TOWN of
WAKE FOREST

TOWN OF WAKE FOREST
REQUEST FOR QUALIFICATIONS

Request for Qualifications:	Engineering Design Services
Project:	**Priority Pedestrian Corridors**
TIP Project Number:	**EL-5100 AD**
Project Manager:	Candace R. Davis, Senior Planner
Phone Number:	919.435.9513
Date of Advertisement:	December 10, 2012
Qualification Due Date:	January 4, 2013

The Town of Wake Forest invites qualified firms to submit qualifications for consulting services for preliminary engineering and design services for pedestrian connections along W. Oak Avenue (SR 1931): N. Wingate Street to Harris Road (SR 1931) and Wait Avenue (NC 98 Business), two priority pedestrian corridors in Wake Forest. The Town desires to complete this project before 8/31/2013.

I. BACKGROUND

The Town of Wake Forest is receiving Locally Administered Projects Program (LAPP) funding to complete Design (full set of construction plans) and Environmental Documentation for a pedestrian connections along W. Oak Avenue (SR 1931): N. Wingate Street to Harris Road (SR 1931) and Wait Avenue (NC 98 Business). The existing signalized intersection at Wait Avenue and Allen Road will be upgraded with new state-of-the-art control equipment with pedestrian amenities and bicycle detecting inductive loops. The Town of Wake Forest is working in coordination with the Capital Area Metropolitan Planning Organization (CAMPO) and NC Department of Transportation (NCDOT) to develop this project. Refer to the attached project location map.

This multimodal transportation project will add sidewalks and a pedestrian push-button signal. Key benefits of the project include the following:

A. Improve safety for pedestrians, bicyclists, motorists and transit users
B. Provides more transportation choices and improves access and connectivity
C. Encourage a healthy, active lifestyle
D. Fosters better integration of land use and transportation

Currently, the layout is not pedestrian-friendly and lacks sidewalks presenting a walking barrier to east-west pedestrian travel along the north side of W. Oak Avenue and along the south side of Wait Avenue.

Wake Forest is currently working with the developers of Traditions as they coordinate the Wait Avenue realignment project and NCDOT as they coordinate the design-build project to replace the W. Oak Avenue (#122) bridge. Both projects are scheduled to occur during the course of this design project.

The Consultant shall coordinate with the North Carolina Wildlife Resources Commission, State Historic Preservation Office, and U.S. Fish and Wildlife Service Ecological Services to obtain all necessary environmental documentation letters. Other agencies that will have to be contacted include, but are not limited to the developers of Traditions, City of Raleigh, Army Corps of Engineers, Progress Energy Company, North Carolina Department of Transportation, North Carolina Department of Environment and Natural Resources, Norfolk Southern Railroad, North Carolina Railroad, and the Town of Wake Forest Public Utilities and Public Works Departments.

II. SCOPE OF SERVICES

At this time, the Town does not have funding for construction; the tasks in this scope are anticipated for the development of shovel ready plans. The PEF shall provide complete route analysis, planning, design, grant requirements and permitting services as required to design the project. The PEF 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.

A. Site evaluation;
B. Review Appendix A -25&31: Wake Forest's Transportation Plan Update – 2010. http://www.wakeforestnc.gov/Data/Sites/1/media/residents/planning/transportationplanfinal.pdf ;
C. Provide detailed surveying, permitting, planning, and design of Wait Avenue (NC 98 Business) and W. Oak Avenue;
D. Develop preliminary thorough final plans for roadway drainage, stormwater management and erosion and sediment control associated with the W Oak Avenue, N. Wingate Street, and Wait Avenue pedestrian corridors.
E. Prepare required permit/environmental letters from agencies/municipalities including but not limited to: NC Department of Natural Resources Division of Water Quality (NCDWQ), US Army Corps of Engineers (USAE), E&SE Permitting, and North Carolina Department of Environment and Natural Resources Division of Energy, Mineral, and Land Resources, Land Quality Section (NCDEMLR); City of Raleigh – Public Utilities, State Historic Preservation Office (SHPO), US Fish and Wildlife (USFWS), and North Carolina Wildlife Resources Commission (NCWRC);
F. Develop required NEPA documentation;
G. Complete a Categorical Exclusion Action Classification Form;
H. Complete a Pre-Construction Notification (PCN) Form;
I. Erosion Control Permit, if applicable based on total disturbed area;
J. Encroachment agreements with NCDOT;
K. Coordination with utilities including any necessary relocation;
L. Preliminary, 50% and final plans, in a format that meets NCDOT requirements IE plan and profile sections;

M. Project Proposal and Technical Specification Manual;
N. Engineers Estimate of Costs;
O. One or more citizens' informational workshops for public input as well as plan presentation to the public, and Town Board of Commissioners;
P. Consultants will work with representatives of the Town of Wake Forest, City of Raleigh and the NCDOT throughout all project phases; and
Q. Attend meetings to review/coordinate project progress.

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

A. Multi-use path and sidewalk design/layout (work code 00316)
B. Surveying (work code 00199)
C. Wetlands, stream and buffer permitting (work code 00284)
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. Categorical exclusions (work code 00032)
J. Utility Coordination (work code 00270)
K. Right of Way Acquisition (work codes 00192 and 00194)
L. Hydraulic Design (work code 00433)
M. Signal Design (work code 00207)

These services shall heretofore be called the "desired series".

The selected firm will report directly to the Town of Wake Forest. The selected firm is to administer the contract and ensure that all work is performed in accordance with the contract requirements.

The PEF will be responsible for providing engineers, planners, landscape architects and technicians within the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the project for the Town. The PEF shall indemnify and save harmless the Town for claims and liabilities resulting from negligence, errors or omissions of the PEF; 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 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 to provide the desired services on this specific project will be handled in accordance with the following process:

A. Submission of a Letter of Interest (LOI) by private engineering firms.
B. The Town anticipates selection of a PEF based on the LOI.
C. The Town reserves the option to create a short list of firms and conduct oral interviews.
D. The Town will select a PEF to provide preliminary engineering and design servcies.

III. SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

NCDOT encourages 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 sub consultant Form RS-2.

Form RS-2 forms may be accessed on the NCDOT website at https://apps.dot.state.nc.us/quickfind/forms/Default.aspx.

The SPSF must be qualified with the Department 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://apps.dot.state.nc.us/vendor/directory/ in the address bar of your web browser.

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

IV. PREQUALIFICATION

The Department maintains on file the qualified 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 as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department prior to submittal of your letter of interest. An application may be accessed at https://apps03.dot.state.nc.us/vendor/prequal. Having this data on file with the Department 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 Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department 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.

V. SELECTION PROCESS

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

A. Advertisement: An advertisement for the RFQ will be posted on the following websites:

1. http://www.wakeforestnc.gov/residents-finance_purchasing_bidsandannouncements.aspx
2. ncdot.gov/doh/preconstruct/highway/roadway/eng_coord/pd/current.html

B. Qualifications Submittal: Written submittals must be received by the Town Purchasing Department no later than **2:00pm, January, 4, 2013**. Submittals received after this deadline will not be considered.

C. Submittal Material: Consultants interested in providing services as described in this RFQ shall submit six (6) originals and one (1) digital copy in a PDF format of the submittal in a sealed container/envelope labeled on the outside; **LOI for Priority Pedestrian Corridors**," along with the firm name. Send or deliver submittals to:

Town of Wake Forest
Planning Department
Attn: Candace R. Davis, Senior Planner
301 S. Brooks Street
Wake Forest, NC 27587-7387

Completed qualification packages must be received at the address above by **2:00 p.m. on January 4, 2013**. ***Qualification packages containing more than the requested number of pages (forty (40) pages single-sided, or twenty (20) pages double-sided) will not be considered.***

Firms submitting qualifications packages are encouraged to carefully check them for conformance to the submission requirements or if they are delivered to any other office other than the Town of Wake Forest Planning Department, they will be disqualified. **No exception granted**.

D. Interview: The Town will short list private engineering firms to a minimum of three firms. The short-listed firms will be notified by phone. Notification ***will not*** be sent to firms not-short listed. At the option of the Town, oral interviews with the short-listed firms will be conducted. In the event the Town elects to hold oral interviews, they will be held at Wake Forest Town Hall (301 S. Brooks Street, Wake Forest, NC 27587).

E. Notification: Official notification of firm selection shall be announced once the NCDOT has reviewed the Town's preferred firm and authorized the Town's selection of said firm. The firm selected will be notified by phone and mail. Notification ***will not*** be sent to firms not selected. The Town reserves the right to reject any and all Letters of Interest.

F. Board Approval: Staff will request Wake Forest Board of Commissioner approval to negotiate with the recommended firms in priority order.

G. Contract Agreements: Contract agreements with the selected firm will be negotiated and executed immediately after selection. If negotiations are unsuccessful with the first firm selected, a second firm will be selected and negotiations initiated.

All firms submitting LOIs are expected – if selected – to prepare a scope of services, fee estimate (with personnel rate schedule), and any other required documentation in a timely manner. These documents should meet all NCDOT requirements. Failure to provide timely response will result in termination of the negotiation process.

VI. QUALIFICATION SUBMISSION REQUIREMENTS

This qualification packet shall be submitted on 8 ½" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The packet submitted shall not exceed forty (40) pages single-sided, or twenty (20) pages double-sided (front/back covers, Table of Contents, RS-2 Forms, and tab pages are excluded from these totals). Complete responses to each of the following categories are required:

A. Cover Letter

The Letter of Interest (LOI) must be addressed to Candace R. Davis, Senior Planner. Said letter is limited to one (1) page and should contain the following elements of information:

1. Expression of firm's interest in the work;
2. Statement of whether the PEF and any sub consultants 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;
3. Statement regarding firms' possible conflict(s) of interest for the work; and
4. Identification of the Project Manager and their contact information.

B. Organization of Consultant Team

1. Team Organization Chart showing all firms, contractual relationship between firms, and names of specific staff proposed for this project, including their titles. Identify certified Minority Business Enterprises (MBE) or Women Business Enterprises (WBE) firms, if any.
2. Responsibilities to be fulfilled by each team member assigned to the Project. The description of responsibilities shall include an estimated percentage of the total project that is to be completed by each individual team member.
3. Indicate how the work described in this RFQ will fit into the total workload of the firm.
4. Detailed resumes for key staff.

5. Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work.

C. Qualifications/Experience

1. 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, planners, etc.). Include the office location in which each key individual is located.
2. 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.
3. Explain why the proposer's team is the most qualified firm to provide the requested services for this Project. Highlight unique qualifications of key team members.
4. Demonstrate understanding and the ability to procure all required permits.
5. Affirm technological capabilities in Geographic Information System (GIS), Computer-Aided Design (CAD) capabilities, including system and software used, and other relevant systems such as interface with ESRI, Microstation and AutoCAD.
6. Submit a document listing any pending or settled lawsuits in which the Consultant was involved during the past five (5) years. If no cases exist, submit a document affirming the lack of any pending or settled lawsuits.
7. Identify each prime and sub contractor proposed for each prequalified task and work code listed in II. SCOPE OF SERVICES on page 3 of 13.

D. Similar Project Experience (Graphics & Narrative)

Provide a summary and pictures of at least five (5) pedestrian improvement projects of similar scope for which the Consultant was primarily responsible within the last five (5) years. Each of the project summaries shall include the following:

1. Description of the project including size and scope.
2. Description of services rendered by the Consultant.
3. Degree of involvement (prime consultant or sub consultant).
4. Associate firms involved and their assigned responsibilities.
5. Key principal and associate staff involved, along with their assigned responsibilities.
6. Project schedule (initial schedule and actual/final schedule), including an explanation of delays, if any.
7. Key design challenges and solutions.
8. Public Involvement process.
9. Initial project budget and final project cost. List design fees and construction costs separately.
10. Project references including current names, addresses, telephone numbers and email.
11. Identify all public agencies that reviewed the project.

E. Design Approach

1. Process for evaluation of alternative routes, identifying permits and permit agencies, site and environmental analysis.

2. Process for preparing the Individual Permit application and securing approval.
3. Proposal for the completion of this project in the time frame proposed.
4. Personnel, management tools, techniques, and procedures used to maintain project schedules.
5. Proposal for schedule, management and conduct of public meetings and involvement. Provide demonstrated experience in resolving conflicts.
6. Approach and specific experiences in developing cost estimates.
7. Offer any innovative approaches/context sensitive solutions to be used.

F. Project Specific Issues

The PEF (project manager) shall submit a statement of understanding for the work to be accomplished under this RFQ. The statement should include the firm's design approach on pedestrian/bicycle planning and design, and any potential opportunities or challenges identified with this specific project.

Site visits are strongly encouraged, but should only be conducted after obtaining the permission of property owners. The Town is not responsible for setting up site visits or obtaining permission on behalf of a firm.

G. Project Management

1. Describe the project team's method of cost control.
2. Describe method of keeping pre-construction activities, to include Design, Environmental Documentation, Right of Way Certification and final PS&E package on schedule.
3. Approach to ensuring accurate coordination during all phases of project development.

H. Project Schedule

Completing this project efficiently and timely is imperative. The Town of Wake Forest would like to have this project completed before 8/31/2013. Gathering and compiling information for the Individual Permit and conceptual design services must be undertaken immediately after notice-to-proceed in order to expedite the project. As part of the Project Scope, a Project Schedule has been outlined to alert Proposers the need for aggressive planning and management. The Proposer is asked to confirm the Schedule as part of their submission, and is encouraged to suggest alternative preliminary engineering methods to expedite the completion of this Project.

Advertise Request for Qualification - - **December 10, 2012**
Qualifications Due - -**January 4, 2013 – 2:00 P.M.**
Council Award of Contract - - **February 19, 2013**
Notice to Proceed to Consultant - - **March 18, 2013**
Project Completion - - **August 31, 2013**

1. Provide a detailed project schedule including personnel resources needed to secure the Individual Permit within 12 months from the date of Notice to Proceed.
2. Provide a detailed project schedule including personnel resources needed to complete construction drawings within 18 months from the date of Notice to Proceed.

3. Listing of current projects and schedules for completion.

I. Appendices - Consultant Certification Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. The RS-2 pages are excluded from the total page count.

Submit Form RS-2 forms for the following:

1. Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
2. ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete a ***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://apps.dot.state.nc.us/quickfind/forms/Default.aspx.

VII. EVALUATION CRITERIA

The following criteria will be the basis on which consultants will be selected for further consideration (in no particular order):

A. Team organization and structure - 10%;
B. Project personnel qualifications, experience, knowledge, familiarity and past performance with the desired services and local governments –25%;
C. Specialized experience of firm and related experience on projects of similar scope within the last five years –15%;
D. Proposed design, management approach, and experience completing pedestrian improvement and complete streets type projects requiring NCDOT approval-30%;
E. Proposed project schedule for completion -10%; and
F. Current workload and firm commitment to provide personnel resources and capacity – 10%.

VIII. GENERAL PROVISIONS

A. SUBMITTAL OWNERSHIP/COSTS: All responses, inquiries or correspondence relating to this Request for Qualifications will become property of the Town of Wake Forest when received. Drawings, tracings, specifications, reports, models, computer discs, renderings, copyrights, and all other documents to be prepared and furnished by the Consultant pursuant to specific projects undertaken by the successful proposer, are the sole property of the Town of Wake Forest, whether the project for which they are made is executed or not, and may be used by the Town of Wake Forest as they see fit. If such documents are used on another project or for another purpose by the Town of Wake Forest, the Consultant shall not be responsible for such use, and shall not received additional compensation. 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 Wake Forest.

B. **NON-WARRANTY OF REQUEST FOR QUALFICATIONS:** 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.

C. **REQUEST FOR CLARIFICATION:** The Town of Wake Forest reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either orally or in writing.

D. **ACCEPTANCE /REJECTION OF SUBMITTALS:** The Town of Wake Forest 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 Wake Forest 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.

E. **COLLUSION:** The Consultant, by submitting a Qualifications Statement, declares that the submission is made without any previous understating, 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.

F. **CONDSIDERATION 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.

G. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE:** The Town of Wake Forest will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The Town of Wake Forest will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Town of Wake Forest 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.

   All work shall comply with the Americans with Disability Act along with Chapter 11 of the 2009 NC Building Code and the 2003 edition of ICC/ANSI A117.1.

H. **MINORITY/WOMEN/SMALL BUSINESS ENTERPRISE:** It shall be the practice of the Town of Wake Forest 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 Wake Forest's business opportunities including but not limited to employment, construction development projects, and material/services, consistent with the laws of the State of North Carolina. The policy of the Town of Wake Forest 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 Wake Forest to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

I. **INSURANCE AND INDEMNITY REQUIREMENTS:** To the extent permitted by law, the Consultant shall indemnify and save harmless the Town of Wake Forest, its agents and employees and assigns from and against all loss, cost damages, expense and liability caused by injury, 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 Wake Forest 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 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 Wake Forest 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: $1,000,000 each accident / $1,000,000 disease – each employee / $1,000,000 disease – policy limits.

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

Randy Driver, Purchasing Manager
rdriver@wakeforestnc.gov
919. 435.9474
Town of Wake Forest
234 Friendship Chapel Road
Wake Forest, NC 27587

J. METHOD OF PAYMENT: The proposed method of payment for this contract is LUMP SUM. Payments will be made on a monthly basis for work completed during the month upon submission of an invoice, approval by the Town of Wake Forest, and accompanied by proper supporting documentation (project progress report). The selected firm must have an adequate accounting system to identify costs chargeable to the project.

K. COMMUNICATION: Respondents are advised to refrain from contact with Selection Committee members. Any specific questions regarding the Request for Qualifications should be directed to Candace Davis, Senior Planner, Town of Wake Forest Planning Department – phone: 919.435.9513 or email: cdavis@wakeforestnc.gov.

L. RESOURCES:

1. Town of Wake Forest Transportation Plan – *(http://www.wakeforestnc.gov/Data/Sites/1/media/residents/planning/transportationplanfinal.pdf)*
2. Town of Wake Forest Open Space & Greenway Plan Update – (http://www.wakeforestnc.gov/Data/Sites/1/media/residents/planning/plans/open%20space%20&%20greenway%20plan.pdf)
3. Town of Wake Forest Bicycle Plan – *(http://www.wakeforestnc.gov/Data/Sites/1/media/departments/planning/wake_forest_bike_plan_full_final_sm.pdf)*
4. Active Transportation Project Map – *(http://www.wakeforestnc.gov/residents-transportationmap.aspx)*
5. Site visits are strongly encouraged, but not recommended without obtaining the permission of property owners. The Town is not responsible for setting up site visits or obtaining permission on behalf of a firm.

M. ELECTRONIC FORMAT: The Consultant shall produce all Construction Drawings for this project in the latest version of AutoCAD. These drawings shall include accurate base drawings for the entire building/project area. Specification shall be produced in MS Word. Final illustrative drawings and reports (if required) should be produced by Adobe Acrobat Professional or equivalent with bookmarks of sections and hyperlinks from Table of Contents to corresponding sections. Upon completion of the project, three sets of disks containing electronic files of the reports and construction documents (drawings and specifications) shall be sent to the Town of Wake Forest Planning Department.

N. PERMITS: The Town of Wake Forest expects that the Consultant shall work with all of the various permitting agencies throughout the design process in order that code and permit related issues can be identified, resolved, and incorporated into the final contract drawings and specifications prior to being advertised for construction bids. The Town wishes to eliminate construction change orders that may be necessitated as the result of the permitting process. The Consultant shall obtain all permits and/or resolve all permit requirements prior to completion of 100% Construction Documents and award of the construction contract. It is the Town's goal to accelerate the issuance of permits so that construction can start at the earliest possible date after award of contract.

O. COMPLIANCE: All work shall be in compliance with all local, state, and federal codes.

P. ALTERNATES: If required, the Consultant shall develop documents with add or deduct alternates, and shall clearly identify these alternates in all estimates of probable cost.

Q. DOCUMENT PRINTING: At least one day prior to the date of Advertisement, the Consultant shall deliver to the Planning Department prints of the contract drawings and specifications (quantity to be determined). At the request of the Project Manger, the Consultant shall deliver the original mylar drawings, sealed and signed by the Architect/Engineer of record, and the original specification package.

END OF REQUEST FOR QUALILFICATIONS

TOWN of WAKE FOREST

Priority Pedestrian Corridors

Proposed 2,530 ft sidewalk
Proposed 2,095 ft multi use path

Oak Ave (SR 1931)
N Wingate St to Harris Rd (SR 1931)

Proposed 2,095 ft multi use path

1 inch = 100 feet

Wait Avenue (NC-98 Business)
N Allen Rd to Traditions Development

Proposed 2,530 ft sidewalk

1 inch = 100 feet

Legend

- Bridges
- Sidewalk Ramp
- Proposed Sidewalk Ramp
- Proposed Greenway Stream Crossing
- Sidewalk
- Proposed Sidewalk
- Crosswalk
- Proposed Crosswalk

Proposed Multi Use Path

- LAPP Priority Pedestrian Corridors
- LAPP W Oak Ave
- Greenway
- Future Greenway
- Highways
- Streets
- Railroads
- Commercial Development
- Subdivisions
- Water Bodies
- Streams
- Property
- Town Owned Property
- Greenway
- Open Space
- Park
- School