



TOWN of WAKE FOREST

TOWN OF WAKE FOREST REQUEST FOR QUALIFICATIONS

Request for Qualifications Project:	Design Services Comprehensive Wayfinding Plan for Parks and Greenways
Project Manager:	Candace R. Davis, Senior Planner
Phone Number:	919.435.9513
Date of Advertisement:	January 7, 2014
Qualification Due Date:	February 7, 2014

The Town of Wake Forest is requesting proposals from qualified consultants to develop a wayfinding plan and prepare detailed designs for select sign types. The purpose of the plan is to serve as a framework to implement a unique and attractive wayfinding system throughout the town parks and greenways that facilitates wayfinding and identifies facilities and gateways for visitors and residents including municipal facilities, commercial centers, parks, school facilities, etc. In addition, the Consultant shall collaborate with the town's public artist to incorporate an art plan concept into the Comprehensive Wayfinding Plan for Parks and Greenways.

All Requests for Qualifications (RFQ) responses received by the application deadline will be reviewed by a selection committee, and one consultant firm will be selected to begin the process of creating an official wayfinding plan to be used to implement wayfinding improvements over the next several years.

I. BACKGROUND

Wake Forest has a population of approximately 33,000 residents. The development of a wayfinding program is part of the overall vision of the town's adopted Master Parks & Recreation Plan and Open Space & Greenways Plan. Currently, there are 12 parks and 12.7 miles of greenway (paved and unpaved) within town limits and unincorporated areas. Wayfinding has consistently emerged as an important priority for both recreation and transportation users. As the number of park facilities increase and system of interconnected greenways expand, the need for interpretive park and trail signage will continue.

II. SCOPE OF SERVICES

The Comprehensive Wayfinding Plan for Parks and Greenways will improve visitor experience to Wake Forest by helping them reach their desired destinations, increase community identity and enhance the community's sense of place. The selected consultant will collaborate closely with the town's public artist to create an overall unified multi-layered signage and wayfinding system.

Phase 1: Existing Wayfinding Analysis and Development

The Consultant will become familiar with the Town of Wake Forest's park and greenway pedestrian/cyclist circulation routes, decision points and destination generators. Using this information, the Consultant will develop initial design concepts for review and discussion in a working session with the project committee including town staff, the public artist, the Public Art Commission (PAC) and the Greenways Advisory Board (GAB).

FIELD REVIEW/DATA COLLECTION*

- Site evaluation of parks and greenway trails (paved and unpaved);
- Analyze existing bicycle/pedestrian, parking, and directory/map signage;
- Review existing greenway and parks GIS maps;
- Document existing park and greenway signs and kiosks (type of sign and location);
- Document and analyze signage location, design, content and effectiveness, and compile an existing conditions summary;
- Evaluate feasibility of reusing existing locations, poles, hardware on an individual location basis;
- Develop an inventory of all right-of-way signage, building signage, pole and roof top mounted signs, bulletin boards, kiosks, etc;
- Analyze existing points-of-entry, circulation patterns, and map recommended locations for wayfinding directing all users to parks and greenways;
- Review existing reports, studies, plans and surveys including:
 - 2005 Master Parks and Recreation Plan to identify existing and planned parks;
 - 2009 Open Space and Greenway Plan to identify existing and planned greenways, soft trails, trailheads, destinations, parking, etc.
 - Greenway Advisory Board's recommended signage at major trailheads report;
 - Existing environmental and forestry education draft signage plans;
 - Town of Wake Forest history;
 - Naming Rights Policy;
 - Downtown Wake Forest Comprehensive Signage Plan; and
 - Other related studies and plans.
- Compile information on previous efforts, such as the Youth Advisory Board wayfinding project and incorporate town branding into signage;
- Discuss proposed concept vision with the public artist;
- Gather information on the greenway and soft trail networks, including projects in the design pipeline;
- Document locations of pedestrian bridges and culverts;
- Gather information on planned parks in the design pipeline;
- Review requirements and restrictions related to wayfinding in right-of-way areas and gateway treatments at entrances to the community; and
- Evaluate local zoning and wayfinding elements.

*Site visits are strongly encouraged, but should only be conducted after obtaining permission from property owners. The town is not responsible for setting up site visits or obtaining permission on behalf of a firm.

STAKEHOLDER COORDINATION

The selected consultant will work with the project committee in the development of a plan. Meetings with either the committee or public artist will be required and are outlined below:

- Conduct a planning charette with project core committee (town staff members from Planning, Communications, Engineering, MIS and Parks & Recreation), GAB and PAC advisory boards and town's public artist to discuss existing conditions report, current and future projects, design details, general placement, and preferred materials;
- Initiate communication and collaborate with the town's public artist to develop a unified and artistic wayfinding system (number of meetings to be determined);
- Conduct a work session with project core committee once preliminary design details are drafted; and
- Present draft to the Wake Forest Board of Commissioners, Public Art Commission, Greenways Advisory Board, and Parks & Recreation Advisory Board.

ANALYSIS

- Work collaboratively with the town's public artist to analyze Town of Wake Forest architectural/historic style to develop an appropriate design aesthetic for the system and consider locations for historic, environmental, forestry, cultural, educational, and interpretive wayfinding;
- Determine what sign types and wayfinding elements will be needed;
- Determine what destinations should be included in the system; and

- Address budget and phasing issues with recommendations for sources of funding for implementation.

Phase 2: Wayfinding System Design Development

During this phase of the project, the Consultant shall provide wayfinding concepts that incorporate the town's public artist's vision, proposed designs, samples, and prototypes. A part of the master wayfinding program would identify appropriate locations for permanent entry portal signage or gateways into Wake Forest. In addition, street-level, pedestrian, and bicycle visibility (along trails), safety, maintenance and replacement costs need to be considered.

WAYFINDING SYSTEM

- Recommend wayfinding elements that should be added, replaced or consolidated (e.g., direction markers, street signs, gateway monuments, orientation kiosks, and boundary markers designating the town limits);
- Prepare detailed designs for select wayfinding features and installation logic for each one;
- Present two initial design concepts for review with written statements regarding rationale for design choices and materials. Also, a statement of probable cost for the fabrication and installation of the system (the project committee will select one design concept for additional refinements);
- Complete two rounds of refinements on the design concept selected by the town;
- Apply the approved design to the remaining wayfinding features; and
- Present the full wayfinding prototype array.

CONNECTING INFRASTRUCTURE, ART AND THE ENVIRONMENT

- Develop wayfinding to seamlessly connect users to greenways, soft trails, parks, sidewalks, transit, neighborhoods, commercial corridors, schools, and other popular destinations;
 - Expand the town's Safe Routes to Schools (SRTS) program by providing signage directing users to make use of greenways to access neighborhoods and schools.
- Develop environmental and forestry educational signage that highlights habitats, stream buffers, plant life, etc.
- Incorporate Track Trails – Kids in Parks;
- Develop a reusable/sustainable way to use stone materials in Wake Forest; and
- Work with the town's public artist to identify places for public art, trailhead, bollard and culvert lighting.

Basic design schematics will then be prepared, and presented with recommendations. Once approved by the Committee, the designs and recommendations will be incorporated into the planning document and ultimately provided to the board of commissioners for approval. The document should address the following aspects through text, renderings, photos and maps:

- Wayfinding elements including sizes, shapes, colors, materials and hardware;
- Letter sizes, fonts, heights, spacing and style;
- Develop design drawings and specifications;
- Provide preliminary pricing for the manufacturing of wayfinding features based on a cost estimate provided by a fabricator. Wayfinding elements should be designed to be durable, graffiti resistant, low maintenance and explore the possibility of using recycled materials;
- Develop installation and mounting method requirements;
- Develop installation locations by size and type while ensuring that all necessary compliance measures with local, state and federal codes (i.e, Unified Development Ordinance, ADA, etc.) are met;
- Produce a map indicating these locations; and
- Prioritize the provision of wayfinding features by types and locations.

DELIVERABLES

- All exhibits, presentation materials or other forms of communication created during the development of the plan.

- Wayfinding plan showing public circulation patterns, primary destinations, park and greenway access points, and existing signage locations that will or will not be reused. Including but not limited to map and exhibit kiosks/brochure templates. Provide detailed mapping with geodatabase component showing the location, type, and text for the sign inventory;
- Create a Wayfinding Design Workbook (quantity to be determined) that documents the following:
 - Color chart, typeface, logos/graphics, menu based on type (e.g. park, gateway/trailhead, direction, mile marker, point of interest, regulatory signs, parking, canoe launch access point);
 - General guidelines and preliminary location plan for wayfinding elements;
 - Material specs by type of wayfinding feature;
 - Final design drawings with scaled drawings of potential wayfinding types and concepts;
 - Include documents required for bidding and fabrication;
 - Add detailed specifications to the final Design Intent Drawings (exact dimensions, letter heights, materials, mounting details, color specifications, and material performance standards); and
 - Opinion of probable cost by type of wayfinding feature.

III. QUALIFICATIONS SUBMISSION REQUIREMENTS

The Committee intends to select the most highly qualified provider for the services described in this RFQ, on the basis of the provider's demonstrated competence and qualifications, and taking into account the provider's ability to work with town staff, project committee, public artist and other entities during the process.

Consulting firms must submit all requested information contained herein in the format as requested. This qualification packet shall be submitted on 8 1/2" x 11" paper with 11" x 17" foldouts, if applicable, side bound with table of contents and reference tabs for key sections. The packet submitted shall not exceed twenty (20) pages single-sided, or ten (10) pages double-sided (front/back covers, cover letter, table of contents, and tab pages are excluded from these totals). The applicant must submit ten (10) copies and an electronic copy, preferably in PDF format. Complete responses to each of the following categories are required:

A. Cover Letter

The Letter of Interest (LOI) must be addressed to Candace R. Davis, Senior Planner. The 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 firm and any sub consultants have professional registrations;
3. Statement regarding firm's possible conflict(s) of interest for the work; and
4. Identification of the Project Manager and their contact information.

B. Organization of Consultant Team

1. A brief summary of each team member's qualifications and experience including length of service and resume. Professional registration numbers of landscape architects, engineers, planners, etc., should be included. Include the office location in which each key individual is located.
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.

C. Qualifications/Experience

1. 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. Discuss previous experiences working with a public artist.
2. 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, Microstation, and Adobe InDesign.

D. Similar Project Experience (Graphics & Narrative)

Provide a summary and pictures of at least three (3) wayfinding projects of similar scope for 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. If a public artist was involved, please indicate their level of involvement.
6. Project schedule (initial schedule and actual/final schedule), including an explanation of delays, if any.
7. Key design challenges and solutions.
8. Initial project budget and final project cost. List design fees and construction costs separately.
9. Project references including current names, addresses, telephone numbers and email.

E. Design Approach

1. Method for completing required deliverables.
2. A detailed schedule for project implementation and completion.
3. Offer any innovative approaches/context sensitive solutions to be used.
4. Approach to ensuring accurate coordination during all phases of project development. Describe design approach the public artist and project team coordination efforts.
5. Describe proposed coordination efforts with the public artist and project team to ensure successful completion of the project.

IV. EVALUATION CRITERIA

The Committee will review and evaluate proposals received from eligible consultants in response to this RFQ based on the general criteria defined below (in no particular order):

- The consultant's overall approach in providing a comprehensive plan and understanding of the services requested, including completeness and clarity of submission, and qualitative nature of the services proposed. – **10%**
- The consultant's overall approach to collaborate with the town's public artist and project committee. – **20%**
- Proposed design approach and specialized experience completing similar type projects in the last five years. – **20%**
- The consultant's demonstrated ability, organizational capacity, financial stability and capacity to carry out, in a timely manner, the services as specified in the RFQ. – **10%**
- Personnel qualifications (i.e., resumes of key personnel who will be responsible for and assigned to the project.), proven record, and experience including referrals, in providing the type of professional services requested in the RFQ. – **15%**
- Current workload and firm commitment to provide personnel resources and capacity. – **10%**
- Location of office where work will be performed and availability of personnel to respond to the town's requests in a timely manner. – **10%**
- Proposed project schedule for completion. – **5%**

V. SELECTION PROCESS

The selection of a firm to provide the desired services on this specific project will be handled in accordance with the following process:

- A. Submission of an RFQ proposal by private consulting firms.

- B. The town anticipates selection of a firm based on the RFQ proposal.
- C. The town reserves the option to create a short list of firms and conduct oral interviews.
- D. The town will select a firm to provide services.

The selected firm will report directly to the Town of Wake Forest. The selected firm is to administer the contract and ensure that all work is performed in accordance with the contract requirements.

The selected firm will be responsible for providing engineers, planners, landscape architects and technicians within the appropriate skills and qualifications to ensure contract compliance. The selected firm will be directly responsible for oversight of the project for the town. The selected shall indemnify and save harmless the town for claims and liabilities resulting from negligence, errors or omissions of the firm; including, but not limited to, the engineers, technicians, architects or sub consultants.

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 properly 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 private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting an RFQ proposal. The firm must have the financial ability to undertake the work and assume the liability. The firm must have an adequate accounting system to identify costs chargeable to the project.

The proposed method of payment for this contract is lump sum.

Pursuant to North Carolina General Statute 143-64.31, the Town of Wake Forest utilizes a "qualifications-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 town website:

http://www.wakeforestnc.gov/residentsfinance_purchasing_bidsandannouncements.aspx

- B. **Submittal Material:** Consultants interested in providing services as described in this RFQ shall submit ten (10) originals and one (1) digital copy in a PDF format of the submittal in a sealed container/envelope labeled on the outside; **RFQ for Comprehensive Wayfinding Plan for Parks and Greenways,**" along with the firm name.

Send or deliver submittals to:
Town of Wake Forest
Planning Department
Attn: Candace Davis, Senior Planner
301 S. Brooks Street
Wake Forest, NC 27587

- C. **Qualifications Submittal:** Written qualification submittals must be received by the Planning Department no later than **Friday, February 7, 2014 at 4:00pm. Submittals received after this deadline will not be considered.** Completed qualification packages must be received at the address above. **Qualification packages containing more than the requested number of pages (twenty (20) pages single-sided, or ten (10) pages double-sided) will not be considered.**

Firms submitting qualifications 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 Wake Forest Planning Department, they will be disqualified. **No exception granted.**

- D. **Interview:** The town will short list private design 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 Wake Forest Town Hall (301 S. Brooks Street, Wake Forest, NC 27587).

- E. Notification:** Official notification of firm selection shall be announced once the Board of Commissioners has reviewed the selection committee's preferred firm and authorized 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 RFQs.
- F. Board Approval:** Staff will request Wake Forest Board of Commissioner's approval to negotiate with the recommended firms in priority order.
- G. Contract Agreements:** Contract agreements with the selected firm will be negotiated and executed immediately after selection. If negotiations are unsuccessful with the first firm selected, a second firm will be selected and negotiations initiated.

****All firms submitting RFQs are expected – if selected – to prepare a scope of services, fee estimate (with personnel rate schedule), and any other required documentation in a timely manner. These documents should meet all town requirements. Failure to provide timely response will result in termination of the negotiation process.***

H. Project Schedule

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 Qualification - - **January 7, 2014**
 Qualifications Due - - **February 7, 2014 – 4:00 P.M.**
 Review of Scope & Contract Development – **February 24th–March 14th, 2014**
 Board of Commissioners Approval – **March 18, 2014**
 Notice to Proceed - - **March 24, 2014**
 Project Completion - - **September 30, 2014**

VI. GENERAL PROVISIONS

- A. SUBMITTAL OWNERSHIP/COSTS:** All responses, inquiries or correspondence relating to this Request for Qualifications will become property of the Town of Wake Forest 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 Wake Forest, whether the project for which they are made is executed or not, and may be used by the Town of Wake Forest as they see fit. If such documents are used on another project or for another purpose by the Town of Wake Forest, 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 Wake Forest.
- 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 effect their submittals.
- C. REQUEST FOR CLARIFICATION:** The Town of Wake Forest 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 Wake Forest 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 Wake Forest reserves the right to allow alterations, modifications 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 understating, agreement, or connections 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 organization, 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 Wake Forest will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The Town of Wake Forest will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Town of Wake Forest 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 Disability Act along with Chapter 11 of the 2009 NC Building Code and the 2003 edition of ICC/ANSI A117.1.

- F. MINORITY/WOMEN/SMALL BUSINESS ENTERPRISE:** It shall be the practice of the Town of Wake Forest 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 Wake Forest'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 Wake Forest 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 Wake Forest to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.
- G. INSURANCE AND INDEMNITY REQUIREMENTS:** To the extent permitted by law, the Consultant shall indemnify and save harmless the Town of Wake Forest, its agents and employees and assigns from and 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 to the town.

The Consultant further agrees to purchase and maintain during the life of any contracts entered into with the town the following insurance with an insurance company acceptable to the Town of Wake Forest and authorized to do business in the State of North Carolina:

Automobile: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 each person/\$1,000,000 each occurrence.

Comprehensive General Liability: Bodily injury and property damage liability insurance shall protect the Consultant from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract. The Town of Wake Forest shall be listed as an "Additional Insured".

Consultant's Professional Liability: In a limit of not less than \$1,000,000.

Workers' Compensation and Occupational Disease Insurance:

Coverage A – Worker's Compensation: Meeting the statutory requirements of the State of North Carolina.

Coverage B – Employer's Liability: \$100,000 each accident / \$100,000 disease – each employee / \$500,000 disease – policy limits.

Certificates of such insurance will be furnished to the Town of Wake Forest Purchasing Manager and shall contain the provision that the Town of Wake Forest be given thirty (30) days written notice of any intent to amend or terminate by either the Consultant or the insuring company.

Randy Driver, Purchasing Manager
rdriver@wakeforestnc.gov
919.435.9474
Town of Wake Forest
234 Friendship Chapel Road
Wake Forest, NC 27587

- H. METHOD OF PAYMENT:** The proposed method of payment for this contract is LUMP SUM. Payments will be made on a monthly basis for work completed during the month upon submission of an invoice, approval by the Town of Wake Forest, and accompanied by proper supporting documentation (project progress report). The selected firm must have an adequate accounting system to identify costs chargeable to the project.
- I. COMMUNICATION:** Respondents are advised to refrain from contact with Selection Committee members. Any specific questions regarding the Request for Qualifications should be directed to Candace Davis, Senior Planner, Town of Wake Forest Planning Department – phone: 919.435.9513 or email: cdavis@wakeforestnc.gov.
- J. ELECTRONIC FORMAT:** The Consultant shall produce all construction/spec drawings for this project in the latest version of AutoCAD. These drawings shall include accurate base drawings for the entire building / project area. Specification shall be produced in MS Word (Adobe InDesign preferred but not required). 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 disks containing electronic files of the reports and construction documents (drawings and specifications) shall be sent to the Town of Wake Forest Planning Department.
- K. PERMITS:** The Town of Wake Forest expects that the Consultant shall work with all of the various permitting agencies throughout 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 contract.
- L. COMPLIANCE:** All work shall be in compliance with all local, state, and federal codes.
- M. 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.
- N. DOCUMENT PRINTING:** At least one day prior to the date of advertisement, the Consultant shall deliver to the Planning 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 specification package.

END OF REQUEST FOR QUALIFICATIONS