KNIGHTDALE development services

Town of Knightdale | 950 Steeple Square Ct. | Knightdale, NC 27545
KnightdaleNC.gov | 919-217-2241

TOWN OF KNIGHTDALE
REQUEST FOR QUALIFICATIONS

Request for Qualifications:	Engineering Design Services
Project:	Mingo Creek Greenway Extension
TIP Project Number:	Regional Off-Road Facility
Project Manager:	Jason S. Brown, Senior Planner – Long Range
Phone Number:	919.217.2245
Date of Advertisement:	December 2, 2016
Qualification Due Date:	December 30, 2016

The Town of Knightdale invites qualified private engineering firms (PEF) to submit Letters of Interest (LOI) to provide professional planning and design services for the Mingo Creek Greenway Extension. The Town desires to design no later than October 2017, with Right-of-Way and Construction commencing thereafter; construction completion is anticipated in November 2019.

I. BACKGROUND

The Town of Knightdale is seeking a PEF to complete design (full set of construction plans), environmental documentation, and right-of-way acquisition for a 10' wide greenway (approximately 1.3 miles) from Mingo Creek Park to Knightdale Station Park. Refer to the attached project location map.

The purpose of the project is to provide a missing greenway link into downtown Knightdale and the surrounding neighborhoods, while connecting Mingo Creek Park and Knightdale Station Park with approximately 6,700 linear feet (lf) of 10' multi-use trail to connect with the existing Mingo Creek Trail and greenway portal to Knightdale Station Park. The majority of the trail will traverse along the Mingo Creek Basin near a Duke Progress Transmission Line Easement. The trail alignment will also include a pedestrian crossing on Smithfield Road near Carrington Drive.

Note: The Town of Knightdale 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.

As part of this project, the PEF will prepare and secure a Nationwide Permit (NWP) or Individual Permit (IP). The Consultant will use wetland, stream bank, and permit data – USACE 404 and DWQ 401 data. The Consultant shall conduct any public meetings and coordinate with the US Army Corps of Engineers (USACE) and NC Department of Environmental Quality Division of Water Resources (DWR) to obtain an IP or NWP.

In addition, 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 City of Raleigh, Army Corp of Engineers, Duke Energy Progress, North Carolina Department of Transportation, and the North Carolina Department of Environmental Quality.

II. SCOPE OF SERVICES

The PEF shall provide complete route analysis, planning, design, and environmental studies as part of the first phase. If Locally Administered Projects Program funding is obtained phase II will consist of identifying land acquisition or easements required for the project and assisting the Town in securing those properties, including but not limited to securing boundary survey, appraisals, negotiating with land owners and recording conveyance of the property. Further, the chosen consultant may be retained to assist with grant requirements and permitting services as required, designing the project and assisting with public bidding, and construction administration. The initial contract will be for completing phase I for design and environmental documentation with further contracts to be separate and severable from the initial award.

The following are anticipated as part of the process:

A. Site evaluation of trail alignment options;
B. Wetland delineation and hydraulic evaluations and 401/404 Certification;
C. Subsurface evaluation and testing for structural elements and trail sub-grade conditions;
D. Water course cross sections of the streams and rivers, where necessary, to support the preparation of a Certified Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR);
E. Required permit/approvals from agencies/municipalities including but not limited to: NC Department of Environmental Quality Division of Water Resources (DWR), US Army Corps of Engineers (USACE), E&SE Permitting, and North Carolina Department of Environmental Quality Division of Energy, Mineral and Land Resources, Land Quality Section; City of Raleigh – Public Utilities;
F. Erosion Control;
G. Detailed surveying, permitting, planning, and design of Mingo Creek Greenway Extension, consisting of a multi-use pedestrian-bicycle path along Mingo Creek;
H. FEMA No-Rise Certification analyses for any creek crossing proposed;
I. Detailed strategy to address planning and alignment to minimize impacts upon existing residents, wetland and stream bank impacts, hydrology and soil conditions, flood studies necessary for bridge crossing(s), and preparation of plats for purposes of acquiring needed greenway easements;
J. Encroachment agreement with NCDOT for N. Smithfield Road crossing and detailed pedestrian crossing design including construction documents;
K. Coordination with utilities, including any necessary relocation. Encroachment agreement with Duke Energy Progress for greenway located inside any Duke Energy Progress easement;
L. Preliminary, 50%, and final plans prepared in a format that meets NCDOT requirements IE plan and profile sections of all of the greenway;

M. Coordination with representatives of the Town of Knightdale, City of Raleigh, Duke Energy, and the NCDOT throughout all project phases.

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

A. **00316** – Multi-use trail design, survey and layout.
B. **00132**- Landscape and streetscape design.
C. **00361, 00362, & 00360** – Boundary, easement and topographic survey.
D. **00294** – Geotechnical engineering services and geotechnical specialty service.
E. **00433 & 00434** – Hydraulic Design.
F. **00070** – Erosion and sediment control design.
G. **00247** – Traffic Control Plans.
H. **00171 & 00035** – Public, community and stakeholder involvement.
I. **00172** – Public participation & planning.
J. **00280** – Wetland and stream delineation.
K. **00023 & 00024** – Pedestrian bridge design – spans over 200' and spans under 200'.
L. **00294 & 00295** – Roadway and structure foundation investigation & design (for bridges and boardwalks).
M. **00032** – Categorical Exclusions.
N. **00270** – Utility Coordination.
O. **00194 & 00192** – Right of way acquisition.

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

The selected PEF will report directly to the Town of Knightdale. The selected PEF 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 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 PEF to verify the registration of any corporate subsidiary or subcontractor prior to submitting a LOI. The PEF must have the financial ability to undertake the work and assume the liability. The PEF 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 Engineering Design Services.

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.

The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at NCDOT Electronic Forms.

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 Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at Directory of Firms -- Complete listing of certified and prequalified firms.

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 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 the Department **prior to submittal of your LOI**. An application may be accessed on the Department's website at Prequalifying Private Consulting Firms -- Learn how to become Prequalified as a Private

Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each LOI.

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 Knightdale utilizes a "qualification-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.knightdalenc.gov/index.aspx?page=752
   2. https://connect.ncdot.gov/letting/Pages/default.aspx

B. **Qualifications Submittal:** Written submittals must be received by the Town Development Services Department no later than 2:00 pm, December 28, 2016. 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 Mingo Creek Greenway Extension,"** along with the firm name. Send or deliver submittals to:

Town of Knightdale
950 Steeple Square Court
Knightdale, NC 27545

Completed qualification packages must be received at the address above by **2:00 pm, December 28, 2016. Qualification packages containing more than the requested number of pages (ten (10) pages single-sided) will not be considered.**

Firms submitting qualification 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 Knightdale Development Services 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 Knightdale Town Hall (950 Steeple Square Ct. Knightdale, NC 27545).

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. Email notification will 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 Knightdale Town Council approval to negotiate with the recommended firms in priority order.

G. **Contract Agreements:** Contract agreements with the selected firm will be negotiated and executed 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 personal 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 ten (10) pages single 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 Jason S. Brown, 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 the 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, Mircrostation, 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 subcontractor proposed for each prequalified task and work code listed in II. SCOPE OF SERVICES.

D. **Similar Project Experience (Graphics & Narrative)**

Provide a summary and pictures of at least three (3) greenway trail projects of similar scope of 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 e-mail addresses,.

11. Identify all public agencies that reviewed the project.

E. **Design Approach**

1. Process for evaluation of alternative routes, identifying permits and permit agencies, and site and environmental analysis.
2. Process for preparing the Individual Permit or Nationwide 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 "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 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 the firm.

G. **Project Management**

Completing this project efficiently and timely is imperative. The Town of Knightdale would like to have this project completed within two (2) years. Gathering and compiling information for the Individual or Nationwide Permit and conceptual design services must be undertaken immediately after notice-to-proceed in order to expedite construction documentation and future construction of the project. It is imperative that the permitting and preparation of construction documents be completed within nine (9) months for construction to begin and be completed within the desired time frame. As part of the Project Scope, a Project Schedule has been outlined to alert Proposers to 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 Design methods to expedite the completion of this project.

Advertise Request for Qualifications (PEF) - **December 2, 2016**
Qualifications Due – **December 30, 2016**
Council Award of Contract – **January 18, 2016**
Notice to Proceed to Consultant – **February 1, 2016**
100% Construction Documents Completion – **November 1, 2017**
Advertise Request for Qualification (CEI) – **Date TBD**
Project Completion – **November 1, 2019**

1. Provide a detailed project schedule including personnel resources needed to secure the Individual Permit or Nationwide Permit within 6 months of Notice to Proceed.
2. Provide a detailed project schedule including personnel resources needed to complete construction drawings within 10 months from the date of Notice to Proceed.

3. Listing of current projects and schedules for completion.

H. **Appendices – Consultant Certification Form RS-2**
Completed Form RS-2 forms shall be submitted with the firm's LOI. 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 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.

VII. EVALUATION CRITERIA

The following criteria will be the basis on which consultants will be selected for further consideration (in no particular order) (Based on 100 Point Scale):

A. Project personnel qualifications, experience, knowledge, familiarity and past performance with the desired services and local governments – 25%;
B. Team organization and structure – 10%;
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 a greenway project requiring NCDOT approval – 30%;
E. Proposed project schedule and 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 Knightdale 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 Knightdale, whether the project for which they are made is executed or not, and may be used by the Town of Knightdale as they see fit. If such documents are used on another project or for another purposed by the Town of Knightdale, the Consultant shall not be responsible for such use, and shall not receive 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 Knightdale.

B. **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 affect their submittals.

C. **REQUEST FOR CLARIFICATION:** The Town of Knightdale 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 Knightdale 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 Knightdale 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 understanding, agreement, or connection 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. **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 organizations, 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 Knightdale will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The Town of Knightdale will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Town of Knightdale 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 Disabilities 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 Knightdale 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 Knightdale'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 Knightdale 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 Knightdale 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 Knightdale, its agents and employees and assigns 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 by the Town. The Consultant further agrees to purchase and maintain during the life of any contract entered into with the Town the following insurance with an insurance company acceptable to the Town of Knightdale and authorized to do business in the State of North Carolina.

Automobile: Owned, non-owned, and hired Automobile Liability insurance, including property damage insurance, covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the Contractor in furtherance of these services. In addition, all mobile equipment used by the Contractor in connection with the contract work, will be insured under either a standard Automobile Liability policy, or a Commercial General Liability policy. This insurance shall provide bodily injury and property damages limits of not less than $1,000,000 combined single limit/each accident.

Comprehensive General Liability: Commercial General Liability to protect the Contractor against any and all injuries to third parties, including personal injury and property, and special and consequential damages, resulting from any negligent action, omission or operation by the Contractor or in connection with the services described herein. The insurance shall also include coverage for explosion, collapse, and underground hazards, where required. This insurance shall provide bodily injury and property damage limits of not less than $1,000,000 for each occurrence, respectively, and shall provide at least $5,000 in medical expenses (Med Pay) coverage. The minimum liability coverage required may be increased depending on the nature of the services provided.

Consultant's Professional Liability: Professional Liability insurance of at least $1,000,000 per incident.

Worker's Compensation: Workers' Compensation insurance as required by North Carolina law.

An original signed Certificate of Insurance must be provided to the Town of Knightdale, prior to beginning any service. The Certificate shall include evidence of insurance, naming the Town as an additional insured and stating that the coverage is primary to any other coverage the Town may possess. The Contractor shall furnish the Town immediate written notice of any changes or cancellation of the policy. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished to the Town's Risk Manager. Insurance coverage required in these specifications shall be in force throughout the term. Municipal Exclusions, if any, for General Liability coverage shall be deleted.

Should the contractor fail to immediately provide acceptable evidence of current insurance at any time during the Term, the Town shall have the absolute right to terminate the Contract without any further obligation to the Contractor, and the Contractor shall be liable to the Town for all available remedies, in equity and at law. The Contractor will secure evidence of all insurance policies of its subcontractors which shall be made available to the Town on demand. The Contractor shall require its subcontractors to name the Contractor and the Town as additional insured parties on the subcontractor's general and automobile liability insurance policies. The Contractor shall be as fully responsible to the Town for the acts and omissions of its subcontracts and of persons employed by them as it is for the acts and omissions of persons directly employed by it.

Contractual and other Liability insurance provided under this Contract shall not contain a supervision inspection or engineering services exclusion that would preclude the Town from supervising and/or inspecting the project as to the end result.

J. **PAYMENT:** The proposed method of payment for this contract is lump sum. 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 Jason Brown, Senior Planner, Town of Knightdale Development Services by phone (919) 217-2245 or email: jason.brown@knightdalenc.gov.

L. **RESOURCES:**

1. Town of Knightdale 2027 Comprehensive Plan – (http://www.knightdalenc.gov/index.aspx?page=165)
2. Town of Knightdale Comprehensive Pedestrian Plan – (http://www.knightdalenc.gov/index.aspx?page=459)
3. Capital Area Metropolitan Planning Organization Northeast Area Study – (http://www.campo-nc.us/programs-studies/area-studies/northeast-area-study)
4. Draft Wake County Greenway System Plan – (http://wakegreenways.weebly.com/draft-plan.html)

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 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 discs containing electronic files of the reports and construction documents (drawings and specifications) shall be sent to the Town of Knightdale Development Services Department.

N. **PERMITS:** The Town of Knightdale expects that the Consultant shall work with all of the various permitting agencies through 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 construction.

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 Town of Knightdale Development Services Department prints of the contract drawings and specifications (quantity to be determined). At the request of the Project Manager, the Consultant shall deliver the original mylar drawings, sealed and signed by the Architect/Engineer of record, and the original specifications package.

R. **JURISDICTION:** In the event of a dispute, mediation shall take place in Wake County.

END OF REQUEST FOR QUALIFICATIONS

Mingo Creek Extension
Legend
Mingo Creek Trail
Proposed Mingo Creek Greenway Extension
Parks
Knightdale Station Park
Mingo Creek Park
Harper Park
Mingo Creek Trail
KNIGHTDALE
start something
N
W
E
S
0
600
1,200
1,800
2,400
Feet
1 in = 1,200 feet