



TOWN *of*
WAKE FOREST

Request for Qualifications

**Town of Wake Forest
Parks, Recreation and Cultural Resources Department
Updating Recreation Impact Fee Study
9/28/2016**

Request for Qualifications will be accepted until 2:00 p.m. on Thursday, October 27, 2016 at the office of Randy Driver, Purchasing Manager, 234 Friendship Chapel Road, Wake Forest, NC 27587. Submittals may be mailed or hand delivered. Office hours are 7:00 a.m. until 3:30 p.m., Monday – Friday. Please send qualifications in a sealed envelope marked “**RFQ – Wake Forest Parks & Recreation Impact Fee Study**”.

Please contact Randy Driver@ 919-435-9474 or rdriver@wakeforestnc.gov with any questions regarding this Request for Qualifications.

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.

*****NOTE*****

ALL SUBMISSIONS RECEIVED AFTER THE STATED TIME WILL NOT BE ACCEPTED

Overview and Purpose of Request:

In 1989 the General Assembly of North Carolina passed legislation allowing the Town of Wake Forest to impose impact fees. The most recent Impact Fee Analysis was conducted in 2003. Due to the Town's rapid growth in population since 2003, it has been determined that the current impact fees should be updated. The recent Master Plan completed in 2015 also supports the need for an update.

Scope of Work:

The Town of Wake Forest is seeking qualified firms to update the Impact fees for the Parks, Recreation and Cultural Resources Department.

The scope of work shall consist of the following:

Review current fees, revise, amend and/or make recommendations for changes based on industry standards and government legislation. Provide an overall review of methodology including impact fee calculations to staff in preparation for presentation to the Board of Commissioners. Prepare a comprehensive analysis report and present findings and recommendations to the Recreation Advisory Board, Town Staff and the Board of Commissioners. Create impact fee schedule implementation and recommend schedule for updating future impact fees.

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 the process.
- 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.

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 creating/updating Impact Fees including projects that were completed within budget.
- Share information related to creating/updating specifically Recreation Impact Fees
- The ability to foresee and address potential issues and concerns.
- The ability to work effectively with town staff.
- Project layout

Team Organization:

- Identify the project lead staff person and that person's qualifications
- Brief qualification and organization of other key team members involved with this project
- 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
- Timeline for completion

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