

**REQUEST FOR QUALIFICATIONS  
RFQ #19-6200-132  
TOWN OF KNIGHTDALE  
FORESTVILLE ROAD ATHLETIC PARK, PHASE 1  
DATE OF ISSUANCE: AUGUST 30, 2018**

**1. PUBLIC NOTICE & INTRODUCTION**

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 to assist the Town with the design, permitting and construction administration of the Forestville Road Athletic Park, Phase 1.

The athletic park will be located on approximately 40 acres in the Northwestern vicinity of Forestville Road & Old Crews Road in Knightdale, North Carolina. Phase 1 will consist of five regulation-sized soccer fields, access road construction, parking area, existing road improvements, a maintenance/storage building and associate utilities. The project is based on a conceptual plan provided by McAdams (see Exhibit A).

Responses are due by **2:00 PM, Friday, September 28, 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 CORRESPONDENCE**

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

Chad Sary  
Assistant Town Manager  
Town of Knightdale  
950 Steeple Square Court  
(919) 217-2201  
[chad.sary@knightdalenc.gov](mailto:chad.sary@knightdalenc.gov)

**3. 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 phrase: "Statement of Qualifications: Forestville Road Athletic Park, Phase 1."

Submissions must adhere to the format and content requirements established in this RFQ. Statements of Qualification should be delivered to:

J. Brent Quick  
Purchasing Agent  
Town of Knightdale  
950 Steeple Square Court  
Knightdale, NC 27545

#### **4. 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.

08/30/2018	RFQ Announced
09/26/2018	Last day to submit requests for information/clarification
09/28/2018	Submissions due by 2:00PM; evaluation of qualifications begins
10/17/2018	Estimated Award (Pending successful negotiations)

#### **5. BACKGROUND**

The Town of Knightdale recognizes the growing need for soccer facilities in eastern Wake County. This growing need has resulted in our partnership with Wake County and the North Carolina Football Club (NCFC) on the development of the Forestville Road Athletic Park project.

Phase 1 will consist of five regulation-sized soccer fields, access road construction, parking area, existing road improvements, a maintenance/storage building and associate utilities (See Exhibit A).

It is anticipated that this project will be complete by fall of 2020.

#### **6. SCOPE OF SERVICES**

Interested firms shall provide surveying, engineering, landscape architecture and construction administration services related to Phase 1. This work will include, but not limited to:

- Design Development (Master Plan & Construction Drawing Approval)
- Construction Cost Estimations
- Local, State & Federal Permitting
- Bid Administration Services
- Construction Administration Services

#### **7. EVALUATION CRITERIA**

Town staff will consider and evaluate qualification packages in accordance with N.C.G.S. 143-64.31. Evaluation criteria include, but are not necessarily limited to, the following, listed in relative order of importance:

- A. Firm's experience, knowledge, familiarity and past performance with recreational/athletic facilities (40%);
- B. The experience of the firm's proposed staff to perform the type of work required (30%);
- C. Submittal's completeness, relevance, readability, and conveyed understanding of the Town of Knightdale needs (20%);
- D. Project Approach & Timeline (10%).

#### **8. SUBMITTAL FORMAT**

Interested firms must submit four (4) bound original copies and one (1) USB-drive containing a digital copy of the complete qualifications package in PDF format.

## 9. SUBMITTAL CONTENT

All qualification packages are limited to 25 pages, inclusive of the cover sheet, and shall be typed on 8 ½" x 11" sheets, single-spaced, one-sided.

### A. Cover/Introductory Letter:

- a. Expression of firm's interest in the work;
- b. A summary statement detailing the firm's capacity to perform the work. Include any attributes that uniquely align 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.

### B. 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.

### C. 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.

### D. Qualifications and Experience: List up to five (5) 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.

**E. Methodology and Approach:**

Describe your firm's methodology, approach and timeline 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.

**F. Current Firm Fees & Rate Sheet**

**10. ENGAGEMENT AND COMPLETION**

Upon selection of a firm, the Town 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 Professional Service Agreement will be executed by and between the selected firm and the Town for services.

**11. GENERAL TERMS & CONDITIONS**

- A. All costs associated with developing or submitting a qualifications package in response to this request or 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 via email 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 qualifications package 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 the qualifications package, 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.

**EXHIBIT A**

