



# TOWN of WAKE FOREST

## TOWN OF WAKE FOREST REQUEST FOR QUALIFICATIONS

<b>Request for Qualifications</b>	Park Improvements
<b>Project:</b>	<b>Wake Forest Reservoir Improvements, Phase I</b>
<b>Project Managers:</b>	Holly Miller/Candace Davis
<b>Phone Number:</b>	(919) 435-9443/(919) 435-9513
<b>Date of Advertisement:</b>	December 15, 2014
<b>Proposal Due Date:</b>	January 9, 2015 by 5:00 p.m.

The Town of Wake Forest invites qualified professional engineering and/or landscape architectural services firms to submit qualifications for park improvements to the Wake Forest Reservoir. Qualifications to include qualifications to provide: design of trailhead and paved parking area, bridge relocation, boat ramp rehab, fishing pier/boat dock, survey, wayfinding signage implementation, erosion and sediment control permitting, stream/wetland delineation, coordination with City of Raleigh on water treatment plant access, roadway and drainage improvements, site evaluation for future concession/restroom facility, water and sewer extensions onsite, preparation of construction documents, assistance in bidding and award of the construction project and construction administration. The Town desires to complete this project within 6-8 months. The Town of Wake Forest reserves the right to reject any or all submissions and to make the award as deemed in the best interest of the Town of Wake Forest.

### **I. BACKGROUND**

The Wake Forest Reservoir is a 142 acre park that will return to the Town of Wake Forest System from the City of Raleigh in early 2015. The Wake Forest Reservoir was created as a drinking water source for the Town in the early 1960s and houses a small water treatment plant onsite. The lake is open for paddle and electric powered boats. There is a small concrete boat ramp adjacent to the parking area. The town recently removed a wooden bridge to access the soft trail due to safety concerns. The west side of the Reservoir has a newly constructed 1.6 mile soft trail with future soft trail to be constructed on the east side to make a full 3.2 mile loop.

The site is currently being subdivided with all facilities within the fenced in area remaining property of the City of Raleigh. The dam and spillway will be property of the Town of Wake Forest.

See attached pdf maps of location and preliminary layouts.

## II. SCOPE OF SERVICES

The Consultant will perform the following including, but not limited to:

1. Site design of parking area (passenger cars and boat trailers);
2. Site evaluation for future concession and restroom facility;
3. Stream delineation and hydraulic evaluations;
4. Coordination and permitting with NCDWR, NCDENR, US Army Corp of Engineers;
5. Design of new pedestrian bridge and abutment with evaluation of possible bridge relocation of bridge B from Miller Park located at the intersection of Taylor Street/Elm Ave/Franklin Street;
6. Geotechnical/subsurface evaluation and testing for structural elements, abutment footings, parking and trail sub-grade conditions;
7. Drainage structures/measures to meet Town phase II requirements;
8. Wayfinding signage implementation;
9. Survey;
10. Coordination with City of Raleigh;
11. Landscaping;
12. Boat ramp repair;
13. Dock installation to meet ADA requirements;
14. Parking lot lighting for safety

Based upon these evaluations, the Consultant will determine feasibility, suitability, maintainability, and cost-effective options for location and design of the parking area, trailhead, bridge, dock, future concession/restroom facility and soft trail(s).

Concurrently, the Consultant shall:

1. Gather and review previously approved permits the Town has secured for greenway projects;
2. Ensure proposed design conforms with the town's UDO standards; <http://www.wakeforestnc.gov/udo.aspx>
3. Meet with representatives of NC Department of Environment, Minerals, and Land Resources, NC Division of Water Resources, and US Army Corp of Engineers to review permit requirements;
4. Submit and respond to questions and comments from the NCDEMLR, NCDWR, and the UCACOE.

The Consultant shall make every effort to preserve and protect the existing trees on the proposed corridor and shall respect required buffers. The consultant must prepare all permits and approvals related to soil erosion, grading, tree conservation, landscaping, utility extensions, and site development. The Consultant shall have knowledge and shall include in

all aspects of the project the current accessibility requirements. Environmentally sensitive technologies should be implemented in the planning, design, and construction of the parking and soft trail to the greatest extent possible within the project budget, with an emphasis on soil erosion and tree conservation. The Consultant shall present an analysis of any soil erosion, buffer or tree conservation and subsurface issues at the 30% schematic design.

The Consultant shall complete the following tasks:

- A. Conduct all necessary site visits to confirm the exact scope of work and budget;
- B. Review the project scope with the Town;
- C. Gather mapping and other documentation to become familiar with the existing site opportunities and constraints and create existing conditions maps and materials;
- D. Perform any investigation and/or testing necessary to produce accurate and complete contract documents;
- E. Conduct field assessments as appropriate, including but not limited to: property and topographic survey (limited); stream delineation; soil testing; utility information; FEMA flood plain mapping;
- F. Provide survey for design and permit submittals, including but not limited to, property, topography, utilities, tree conservation area boundaries, streams, floodplains, wetlands, and other site features;
- G. Prepare 30% schematic drawings for review. The plans shall include a preliminary site plan showing, preliminary horizontal and vertical alignment, show grading concepts, and storm drainage concepts. The plans should also identify locations and general dimensions of buildings, roads, parking, bridges, boardwalks, any other critical structures. The Consultant shall submit a preliminary Engineer's Opinion of Construction Cost at this time;
- H. Review preliminary alternatives with the Town;

Prepare 60% Design Development drawings. The plans shall include a cover sheet including site data and preliminary drawing index, site plan, clearing limits, sediment/erosion control plan, storm drainage plans, details for any trails, parking, bridges, and boardwalk structures, storm drainage structures, and pavement sections, signage, and site furnishings. Plans should be adequate to identify dimensions, materials, storm drainage calculations, etc. The submission of the Design Development plans shall also include technical specifications, a preliminary bid form, and an Engineer's Opinion of Construction Cost.

A. Permitting and Compliance:

The Consultant is to prepare and submit an Erosion and Sediment Control Permit to NCDEMLR and any permits required by NCDWR/US Army Corp of Engineers (401/404). In addition the Consultant shall identify, prepare and submit any other required federal, state and local permits as needed.

- a. Prepare and submit as needed Pre-Construction Notification(s) covering all areas of wetland, stream buffer and stream bank impacts;
- b. Submit soil erosion and grading plans to the NCDEMLR for review and permitting prior to bidding;
- c. Prepare complete site development plans in compliance with Town requirements;
- d. Calculate and prepare all other required documentation including but not limited to: storm drainage calculations, flood plain locations, tree conservation areas (if required), and all other associated tasks; and

- e. Prepare and resolve all other permit and code requirements to complete the project.

Prepare 100% Construction Documents.

The plans shall include a cover sheet and drawing index, site plan, plan and profile sheets, clearing and grading limits, sediment/erosion control plan, storm drainage, signage plan, pavement sections, miscellaneous site furnishings, all details, and all other work necessary to complete the project scope. The plans shall identify dimensions, materials, storm drainage calculations, flood plain locations, tree conservation areas (if required), and all other associated tasks. Documents shall also include technical specifications, a bid form, and a revised Engineer's Opinion of Construction Cost. Attend town design review meetings and provide written response to town review comments.

- A. Provide all printing, binding, and distribution of Contract Documents issued for construction;
- B. Review bid qualifications, certify the bid tabulation, and recommend construction award when bids are received;
- C. Schedule and conduct monthly progress meetings. Provide written monthly project status reports and project timeline updates.;
- D. Complete site inspections during construction - a minimum of one per week, unless otherwise directed by the Project Manager – to be followed by written reports to be disseminated to the contractor and owner;
- E. Review/respond to contractor's request for information, and review contractor's payment request, change order qualifications, all with a maximum processing time of seven days after receipt;
- F. Conduct final inspection with Town staff and prepare punch list;
- G. Assist town with final sign-off upon completion of punch list.

### III. QUALIFICATION SUBMISSION REQUIREMENTS

This qualification package shall be submitted on 8 1/2" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The package submitted shall not exceed twenty (20) pages single-sided, or ten (10) pages double-sided (front/back covers, Table of Contents, and tab pages are excluded from these totals). The package must include a Letter of Interest identifying all firms proposed for the design team. Complete responses to each of the following categories are required:

- A. Organization of 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. Detailed resumes for proposed staff.

- B. Summary of at least three (3) parking lot, trailhead, park and greenway trail 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.
  6. Project schedule (initial schedule and actual/final schedule), including an explanation of delays, if any.
  7. Initial project budget and final project cost. List design fees and construction costs separately.
  8. Project references including current names, addresses and telephone numbers.
- C. Design Approach:
1. Process for evaluation of alternative routes, identifying permits and permit agencies, and site and environmental analysis.
  2. Proposal for the completion of this project in the time frame proposed.
  3. Personnel, management tools, techniques, and procedures used to maintain project schedules.
  4. Proposal for schedule, management and conduct of meetings and involvement.
  5. Approach and specific experiences in developing cost estimates.
- D. Project schedule.
1. Time is of the essence on this project. It is the desire of the Town to complete this project within six to eight (6-8) months.
  2. Provide a detailed project schedule including personnel resources needed to complete construction drawings within 1 month from the date of Notice to Proceed.
  3. Provide a detailed process for the completion of construction within 3 months after the completion of the construction plans.
- E. Listing of current projects and schedules for completion.
- F. Rate schedule for all personnel who will work on the Project and estimated percentage of the project for which each individual will be responsible. Compensation will be negotiated with the Consultant.
- G. Explain why Proposer's team is the most qualified firm to provide the requested services for this Project.
- H. Listing of any pending or settled lawsuits in which the Consultant was involved during the past five (5) years.
- I. 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/or AutoCAD.

- J. Demonstrate understanding and the ability to procure all required permits.

#### IV. PROJECT SCHEDULE

Completing this project efficiently and timely is imperative. The Town of Wake Forest would like to have this project completed within six-eight (6-8) months. It is imperative that the permitting and preparation of construction documents be completed within four (4) 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/Construction methods to expedite the completion of this Project.

Advertise Request for Qualification – **December 16, 2014**  
Qualifications Due – **January 9, 2015 – 5:00 P.M.**  
Board of Commissioners Award of Contract - **January 20, 2015**  
Notice to Proceed to Consultant – **January 26, 2015**  
100% Construction Documents Completion - **May 1, 2015**  
Project Completion – **September 20, 2015**

#### V. SUBMISSION OF QUALIFICATIONS

Seven (7) complete qualification packages must be received at the following address by **5:00 p.m. on January 9, 2015.**

Town of Wake Forest  
Engineering/Planning Departments  
301 South Brooks Street  
Wake Forest, NC 27587  
Attention: Holly Miller/Candace Davis

#### VI. GENERAL COMMENTS

- A.** Any cost incurred by respondents in preparing or submitting a Request for Qualifications for the Project shall be the Proposer's sole responsibility.
- B. COMMUNICATION:** Respondents are advised to refrain from contact with Selection Committee members. Any specific questions regarding the Request for Qualifications should be directed to Holly Miller at [hmillier@wakeforestnc.gov](mailto:hmillier@wakeforestnc.gov) or Candace Davis at [cdavis@wakeforestnc.gov](mailto:cdavis@wakeforestnc.gov).
- C. OWNERSHIP OF DOCUMENTS:** 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 received additional compensation.

- D. ACCESSIBILITY:** All work shall comply with the Americans with Disability Act and the 2002 North Carolina Accessibility Code with 2004 Amendments.
- E. ELECTRONIC FORMAT:** The Consultant shall produce all Construction Drawings for this project in the latest version of AutoCAD/Microstation and as a pdf file. 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 disks containing electronic files of the reports and construction documents (drawings and specifications) shall be sent to the Town of Wake Forest.
- F. 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.
- G. COMPLIANCE:** All work shall be in compliance with all local, state, and federal codes.
- H. 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.
- I. DOCUMENT PRINTING:** At least one day prior to the date of Advertisement, the Consultant shall deliver to the Town prints of the contract drawings and specifications (quantity to be determined). At the request of the Project Manger, the Consultant shall deliver the original mylar drawings, sealed and signed by the Architect/Engineer of record, and the original specification package.
- J. INSURANCE:** The consultant awarded this contract will be required to furnish the Town of Wake Forest a Certificate of Insurance with evidence of insurance coverage and minimal amounts for the following: Commercial General Liability-\$1,000,000 , Business Auto Liability -\$500,000, Workers Compensation-Statutory Limits and Employer's Liability-\$1,000,000.  
The Town must be listed as certificate holder and as an additional insured under Commercial General Liability on the Certificate of Insurance. The Certificate of Insurance shall be filed with Randy Driver, Purchasing Manager prior to the award of the contract.

Randy Driver, Purchasing Manager

234 Friendship Chapel Road  
Wake Forest, NC 27587  
Ph: 919-435-9474  
Email: [rdriver@wakeforestnc.gov](mailto:rdriver@wakeforestnc.gov)

**K. INDEMNIFICATION:** The contractor agrees to protect, defend, indemnify and hold the Town of Wake Forest and its officers, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof and caused by the to, provide defense for, and defend any such claims, etc., at his sole expense and agrees to bear all other costs and expenses related thereto, even if (claims, etc.) is groundless, false or fraudulent.