

# Landscape Architectural/Engineering and Land Acquisition Services

## Request for Qualifications



The Town of Cornelius desires to engage private engineering or landscape architectural firms (PEF or PLAF) to provide planning, design and land acquisition services for the Smithville-to-JV Washam Greenway (NCDOT TIP# EB-5777)

Cornelius, North Carolina

January 30, 2017

**Due Date:**

Friday 12:00 noon, February 17, 2017

**Acceptance Location:**

PARC Department  
21445 Catawba Avenue  
P.O. Box 399  
Cornelius, NC 28031

**Request for Qualifications for Landscape Architectural/Engineering and Land Acquisition Services  
For  
Smithville-to-JV Washam Greenway  
Town of Cornelius, North Carolina**

**1.0 PURPOSE**

The Town of Cornelius is requesting Letters of Interest (LOI) from Landscape Architectural/Engineering firms to provide professional planning, design and land acquisition services for the development of Smithville-to-JV Washam Greenway.

**2.0 PROJECT DESCRIPTION**

The Smithville-to-JV Washam Greenway is located in north Mecklenburg County. The project consists of a greenway trail and connectors approximately 1.6 miles in length. The greenway trail will connect Catawba Avenue at Smithville Park to Westmoreland Road near JV Washam Elementary School and provide access to both the park and the school, as well as surrounding residences and businesses. The greenway trail shall be constructed of a combination of asphalt, concrete, and boardwalk surfaces and may require pedestrian bridges and road crosswalks. The greenway trail will have multiple connections to the adjacent roadway system and surrounding neighborhoods. See Exhibit A for a depiction of the general area and alignment. This project is funded in part by a North Carolina Department of Transportation (NCDOT) Transportation Improvement Program (TIP) grant and thus must follow the requirements outlined by NCDOT for consultant selection and project review.

*Note: The Town of Cornelius reserves the right to terminate the professional services contract of selected consultants based on consultant non-performance (i.e. Schedule, responsiveness, quality of design, accuracy of documents, etc.) and on the consulting firm's workload and availability of the staff included in the design team as described in the firm's LOI. The Town reserves the right to remove any or all work described above in this RFQ and issue a new RFQ for any portion of the work.*

**3.0 SCOPE OF SERVICES**

The PEF/PLAF shall provide complete route analysis, planning, design, grant requirements and permitting services as required to design the project and assist with public bidding. The PEF/PLAF will also identify any land acquisition or easements required for the project and assist the Town in securing those properties including but not limited to securing boundary surveys, appraisals, negotiating with land owners, and recording conveyance of the property.

The following are anticipated as part of the design process:

- Route analysis – examine potential trail routes and provide recommendations with detailed analysis and a recommended route
- Preliminary, 50% and final plans, in a format that meets NCDOT requirements IE plan and profile sections of all or part of the greenway
- Two public meetings for public input as well as plan presentations to the public, PARC Commission, and Town Board
- Any encroachment permits required
- Coordination with utilities including any necessary relocation
- Required permitting/approvals from agencies/municipalities including but not limited to: DENR, US Army Corps of Engineers, FEMA, NCDOT, CDOT and Mecklenburg County
- Consultants will work with representatives of both the Town of Cornelius and the NCDOT throughout all phases

**The primary and/subconsultant(s) shall at the time of submittal of this LOI be prequalified by NCDOT to perform the following services:**

- a) **Multi-use trail design, survey and layout (work code 00316)**
- b) **Surveying (work code 00199)**

- c) **Wetlands, stream and buffer permitting (work code 00434)**
- d) **Geotechnical engineering services and geotechnical specialty service (work code 00294)**
- e) **Erosion and sediment control design (work code 00070)**
- f) **Traffic control plans (work code 00247)**
- g) **Public involvement (work code 00171)**
- h) **Wetland and stream delineation (work code 00280)**
- i) **Bridges- spans under 200' (for pedestrian bridges) (work code 00024)**
- j) **Building foundation design (for bridges and boardwalks) (work code 00295)**
- k) **Categorical exclusions (work code 00032)**
- l) **Utility Coordination (work code 00270)**
- m) **Right of Way Acquisition (work code 00194 and 00192)**

**These services shall heretofore be called the “desired services”.**

The selected firm will report directly to the Town of Cornelius Park Arts Recreation and Culture (PARC) Department. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements.

The PEF/PLAF will be responsible for providing engineers, landscape architects and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF/PLAF will be directly responsible for oversight of the project for the Town. The PEF/PLAF shall indemnify and save harmless the Town for claims and liabilities resulting from negligence, errors or omissions of the PEF/PLAF; including, but not limited to, the engineers, technicians, architects or subconsultants.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers, Professional Landscape Architects and Land Surveyors. Any proposed corporate subsidiaries or subcontractors must also be properly registered with the appropriate NC Board of Registration for their role in the project. The Engineers or Landscape Architects performing the work and in responsible charge of the work must be registered Professional Engineers or Landscape Architects in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The firm must have an adequate accounting system to identify costs chargeable to the project.

The proposed method of payment for this contract is lump sum.

The selection of a PEF/PLAF to provide the desired services on this specific project will be handled in accordance with the following process:

1. Submission of a Letter of Interest (LOI) by private engineering/landscape architectural firms.
2. The Town anticipates selection of a PEF/PLAF based on the LOI.
3. The Town reserves the option to create a short list of firms and conduct oral interviews.
4. The Town will select a PEF/PLAF to provide Design, Acquisition, Permitting, Construction Engineering, and Bidding Services.

#### **4.0 SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The Town of Cornelius and NCDOT encourage the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size

standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the NCDOT's Prime Form RS-2 and/or Subconsultant Form RS-2.

For RS-2 forms may be accessed on the NCDOT website at <https://connect.ncdot.gov/search/Pages/results.aspx?k=rs%2D2>.

The SPSF must be qualified with NCDOT to perform the work for which they are listed.

Real-time information about firms doing business with the NCDOT and firms that are SPSF certified through North Carolina's Unified Certification Program is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://www.ebs.nc.gov/VendorDirectory/default.html> in the address bar of your web browser.

The listing of an individual firm in the NCDOT directory shall not be construed as an endorsement of the firm.

## **5.0 PREQUALIFICATION**

NCDOT maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to NCDOT prior to submittal of your letter of interest. An application may be accessed at <https://connect.ncdot.gov/business/Prequal/Pages/default.aspx>. Having this data on file NCDOT eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the NC Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established NCDOT goals. The Firm, subconsultant, and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability, or sex in the performance of this contract.

## **6.0 SELECTION PROCESS / SCHEDULE**

Pursuant to North Carolina General Statute 143-64.31, the Town of Cornelius utilizes a "qualifications-based" selection process without consideration of fee proposals in the initial stage for selecting landscape architects, architects, and engineers. The selection process and schedule will be as follows:

**6.1 Advertisement** - An advertisement for the RFQ will be published in the Lake Norman Citizen and posted on the following websites:

- [www.cornelius.org](http://www.cornelius.org)
- [https://connect.ncdot.gov/letting/Pages/Letting-List.aspx?let\\_type=10&let\\_status=Advertised](https://connect.ncdot.gov/letting/Pages/Letting-List.aspx?let_type=10&let_status=Advertised)

Also, a copy of the RFQ and any addendum may be obtained by sending an email request to Troy Fitzsimmons, Director, Town of Cornelius PARC Department, at [tfitzsimmons@cornelius.org](mailto:tfitzsimmons@cornelius.org).

All questions regarding this project should be directed to Mr. Fitzsimmons by email or in writing to P.O. Box 399, Cornelius, NC 28031. In order to maintain equal access to information, firm representatives are not to contact anyone other than the individual named above.

## 6.2 Notification of Interest, and Inquiries/Questions

- 6.2.1 Notification of Interest / Addenda** - Upon receipt of this RFQ Consultants interested in submitting a LOI must immediately notify Mr. Fitzsimmons by mail or email (see 6.1) in order to place the firm's name, address and contact information (including email address) on a Notification of Interest list for distribution of possible addenda to this RFQ.
- 6.2.2 Inquiries/Questions and Deadline** - All inquires/questions regarding this RFQ must be directed to Mr. Fitzsimmons by email (see 6.1) and must reach his office by **Friday 12:00 noon, February 10, 2017** [at least seven (7) days before the Qualifications submittal due date] in order to be considered for a response. To ensure fair consideration and equal access to information for all Consultants questions and answers will be made available to all consultants. Oral answers will not be authoritative. Any changes or additions to the RFQ information will be emailed to each Consultant who has submitted a "Notification of Interest".

**6.3 Qualifications Submittal** - Written submittals must be received by the Town PARC Department no later than **Friday 12:00 noon, February 17, 2017**. Submittals received after this deadline will not be considered.

**6.3.1 Submittal Material** - Consultants interested in providing services as described in this RFQ shall submit four (4) originals of the submittal in a sealed container labeled on the outside, "**LOI for Smithville-to-JV Washam Greenway**," along with the firm name. **Submittals are to be a maximum of 30 pages.** Send or deliver submittals to:

Town of Cornelius PARC Department  
21445 Catawba Avenue  
P.O. Box 399  
Cornelius, NC 28031  
Attn: Troy Fitzsimmons, Director

**6.4 Notification** - The selected firm will be notified by phone. Firms not selected will be notified via email.

**6.5 Board Approval** - The Town Board will consider authorizing the Town Manager to negotiate and execute contract agreements with the selected firm.

**6.6 Contract Agreements** - Contract agreements with the selected firm will be negotiated and executed immediately after selection.

**6.7 Anticipated Schedule** (Items K-Q are subject to negotiation with selected PEF or PLAF):

A.	RFQ's advertised	January 2017
B.	Qualification Statement submittal deadline to Town	February 2017
C.	Town review and short list of finalists selected	March 2017
D.	Interview notice sent to finalists	March 2017
E.	Selection Committee interviews finalists and makes recommendation	April 2017
F.	Requests authorization from Town Board to negotiate contract	April 2017
G.	Consultant contract prepared	May 2017

H.	Contract signed by Consultant and received by Town	May 2017
I.	Funds encumbered and contract approved	May 2017
J.	Notice to Proceed to Consultant	June 2017
K.	Route analysis complete	August 2017
L.	Public input meetings	October 2017
M.	Land acquisition complete	March 2018
N.	Preliminary construction drawings submitted for review	February 2018
O.	Final documents submitted for review and approval	May 2018
P.	Project released for bid	July 2018
Q.	Construction begins	August 2018

**7.0 EVALUATION**

Firms submitting LOIs to perform the desired services on this specific project will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized to select a shortlist of a minimum of three firms from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with the desired services and local governments – 25%
2. The experience of the firm's proposed staff to perform the type of work required – 25%
3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project – 25%
4. The firm's experience in completing design for greenways requiring NCDOT approval – 25%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees with the appropriate expertise judged by the Town to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

*The firm's lead consultant and any person who will work on the project day to day must be located within the 150 mile radius of the Town of Cornelius.(See Exhibit B).*

**8.0 SUBMITTAL DOCUMENT REQUIREMENTS**

Submittals are encouraged to be compatible with the Town's paper recycling program. Therefore, they should be printed on recycled paper, copied front and back. Submittals should be limited to an 8.5 x 11 sheet size. A sheet printed on both sides will count as two pages. Prospective PEF/PLAF's shall submit four (4) copies of their LOIs. Each submittal should follow the format, page limit and order listed below.

**8.1 Section I - Cover Letter**

The cover letter should contain the following information and be one page in length:

- Expression of firm's interest in the work;

- Statement of whether PEF/PLAF and any subconsultants are on the NCDOT register and the desired services for which they are prequalified and which they anticipate performing for this project, including the date of the most recent qualifications submittal;
- Statement regarding firms' possible conflict(s) of interest for the work; and
- Identification of the Project Manager and their contact information

## 8.2 Section II - Evaluation Factors

- **Firm Information** – Briefly provide PEF/PLAF and subconsultant information including an organizational chart of the project team, listing key individuals involved and the role they will perform (principal-in-charge, project manager, etc.). Indicate how the work described in this RFQ will fit into the total workload of the firm. (maximum two pages).
- **Similar Project Experience (Graphics & Narrative)** – Submit a maximum of five (5) projects completed during the last five (5) years that demonstrate experience with projects of similar character and scope. Three of the five projects must be completed construction (maximum ten pages).  
Include for each project:
  - Specific project name, location and client
  - Description of the work - current status, size, estimated or final project cost, services rendered, public involvement process and key design challenges and solutions.
  - List the key individuals, such as principal-in-charge, project manager and subconsultants, who were responsible for the work and the firm and office location they were located in at the time of the work.
  - Name, telephone number and email of individuals to contact for references.
  - Identify all public agencies that reviewed the project
- **Individual Qualifications/Experience** - Provide a description of the qualifications and experience of the key individuals who will be actively involved in the work (including registration numbers of landscape architects, engineers, etc.). Include the office location in which each key individual is located. Clearly identify each key individual's experience with similar type projects, the specific role that individual performed, and the firm they were employed by at the time of the project work (maximum four pages).
- **Project Specific Issues** - The PEF/PLAF (project manager) shall submit a statement of "a greenway planning and design approach" for the work to be accomplished under this RFQ. The statement should include the firm's design approach on greenway planning and design, and any potential opportunities, challenges identified with this specific project (maximum one page).
- **Project Management**- Describe the firm's method of cost control, its method of keeping project design and construction on schedule, and its approach to ensuring accurate coordination during all phases of project development and construction (maximum one page).
- **Appendices - Consultant Certification Form RS-2**  
Submit Form RS-2 forms for the following:
  - Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;

- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form)

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word “None” or the number “ZERO” and signing the form.

The required forms are available at:

<https://connect.ncdot.gov/search/Pages/results.aspx?k=rs%2D2>.

## 9.0 GENERAL PROVISIONS

- 9.1 Submittal Ownership / Costs.** Upon submission, all information becomes the property of the Town of Cornelius which has the right to use any or all ideas presented in any submission in response to this 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 are entirely the obligation of the Consultant and shall not be remunerated in any manner by the Town of Cornelius.
- 9.2 Non-Warranty of Request for Qualifications** – Due care and diligence has been used in preparing this RFQ. However, the Town 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 effect their submittals.
- 9.3 Request for Clarification** – The Town of Cornelius reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either orally or in writing.
- 9.4 Acceptance/Rejection of Submittals** – The Town of Cornelius 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 Town’s judgment, best serve the interest of the Town.

The Town of Cornelius reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the period of contracts which result from this RFQ.

- 9.5 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 in all respects, fair, and in good faith without any outside control, collusion, or fraud.
- 9.6 Consideration of Submittals** – Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFQ. The firm must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the Town. The Town 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.
- 9.7 Americans with Disabilities Act (ADA) Compliance** – The Town of Cornelius will comply with



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

**9.8 Minority/Women/Small Business Enterprise** - It shall be the practice of the Town of Cornelius Government to provide minority-owned, women-owned, and small business enterprises (collectively "M/W/SBE) as well as other responsible vendors with fair and reasonable opportunity to participate in Town of Cornelius's business opportunities 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 Cornelius 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 Cornelius to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

**9.9 Insurance and Indemnity Requirements** - To the extent permitted by law the Consultant shall indemnify and save harmless the Town of Cornelius, 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 provided to the Town.

The Consultant further agrees to purchase and maintain during the life of any contracts entered into with the Town the following insurance with an insurance company acceptable to the Town of Cornelius and authorized to do business in the State of North Carolina:

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. The Town of Cornelius shall be listed as an "Additional Insured".

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.

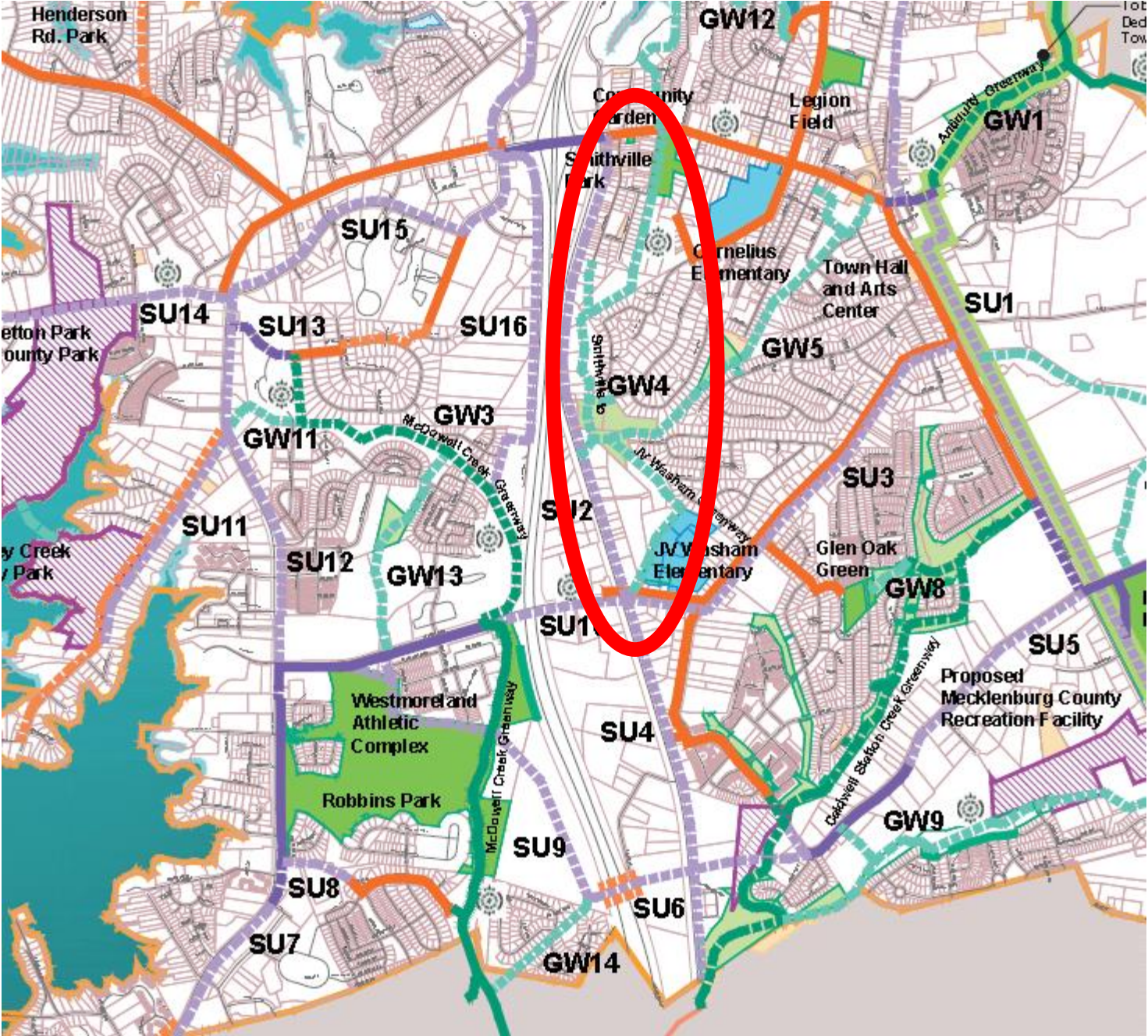
Coverage B - Employer's Liability: \$100,000 each accident / \$100,000 disease - each employee / \$500,000 disease - policy limits.

Certificates of such insurance will be furnished to the Town of Cornelius and shall contain the provision that the Town of Cornelius be given thirty (30) days written notice of any intent to amend or terminate by either the Consultant or the insuring company.

**END OF REQUEST FOR QUALIFICATIONS**

# Exhibit A

# Smithville to JV Washam Area Map





# Exhibit B: Towns Within 150 Miles of Cornelius

