

REQUEST FOR QUALIFICATIONS



April 26th, 2018

RFQ: Yadkin Memorial Park Recreation Area – Phase 2 Professional Architectural Services

Introduction

Yadkin County is located in the Yadkin Valley area of the state, just west of the piedmont triad area. The county is rural in nature with four municipalities and a population of approximately 38,000 people. Yadkin Memorial Park is a 670 acre park with a 138 acre lake located 5 miles west of Yadkinville. The park opened in 2014 and currently has walking trails, playground, two shelters, a boat launch for non-gas powered boats, and two fishing piers. The upcoming project is phase 2 of the 3 phase project for Yadkin Memorial Park. A recently acquired Parks and Recreation Trust Fund grant will be funding a portion of the project.

Project Summary

Yadkin Memorial Park Recreation Area Phase 2 will consist of an additional entrance with parking and restroom facilities for a disc Golf course and trail. A new dog park and a primitive camping area with a bath house will be constructed at the existing Memorial Park entrance. A new picnic shelter, trail and supporting amenities will also be included in the project.

Issuing Officer / Contact

Questions and requests for clarification regarding this RFQ must be submitted to:

Jason P. Walker, Parks and Recreation Director
PO Box 220
Yadkinville, NC 27055
Phone: (336) 466-1003
Email: jwalker@yadkincountync.gov

General Comments

Architectural firms interested in responding to the RFQ shall submit a **Letter of Intent** to the Issuing Officer/Contact no later than 5:00 pm on **Thursday May 10th 2018**.

The County reserves the right to approve all personnel working on these projects. Key personnel may not be removed, reassigned or replaced without prior approval from the County.

Yadkin County encourages participation by minority and women-owned businesses and respondents should be prepared to provide evidence of such classification and/or attempt to engage such firms within the qualification's package.

Yadkin County will not be responsible for the failure of any delivery service to deliver a proposal response prior to the due date and time. It is solely the Respondents' responsibility to: 1) ascertain that they have all required and necessary information, documents and addenda prior to submitting a response, 2) ensure that the response is received at the correct location and time (late responses, regardless of delivery means will not be accepted), and 3) the response is free of errors and complies with the request.

The County reserves the right to reject any and all RFQ submittals or any portions thereof, and to select the RFQ which in its opinion is in the best interest of the County. The County may select separate architectural firms for each project.

Proposals are not to include price or hourly rates. Price and contract negotiations will begin once the architectural firm(s) selection has been made.

Scope of Services

The Architect shall meet with County management and staff to finalize the development of the new park facilities.

The Architect shall provide professional architectural design services to include:

- Schematic design
- Construction cost estimation
- Design development
- Permit acquisition
- Construction drawings
- Bidding and award services
- Construction administration services
- Project closeout including record drawings
- Other services customarily furnished by an Architect and its consultants on similar projects.

Amendment to the RFQ

If it becomes necessary to revise any part of this RFQ, addenda will be issued to all **professionals who have submitted a letter of intent to propose**. The Professional in

the proposal must acknowledge all addenda. Additionally, only submitted written questions may be addressed in Addenda; verbal questions and responses are not official and in no way change the requirements of this RFQ. The RFQ may be amended or withdrawn at any time by Yadkin County.

Proposal Requirements

- Corporate background, experience and statement of qualifications
- Project staffing and organization including key principal and associate staff; identification of any associate firms and their key principal and associate staff and their responsibilities
- Identification of Team Project Manager
- Project Team organizational chart
- Detailed resumes of the project team members and relevant project experience
- Minimum five (5) client references from similar projects within the last 5-6 years including telephone number and email contact information
- Evidence of understanding the Scope of Work
- Describe the anticipated project approach including work plan, proposed meetings, schedule, scope of work and approach to project budget control including if a third-party cost control consultant will be utilized
- Describe in detail steps that will be taken by your team to guard the Owner against defects and deficiencies in the work of the contractors during the construction phase
- Explain how your team manages the process of reviewing subcontractor submittals, clarification requests, and issuance of bulletin drawings, reviews of contractors' cost proposals, review and justification of change orders, payment requests, final inspections and assembly of the project close-out documents.

Important Dates

- Letter of Intent to propose submitted to the County Thursday May 10th 2018
at 5:00pm
- RFQ submission deadline to the Issuing Officer Wednesday May 23rd 2018
at 5:00 pm.

Selection Criteria

Yadkin County will use a combination of criteria in the evaluation process, including, without limitation, overall qualifications, relevant experience with comparable facilities, references and such other as Yadkin County may use in its sole discretion.

- Specialized, appropriate expertise for the type of project
- Organizational chart and project team expertise
- Proposed design approach and innovative design solutions for projects of these types
- Project quality control plan including recent experience with cost control, change orders, and maintaining design and construction schedules
- Current workload of the firm's personnel

- Record of successfully completed projects without major legal or technical problems.