATTACHMENT A**  
**Park Master Plan**



**ATTACHMENT B**  
**Uniform Guidance**

**FEDERAL FUNDS: If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable):**

Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland “Anti-Kickback” Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Rights to Inventions (37 C.F.R. § 401.2) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.323); Record Retention Requirements (2 CFR § 200.324); Prohibition on Certain Telecommunications (2 C.F.R. § 200.216); and Domestic Preferences for Procurements (2 C.F.R. § 200.322)