

# REQUEST FOR QUALIFICATIONS



**September 22, 2023**

**RFQ:  
Professional Architectural Services  
for the following projects:**

A: Update Existing Parks and Recreation Comprehensive Master Plan

B: Update the Yadkin Memorial Park Master Plan

C: Update the Yadkin County Park Master Plan

**Introduction**

Yadkin County is in the Yadkin Valley area of the state of North Carolina, just west of the Piedmont Triad area. The county is rural in nature with four municipalities and a population of approximately 38,000 people.

**Project Summary**

- A. The current Comprehensive Parks and Recreation Master Plan was adopted in 2012 to provide an overall view of the park-related needs and wishes of the county residents.
- B. Several aspects of the current Master Plans have been implemented by the Board of County Commissioners since the plan was completed.
- C. Yadkin County Board of County Commissioners desires to continue to provide recreational facilities that meet the demands of the county citizens.

### **Issuing Officer / Contact**

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

Jason Walker  
PO Box 220  
217 E. Willow Street  
Yadkinville, NC 27055  
Phone: (336) 849-7583  
Email: [jwalker@yadkincountync.gov](mailto: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 October 6, 2023.

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 email 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 update all three park plans listed in the Project Summary.

The Architect shall provide all professional architectural design/planning services to include:

- Schematic design
- Design development
- Public Participation Meetings (Meetings will need to be separated for each of the three plans to meet PARTF requirements)

- Meetings with the Board of County Commissioners on at least three occasions to provide updates and final review of the plan.
- Any actions within each plan that will be a requirement of a PARTF Grant.
- 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, an 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 the 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 the work plan, proposed public participation meetings, and schedule.
- All firms submitting proposals must submit 3 hard copies to 1051 Agricultural Way, Yadkinville, NC 27055 as well as an electronic copy submitted to [jwalker@yadkincountync.gov](mailto:jwalker@yadkincountync.gov)

#### ***Important Dates***

• October 6, 2023, by 5:00 pm	Letter of Intent to propose submitted to the County
• October 20, 2023, by 5:00 pm	RFQ submission deadline to the Issuing Officer
• June 1, 2024	Completed project

#### ***Selection Criteria***

Yadkin County will use a combination of criteria in the evaluation process, including, without limitation, overall qualifications, relevant experience with comparable projects, 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
- Current workload of the firm's personnel
- Record of successfully completed projects without major legal or technical problems.