

**REQUEST FOR QUALIFICATIONS**  
**RFQ #19-6200131**  
**TOWN OF KNIGHTDALE**  
**Inventory and Maintenance Plan for Knightdale Parks and Greenway Amenities**  
**August 1, 2018**

**1. PUBLIC NOTICE**

Pursuant to N.C.G.S. 143-64.31, the Town of Knightdale is soliciting statements of qualifications from individuals or firms to provide professional consulting services related to the inspection, maintenance and replacement costs for Town infrastructure related to Parks and Recreation Amenities.

Summary functions of these services will include a comprehensive inventory and inspection of existing equipment, grounds, pedestrian structures and other items of maintenance. Additional tasks will include development of a maintenance plan along with estimated yearly costs, benchmarking of staffing requirements against comparative municipalities, evaluation of ADA deficiencies, and the potential of funding sources such as grants for improvements.

Responses are due by 2:00 PM on September 3<sup>rd</sup>, 2018. Information related to this solicitation is available via the Town's website at [www.knightdalenc.gov](http://www.knightdalenc.gov) or may be obtained by contacting the RFQ Coordinator.

**2. RFQ COORDINATOR**

Any questions, concerns, or request for information regarding this RFQ shall be directed in writing via email to the RFQ Coordinator:

Phillip Bunton  
Director, Public Works  
Town of Knightdale  
950 Steeple Square Court  
(919) 217-2250  
[phillip.bunton@knightdalenc.gov](mailto:phillip.bunton@knightdalenc.gov)

**3. RFQ SCHEDULE**

Provided below is the anticipated schedule of events. The Town reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this project.

08/01/2018	RFQ Announced
08/29/2018	Last day to submit written requests for information/clarification
09/03/2018	Submissions due by 2:00PM; evaluation of qualifications begins
09/21/2018	Recommendation of Award (Pending successful negotiations)

**4. RFQ SUBMISSION**

Timely delivery is at the risk of the Respondent. Submittals received after the deadline will be rejected. All items required for a responsive proposal shall be included. Responses must be enclosed in a sealed envelope

or package. The envelope or package must clearly show the name and address of the responding firm, and the following notation: **RFQ #19-6200131 Inventory and Maintenance Plan for Knightdale Parks and Greenway Amenities – Attn: Phillip Bunton.**

Responses should be delivered to:

**Town of Knightdale  
Finance Department  
950 Steeple Square Ct.  
Knightdale NC 27545**

Submissions must adhere to the format and content requirements established in Sections 9 & 10 of this RFQ.

## **5. BACKGROUND**

The Town of Knightdale currently maintains approximately 84 acres of parks and recreation green space, along with approximately 6.1 miles of greenway trails and bridges.

### LOCATIONS

#### Park Locations and Trail Head Access Points

Harper Park  
207 Main Street  
Knightdale, NC 27545

#### Knightdale Station Park and Trails

810 N. First Avenue  
Knightdale, NC 27545

#### Knightdale Community Park and Trails

101 Bryan Chalk Lane  
Knightdale, NC 27545

#### Environmental Park and Trails

950 Steeple Square Court  
Knightdale, NC 27545

#### Mingo Creek Park and Trails (Greenway maintenance starts at East side of Neuse River Bridge)

100 Parkside Commons Dr.  
Knightdale, NC 27545

#### **Town Maintained Greenway Trails and Bridges within subdivisions**

## **6. SCOPE OF SERVICES**

The Town of Knightdale is requesting proposals to create an inventory and maintenance plan that charts a specific inventory of all amenities, existing amenity conditions, capital improvement needs and priorities, maintenance standards and associated costs, along with benchmarked staffing personnel estimates for maintenance for the next five years.

In addition to an executive summary, the plan should include the following components:

#### **Existing Inventory**

- Present information on the Town's existing inventory of greenway asphalt trails, parks, facilities, amenities (playground equipment, etc.) bridges and open space.
- Provide a unique naming convention for all inventoried items for use with Town of Knightdale Work Order solution (Facility Dude)

#### **Existing Conditions**

- Describe and analyze the existing condition of amenities, usage patterns, and site conditions of parks, greenway trails, bridges, open spaces, and playgrounds.
- Assessment of parks, open spaces, greenway trails and bridges for compliance with current ADA Standards, included of State and local guidelines where applicable.
- Identify any deficiencies in the public facilities and amenities based on the Town's current level of service standards.

#### **Maintenance Plan**

- Develop maintenance standards for each public space or asset amenity as well as tools to measure efficiencies.
- Develop a prioritized repair/replacement schedule along with estimated costing for all amenities.
- Identify and recommend improvements for disabled accessibility upgrades for all amenities as necessary.

#### **Funding**

- Review funding for amenity repairs and improvements. Include potential grant opportunities that may exist, and specify any which may trigger the new Uniform Guidance grant policy.
- Prepare a five-year comprehensive plan for the recommended improvements, repairs, or replacement of Town amenities, inclusive of prioritization recommendations.

#### **Findings and Recommendations**

- Present detailed findings and recommendations to assist with future operational, staffing and budgetary decisions.
- Benchmark findings against similarly sized municipalities to help with staffing decisions
- Prioritize and rank needs overall
- Establish an implementation plan and strategy for achieving the overall vision of the plan.

## **7. PROJECT MANAGEMENT/ADMINISTRATION**

The respondent's project manager will oversee all consultant activities from project initiation to conclusion and management of all sub-providers. This task includes activities such as project start-up, minutes, agendas, budget and schedule tracking, ongoing coordination with the consultant team, and providing the daily point of contact with Town stakeholders.

The task entails attending collaboration meetings with the Town at key milestones in the planning process; such as coordination and development of key products and materials and review of analysis and findings. Project management/administration costs shall not exceed 10 percent and project teams shall be prepared with consideration for an appropriate hierarchy to maintain effective project administration and communication.

### **Summary of Deliverables**

The consultant shall produce deliverables related to the scope of work provided herein. Deliverables shall include, but are not limited to, the following:

- Scoping meeting agenda, meeting notes, minutes, summary, presentation, other meeting
- Materials
- Project meeting agendas, meeting notes, minutes, presentations, other meeting materials
- Plan Outline
- Plan Draft(s) (including sections related suggested above)
- Plan Final Draft and Appendices
- Monthly invoices and status reports to Town
- Survey drafts and final statistically-valid survey instrument, analysis and results reports
- Disabled accessibility assessment of parks, facilities, open space, and playgrounds
- Recommendations for shift in operations, programs and amenities
- Financial plan for the development, modernization, maintenance and rehabilitation of parks, facilities, open space and playgrounds
- Funding and implementation strategies for the financial plan(s)
- Inventory Map and GIS data layers as applicable
- Microsoft excel tools, with built in formulas to model financial scenarios/decisions.
- Resources such as charts and/or matrices for staff to utilize for implementation of the plan (ie: time standards, staff benchmarking with other similar size municipalities, etc.)

All invoices will include the following: project accomplishments to date, upcoming project tasks, and an issues log. Invoices will be submitted to Town of Knightdale Accounts Payable with all required information.

The City will work with the selected consultant to refine the scope of work as is appropriate to complete the objectives of the assessment.

## **8. EVALUATION CRITERIA**

The Town will consider and evaluate qualification packages in accordance with N.C.G.S. 143-64.31. Qualification packages will be evaluated on a 100 point scale by selected town staff. Evaluation criteria include, but are not necessarily limited to, the following, listed in relative order of importance:

- A. Demonstrated experience of the firm and key personnel in parks and recreational inventory and maintenance plan development. (20 possible points)
- B. Experience with municipal clients. (30 possible points)
- C. Resources and capacity of the firm to prioritize the Town of Knightdale and accelerate timelines. (20 possible points)
- D. Submittal's completeness, relevance, readability, and conveyed understanding of the Town of Knightdale needs. (30 possible points)

## **9. SUBMITTAL FORMAT**

Interested firms must submit three (3) bound original copies and one (1) USB-drive containing a digital copy of the complete response package in PDF format. Responses should be prepared as standard 8-1/2 x 11 paper.

## **10. SUBMITTAL CONTENT**

- A. **Table of Contents:** Please include after the Statement of Interest the following information.
- B. **Statement of Interest:** Statements shall be bound with and at the beginning of the response package. At minimum, please provide the following information:
  - a. A statement expressing interest;
  - b. A summary statement detailing you or your firm's capacity to perform the work. Include any attributes that uniquely align you or your firm to be a successful partner; present your understanding of the Town's needs;
  - c. Statements identifying any conflicts of interest your firm or employee(s) may have with this project;
  - d. Report any litigation, arbitration and alternative dispute resolutions within the last five (5) years, involving your firm or any proposed sub-consultants, arising out of any work for government entities; and whether still pending, or if concluded, the final result. If so, please provide an explanation.
- C. **Firm Description:**
  - a. Firm name, address, web address, telephone and type of organization;
  - b. Contact person (provide direct phone number and email address);
  - c. Number of years in business under current name;
  - d. Services provided/areas of expertise;
  - e. Staffing level;
  - f. In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the office that will be serving the Town (key personnel, project experience, etc.);
  - g. List any previous names of firm and years of business under each name;
  - h. Provide a certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm.

**D. Key Personnel:**

- a. Provide a simple organizational chart identifying the names and titles of the person(s) that will be assigned to lead this project, supporting staff, and sub-consultants that will be engaged;
- b. Provide resumes of personnel that will be working on project (including those of any sub-consultants) including their education, qualifications, certifications, accreditations, and project history of each;
- c. If any staffing changes should occur between the submission of qualifications and the award of a contract, the firm must notify the Town in writing. Unapproved staffing changes may result in a rejection of qualifications.

**E. Qualifications and Experience:** List up to five (5) municipal references where your firm has provided relevant, and similar professional services. Please include the following information:

- a. Agency name and services provided;
- b. Project Team Members (name(s) and organization for each); please include sub-challenges met and solution derived; your firm's approach to ensure project intent was achieved;
- c. Lessons learned and any resulting changes in methodology or approach.

**F. Methodology, and Approach:** Describe your firm's methodology and approach to providing the services required and why you feel they establish a high level of quality assurance, and quality control in the review process of municipal civil engineering projects.

**G. Proposed Invoicing and Deliverable Schedule:** Please provide a monthly schedule of deliverables and proposed fee schedule.

## **11. ENGAGEMENT AND COMPLETION**

Upon selection of a Respondent(s), the Town and Respondent(s) will confirm the scope of work, responsibilities, required deliverables, and negotiate a fee and/or billing rates for services. Upon successful negotiations, a recommendation of award shall be presented to the Town Council. Upon approval, a Engineering Service Agreement(s) will be executed by and between the selected Respondent(s) and the Town for services.

The Town intends to award and contract with selected respondent by September 21, 2018. Respondent should note that Town expects a completed Plan, in its final form, by March 15<sup>th</sup>, 2019.

## **12. GENERAL TERMS & CONDITIONS**

- A. All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its contents shall be borne by the Respondent. The Town assumes no responsibility for these costs whether or not an agreement or contract is awarded.
- B. All questions and requests for information shall be submitted in writing as established in the RFQ Schedule.

- C. The Town reserves the right to waive informalities and irregularities, obtain clarification and/or additional information from any firm or individual in regard to its submission. The Town also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- D. The Town reserves the right to negotiate terms with other respondents should negotiations be terminated with the first selected Respondent.
- E. Any agreements or contracts will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the stakeholders involved, as recommended by the evaluating staff, and approved by the Town of Knightdale.
- F. This RFQ does not commit the Town to make a recommendation of award or commit the Town to enter into an agreement or contract. The Town reserves the right to award one, more than one, or no contract(s) in response to this RFQ.
- G. Submittals and any other documents received from a Respondent in response to this request are public records and subject to public inspection and copying. The Public Records law (N.C.G.S. 132-1 et seq.) authorizes the Town to withhold from public inspection and copying legitimate and properly marked 'trade secrets'. If a record meets all of the following conditions:
  - a. It is a "trade secret" as defined in N.C.G.S. 66-152(3); and
  - b. It is the property of a private "person" as defined in N.C.G.S. 66-152(2); and
  - c. It is disclosed or furnished to the Town in connection with a bid or proposal; and
  - d. It is marked as "confidential" or as a "trade secret" at the time of its initial disclosure to the Town.

If as part of Respondent's submittal, Respondent submits to the Town any record, or portion of a record, that Respondent considers to be a trade secret meeting the definition contained in N.C.G.S. 66-152 (2), Respondent may clearly mark the particular record, or portion of the record, that meets the definition of trade secret as trade secret or confidential trade secret. In the event the Town receives a public records request for records Respondent designates as 'trade secret' the Town will notify Respondent and give Respondent the opportunity to, within one week of such notice to confirm in writing that the specific record, or portion of record, that Respondent designated as trade secret meets the requirements of N.C.G.S 132-1.2 and N.C.G.S. 66-152, and the reasons therefore. The Town will require that Respondent indemnify the Town in the event a challenge is brought for the withholding of a record based on Respondent having designated it a trade secret. In providing a submittal, Respondent agrees that the Town may reveal any trade secret materials contained in such submittal to all Town staff involved in the selection process and to any outside consultant or other third parties who are hired by the Town to assist in the selection process.