TOWN *of*
WAKE FOREST

Request for Qualifications

Architectural Design, Engineering, Contract and Construction Administration of Joyner Park Community Center Located at 701 Harris Road, Wake Forest, NC 27587

Wake County PIN Number: 1841381114

Submittal Deadline: March 4, 2016 @ 11:00 a.m.
Submittals may be mailed or hand delivered to:

The Town of Wake Forest
234 Friendship Chapel Road
Wake Forest, NC 27587
Attention: Randy Driver

Overview and Purpose of Request:

In November 2014, voters approved a bond referendum for parks and recreation improvements. The estimated amount allocated in the bond package for these improvements total $11,100,000. This includes phase II development of E. Carroll Joyner Park including the construction of a community center located at 701 Harris Road, Wake Forest, NC 27587. The facility design will incorporate the needs of the town while showing detail of the existing park in keeping with the farm theme of stone and metal.

Scope of Work:

The selected firm will be required to be a part of the project until a certificate of completion is issued and all punch items have been resolved. The firm will be responsible for providing their team of any required firms, including but limited to civil, landscape, and consulting engineers, in order to provide all documents, administration and a completed construction project. The project includes a community center for athletics, art, meetings, class rooms, and administrative offices. In addition, a playground, spray ground, outdoor nature area, additional parking and a shelter for the existing amphitheatre stage are included in the improvements to the park.

Community Center Amenities Requested By Staff:

Building:

- Three (3) full size basketball courts with separation screens, volleyball courts, pickle ball courts, and suspended walking track above
- Corridor with minimum of four (4) offices
- Teaching kitchen
- Wet and dry locker rooms
- Large multipurpose room with a moveable wall with capacity to hold 200 people
- Minimum of two (2) small classrooms with capacity to hold 30 people using tables and chairs

- Art room/ studio
- Employee break room
- Oversized entrance lobby with receptionist area to accommodate two (2) employees
- Would like each room to have ample storage for material, tables, and chairs
- Restrooms that are accessible from the exterior for park patrons

Exterior:

- Playground with water features- ADA compliant
- Nature Center/ Classroom
- Storage area for rental bicycles

The amenities list is for reference only and is not meant to be a final decision. This list is subject to change.

The Town of Wake Forest will require the following:

- The town will require the selected firm to meet with a core group of town staff as needed to ensure the project will serve the needs of the Town of Wake Forest prior to the beginning of design.
- Architectural and Design Services Shall include the following:
    - Design progress meeting
    - Cover Sheet
    - Life Safety Plan
    - Reflected Ceiling Plan
    - Building and Wall Sections
    - Interior and Exterior Elevations
    - Enlarged Construction Details
    - Door Schedules
    - Finish and Color Selections
    - State Building Code Summary as required for Building Permit
    - Any additional drawings required for permit, engineering, or construction

    - Topography Surveys as needed
    - Testing and all requirements of the Town, County, and/or State required for permitting and Certificate of Occupancy
- Project manual that includes Project Procedures, Bid Forms, General Conditions, and Detailed Specifications
- Structural Design and Construction Drawings should include drawings and/ or engineering as required for permit and construction
- Mechanical, Electrical. And Plumbing Design and Construction Drawings shall include:
    - Mechanical Heating and Ventilation Plans, Equipment and Fixture Schedules, Riser Diagrams, General Notes and Specifications
    - Electrical Power, Lighting, Equipment and Fixture Schedules, Riser Diagrams, General Notes and Specifications
    - Plumbing Water and Waste Plans, Equipment and Fixture Schedules, Riser Diagrams, General Notes and Specifications
    - Any additional drawings, engineering, or specifications required for permit or construction
- Construction Administration Shall Include:
    - Final construction Documents
    - Bid Documents
    - Contract Documents
    - Bid Administration
    - Bid Evaluation
    - Contract Negotiations
    - Award Recommendation
    - Submittal Review
    - Pay Application Review and Approval
    - Weekly Progress Meetings with minutes
    - Final Punch List
- The architectural firm will be responsible for ensuring that the Town of Wake Forest receive copies of the following: as built drawings, warranties,

meeting minutes, product manuals, approved submittals, and all documentation related to the project

When submitting qualifications to The Town of Wake Forest include all firms or individuals you will be working with as part of your team. Provide references of projects including contact information for the customer project administrator, similar to scope and size you have completed.

Submissions:

A total of **6** copies of the RFQ shall be submitted. They will be retained by the Town of Wake Forest and will not be returned. Copies of the RFQ must be submitted to:

Town of Wake Forest
Attention: Randy Driver, Purchasing Manager
234 Friendship Chapel Road
Wake Forest, NC 27587

Request for Qualifications will be accepted until 11:00 a.m. March 4, 2016. All copies shall be in a sealed envelope marked **"RFQ- Joyner Park Community Center"**

*****NOTE*****

ALL SUBMISSIONS RECEIVED AFTER THE STATED TIME WILL NOT BE ACCEPTED

Schedule:

Request for Qualifications issued: February 2, 2016
Deadline for RFQ submission: March 4, 2016
Contract Award: April 22, 2016
Design with construction schedule will be determined once award is made.

If awarded contract your firm would begin design meetings by: ___/___/____
Estimated time to complete Ready for Construction Drawings: _____ Days

Qualifications:

Submissions shall include information that demonstrates clear, concise information that relates directly to this project. The firm must demonstrate the ability to meet the Town of Wake Forest's needs and do such within a reasonable timeline.

Submissions shall include and be organized in this order:

Expertise:

- Demonstrate a strong background in design and renovation including additions to facilities that are completed within budget.
- The ability to foresee and address potential issues and concerns.
- The ability to work effectively with town staff.
- Creativity in design and layout

Team Organization:

- Identify the project lead architect and that person's qualifications
- Brief qualification and organization of other key team members involved with this project including your firm and others such as engineers, landscape architects, or interior designers.
- Identify location off all members working on this project including current contact information for each member.

Project Vision:

- Statement of proposed project approach
- Recommended scope of work prior to beginning design.
- Timeline for completion of design and construction

Legal History:

- Include a history of litigation and disputes including any pending litigation, arbitration, and disputes. Include results of past litigation, disputes, and arbitration.

***The Town will negotiate the final schedule and budget with the selected firm based on funding available for the project.*

Award and Contract:

Qualifications may be opened by The Town of Wake Forest at any time after the submission deadline. All qualifications satisfying the requirements of this RFQ will be evaluated to establish which best fulfills the needs of The Town of Wake Forest. The Town of Wake Forest anticipates entering into a contract with one of the firms submitting a RFQ to execute the proposed work. This RFQ, however, does not commit the Town of Wake Forest to award a contract, or pay any cost incurred in the preparation of the qualifications. The Town of Wake Forest reserves the right to accept or reject any and all qualifications received as a result of this request, to negotiate with all qualified firms or to cancel this RFQ, if it is in the best interest of The Town of Wake Forest to do so.

After the selection of a firm has been established there will be a period of negotiation between The Town of Wake Forest and the selected firm to finalize scope of work and to determine a fee that is agreeable to both parties.

Once an agreeable fee has been established and the firm has been notified, it will have 10 business days to execute a contract and produce any requested documentation.

End of Request for Qualifications