



WAKE FOREST

BUSINESS & INDUSTRY PARTNERSHIP

RFQ # 19-0001

Request for Qualifications (RFQ)

for

**Landscape Architecture, Architecture, and
Engineering Services**

The Wake Forest Business and Industry Partnership (BIP) is seeking qualifications statements from individual firms or a team offering Landscape Architecture, Architecture and Engineering services for the Southeastern Baptist Theological Seminary (SEBTS) study (see description below). Services may include: site visits, review of historical plans, structural and building code evaluations, site suitability analysis, and preparing and presenting conceptual master site plans.

Project Description

In November 2018, the Wake Forest BIP entered into a joint development agreement with SEBTS for the development of a key +/- 170 acre site adjacent to the Seminary's main campus. BIP, working closely with the Town of Wake Forest, has agreed to plan and attract a development partner or partners for the development of a mixed-use district that features office space and may include uses such as retail, multi-family residential, hospitality, open space, and public amenities. The Development Finance Initiative (DFI) at UNC Chapel Hill's School of Government was engaged to conduct a pre-development process to support BIP in attracting private investment. As part of the feasibility assessment, DFI requires landscape architectural, architectural and engineering services for the development of a master plan for the SEBTS site. The master plan will be critical to DFI's development of a phased implementation strategy.

Professional Services Expectations

The specific expectations of the selected firm/team for this project will be defined in contract documents. However, at a minimum the following services and responsibilities are anticipated:

1. Meet with DFI, BIP, SEBTS and project stakeholders to discuss design concepts and coordinate work.
2. Visit study area and perform field investigations of existing site.
3. Review historical building plans and site development plans.
4. Collaborate with DFI, BIP, and SEBTS to define program parameters for various future mixed-use development scenarios.
5. Advise on suitability of site for new construction per program parameters and existing site conditions.
6. Conduct Phase I Environmental Site Assessment for full site
7. Prepare stormwater master plan based on preferred master plan vision
8. Prepare traffic and roadway improvements masterplan based on preferred master plan vision
9. Prepare conceptual site plans for new construction, site connections, horizontal infrastructure and open space under multiple scenarios. Include detailed development program. Anticipate multiple reviews.
10. Prepare 3-d massing study of the preferred concept plan(s).
11. Present conceptual plans.
12. Provide cost estimates for horizontal infrastructure, and new construction identified in conceptual plans.

The estimated timeline for delivering these services will be approximately six months, from June 1st to November 30th, 2019.

Resources to be provided to the selected firm/team to facilitate its work will include:

- Geodatabase of site features, including elevation, slope, hydrology, canopy, hillshade, soils, utilities, roads, buildings
- Demographic data and market research
- Case studies of comparable projects
- Recent and current plans for public and private investment in and around the study area

Qualification Package Evaluation Criteria

Qualifications Packages will be evaluated on the firms' ability to meet the requirements of this Request for Qualifications (RFQ). Some evaluation criteria, among other factors, will include:

1. The firm/team experience in providing similar services for similar projects;
2. Qualifications and accessibility of key individuals identified in the Qualifications Package that will be assigned to the project;
3. Capability of lead firm to manage the work;
4. Past performance references;
5. Ability to meet established schedules;
6. Ability to deliver within budget;
7. Qualifications package appearance and presentation.

Submittal Requirements

Any firm that would like to be considered for this project must submit the following information as part of their Qualifications Package:

1. A signed cover letter from a principal in the lead firm (a) expressing interest in the project, (b) certifying that the firm is properly licensed to carry out the professional services described in this RFQ, and (c) certifying that sufficient resources in personnel, equipment, and time are available and can be committed to this project.
2. Up to five (5) examples or statements of previous work completed by the firm and staff that will be involved in this project and that are similar in nature to the scope of work proposed for this project. Content should include scope of work performed by the firm, images of plans, location and timing of the project, and outcomes.
3. Short resumes or bios of professional staff that would be involved in project design and management, including professional registrations and certifications, office location, position title, length of service in current position, role in past projects of similar nature, and role/commitment to this project.
4. References from three recent clients on similar projects.
5. Similar information to that above for any sub-contractors, consultants or partners anticipated to be involved in this project.
6. A proposed simple work plan for delivering the services with weekly milestones over the estimated six-month project duration.
7. Availability of key personnel to be dedicated to the project through completion of the planning and on a consultative basis for three months after final concept plan approval.

8. Assumptions and expectations regarding DFI staff cooperation and assistance.

The Wake Forest BIP invites all interested and qualified firms to electronically submit their Qualification Package for this project as a PDF to Jennifer Gaston at jgaston@wakeforestnc.gov. Attachments must be less than 10 MB.

Submittal and Evaluation Timeline

Each firm is solely responsible for the timely delivery of its Qualifications Package. All Qualifications Packages must be received by May 6, 2019 at 5pm. No Qualifications Packages will be accepted after this deadline. Firms accept all risks for late delivery of Qualifications Packages regardless of fault.

A pre-submittal phone conference will be held April 11, 2019, from 1pm to 3pm. The call-in number is (404) 920-1710 with access code 9591096. This phone conference is not mandatory, but it will provide an opportunity for prospective firms to ask questions about the RFQ.

BIP, DFI and SEBTS will evaluate the submittals and short list firms for interviews the week of May 13, 2019.

The selected firm will be expected to begin work immediately upon execution of a contract.

Additional Information about this RFQ

1. Public Records

Upon receipt by BIP your Qualifications Package is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statute 66-152 et seq. Your Qualifications Package will be reviewed by BIP staff, SEBTS staff and DFI staff, as well as members of the general public who may submit public record requests. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by a firm should be submitted in a separate document marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Qualifications Package," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the document.

In submitting a Qualifications Package, each firm agrees that Wake Forest BIP may reveal any trade secret materials contained in such response to all staff involved in the selection process and to any outside consultant or other third parties who are hired to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless BIP, DFI and SEBTS and each of its officers, employees and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Qualifications Package as a trade secret may be disqualified from the selection process.

2. Conditions, Clarifications and Reservations

- a. BIP expects to select one or more firms, but reserves the right to request substitutions of sub-consultants.
- b. BIP reserves the sole discretion and right to reject any and all responses received with respect to the RFQ and to cancel the RFQ process at any time prior to entering into a formal agreement. BIP further reserves the right to request additional information or clarification of information provided in any response. BIP also reserves the right, but is under no obligation, to waive technicalities and informalities.
- c. A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit BIP to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning an individual firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of BIP unless BIP and your firm execute a contract.
- d. All responses to this RFQ shall be the property of BIP.

Contacts/Further Information

The Wake Forest BIP appreciates your interest in providing services for this important project.

For further information or questions regarding the content of this RFQ, please contact: Jennifer Gaston at jgaston@wakeforestnc.gov.



Legend

-  Project Area
-  Additional Areas in Design Study
-  Roads
-  Streams
-  Water
-  Parcels

0 470 940 1,880 Feet