

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL ENGINEERING SERVICES
COUNTY OF HARNETT
Neills Creek Park**

I. INTRODUCTION

The County of Harnett is inviting interested architectural design/consulting engineering firms, licensed in the State of North Carolina, to submit their qualifications for consideration to provide professional planning phase services for the master site plan of Neills Creek Park.

II. OVERVIEW AND PURPOSE OF REQUEST

The County of Harnett is proposing to renovate and expand amenities at the existing 37-acre Neills Creek Park. Neills Creek Park was developed in 1978 with a Land and Water Trust Fund grant. The park is located at 3885 Neills Creek Road in Angier, NC adjacent to Harnett Central High School. In 2019, the park was expanded to include the Harnett Central Middle School ballfields. Current amenities include:

- (2) Lighted Softball Fields
- (1) Baseball Field, not lighted
- (1) Softball Field, not lighted
- (6) Tennis Courts, (3) lighted
- (2) Multipurpose Fields, not lighted
- Restrooms with Concessions and Storage Facility at High School fields
- Gravel Parking at High School Field
- Under Construction: Restroom, Concession, and Storage facility at Middle School

The County of Harnett will use the process presented in this Request for Qualifications (RFQ) to select a qualified architectural engineering firm to provide the architectural and engineering services required. Professional services being requested include conducting public input and community informational meetings, employing data collection techniques to provide a representation of public demands, schematic designs and renderings, which reflect the County's priorities for the property, all preliminary construction drawings and specifications preparation, development of a project schedule, and estimation of construction costs.

It is imperative to use relevant data from the existing Parks and Recreation Comprehensive Master Plan, and input from staff, citizens, and governing board to develop the priorities of the proposed elements as well as other elements derived through input.

III. OBJECTIVES

The County of Harnett proposes to retain a highly qualified, capable firm, to act as the architect in the planning/design of the project, for a fixed price. The County requests qualifications for architects, engineers, or combinations interested in preparing a design and construction plan that includes landscape plans, engineered documents, and cost estimates for the future development and renovation of Neill's Creek Park.

IV. SCOPE OF WORK

After firm selection, the selected Architect(s) will be responsible for performing the basic architectural and engineering services that the County will further specify during contract negotiations. The contract agreement will provide payment for phases of work completed, with options to proceed through all phases, or to discontinue work as the circumstances may dictate.

Upon selection of the Respondent, with whom negotiations will proceed, the County and Respondent will develop a scope of work. The County anticipates a contract which will include advanced planning, schematic design,

production of computer-generated renderings, and cost estimation; however, the County reserves the right to include additional project elements in the initial or subsequent professional services agreement as the County may (in its sole discretion) deem appropriate. The Architect(s) will be required to retain, and be responsible for, all basic and structural engineering as appropriate for the scope of work negotiated. The Architect(s) must identify and select the appropriate sub-consultants; however, the County reserves the right to approve proposed sub-consultants that will be associated with the project.

V. SUBMISSION

- A. Submittals: Submit one (1) hard copy, marked “Neills Creek Park Master Planning Services” and one electronic. Submittals will be received no later than **4:00 PM EST, on May 23, 2023**, at the Office of Harnett County Finance, Attn: Renea Warren-Ford, Procurement Agent, 455 McKinney Parkway, Lillington, NC 27546. Proposals must be hand delivered or sent by courier mail such as UPS or FedEx to our physical address only.
- B. Qualification packages may be hand-delivered or mailed. If the submittal is sent by mail or commercial express, the Respondent shall be responsible for actual delivery of the qualification package to the proper county office before the deadline. All submittals become property of the County. Request for Qualification packages will not be accepted via fax machine or internet e-mail.
- C. Mark outside of envelope with **PR-05232023 for “Neills Creek Park Master Planning Services”**.
- D. Any proposal or addenda pertaining thereto received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. It is the sole responsibility of the firm to ensure that their proposal is received by the Finance Department personnel before the deadline indicated above in Section V, paragraph A. There is nothing in this RFQ that precludes the County from requesting additional information from firms at any time during the qualification process.
- E. Nothing herein is intended to exclude any responsibilities or in any way restrain or restrict competition. On the contrary, all responsible firms/individuals are encouraged to submit responses. The County of Harnett reserves the right to waive any informalities, to reject any and/or all proposals, and to accept any proposal which in its opinion may be in the best interest of the County.
- F. Qualification packages may be withdrawn by written request prior to submittal deadline.

VI. PREPARATION

- A. Firms are to submit qualification packages, which present their qualifications and understanding of the services to be performed. Emphasis should be placed on completeness of services offered and clarity of content. All submittals should be complete and carefully worded and must convey all of the information requested by the County. If errors or exceptions are found in the firm’s qualification package, or if the package fails to conform to the requirements of the RFQ, the County will be the sole judge as to whether that variance is significant enough to reject the firm’s submittal.
- B. Qualification packages should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form. Harnett County does not expect nor will more favorable consideration be given to submittals with fancy covers or binding, color photographs, sample plans, non-pertinent information on other accomplishments of the firm which have no direct bearing on these projects, resumes of individuals who will not be engaged in the work, or pages of other non-projected related material. ***Brevity will be appreciated.*** Submittals

shall be limited to 30 pages, double sided 8 ½ x 11, minimum 12-point font. Covers and dividers do not count in the 30 pages total.

- C. Firms requiring clarification or interpretation of this RFQ shall make a written request, which shall reach the Harnett County Finance Department no later than the date and time for submittal of written questions (see Section VII, paragraph B).
- D. Any interpretation, correction or change of this RFQ will be made by Addendum. Addenda will be mailed or delivered to all who are known by the County Finance Department to have received a complete set of RFQ documents. It is the responsibility of the firm to ensure that all Addenda were received.
- E. All submittals shall provide a straight forward, concise description of firm's ability to satisfy the requirements of the RFQ.
- F. Qualification packages should be bound in a single volume where practical. All documentation submitted with the offer should be bound in that single volume.
- G. In addition to the transmittal letter, the Non-Collusion Affidavit must be signed by a principal of the firm or an officer of the corporation duly authorized to bind the corporation.
- H. If any offer includes comments over and above, the specific information requested in this RFQ such comments must be included as a separate appendix.
- I. The firm is solely responsible for all costs and expenses associated with the preparation of the submittal and of any supplementary presentation (including any oral presentation) if requested by County.
- J. Qualification Packages must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the qualification.
- K. Submittals shall be typewritten or computer generated.
- L. The County may enter into a contract with more than one firm to provide the various professional services that will be required.

VII. GENERAL TERMS AND CONDITIONS

A. ADDENDA/CHANGES

Any additions, deletions, modifications or changes made to this RFQ shall be processed through the Harnett County Finance/Purchasing Department. Any deviation from this procedure may result in the disqualification of the firm's submittal or the cancellation of any contract resulting from this RFQ.

B. QUESTIONS

Questions concerning this RFQ should be directed to: purchasing.support@harnett.org.

All questions pertaining to this RFQ must be submitted in writing no later than May 16, 2023.

Only written questions will be considered formal. **Any information given by telephone will be considered informal.** Any questions that the County feels are pertinent to all proposers will be mailed as an addendum to the RFQ. E-mail messages will be treated as written questions.

C. PROPRIETARY INFORMATION:

Trade secrets or proprietary information submitted by a firm in connection with a procurement transaction will not be subject to the public disclosure under the North Carolina Public Records Act pursuant to NC General Statutes §66-152(3), and §132-1.2. However, the firm must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data on other materials to be protected and state the reasons why protection is necessary. **Each individual page considered a trade secret or proprietary information must be labeled “Confidential” in the top right corner.**

D. MINORITY BUSINESSES

The County of Harnett encourages all businesses, including DBE, minority, and women-owned businesses to respond to all Request for Qualifications.

E. AWARD/CONTRACT TIME

No part of this solicitation is to be considered part of a contract nor are any provisions contained herein to be binding of Harnett County.

Award shall be made to the responsible firm(s) whose qualifications are determined to be the most advantageous to the County, taking into consideration the evaluation factors set forth in the RFQ.

The County wishes to enter into an agreement with one firm, which will be responsible for the work, associated with this RFQ.

A notice of contract award is anticipated by **June 21, 2023** or earlier. The detailed Scope of Work and schedule of deliverables shall be negotiated with the successful firms for each specified project.

A completed Master Plan and all Final Deliverables must be submitted to the County by March 29, 2024.

F. CONTRACT DOCUMENT

The successful firms will be required to enter into a design consultant services agreement.

G. SUBCONSULTANTS

If any subconsultants will be used for the various projects, the successful firm shall provide to the Procurement Agent a list of names of any of the intended subconsultants, their applicable license number(s) and a description of the work to be done by each sub consultant.

The successful firm shall not substitute other subconsultants without the written consent of the County.

The successful firm shall be responsible for all services performed by a sub-engineer as though the successful firm had performed them. Responsibilities include, but are not limited to, compliance with applicable licensing regulations.

If at any time the County determines that any sub-engineer is incompetent or undesirable, the

County shall notify the successful firm accordingly, and the successful firm shall take immediate steps for cancellation of the subcontract and replacement.

Nothing contained in any contract resulting from this RFQ shall create any contractual relationship between any sub-engineer and the County of Harnett.

It shall be the successful firm's responsibility to ensure that all terms required in the attached contract are incorporated into all subcontracts.

H. INSURANCE

The selected firm shall purchase and maintain in force, at his own expense, such insurance as will protect the firm and the County, to include professional liability (E&O), automobile liability and workers compensation, from claims which may arise out of or result from the firm's execution of the work, whether such execution be by himself, his employees, agents, subcontractors/engineers, or by anyone for whose acts any of them may be liable. The insurance coverage shall be subject to review and approval by the County. It is intended to fully protect the County, and the general public from any and all claims for injury and damage resulting by any actions on the part of the firm or its forces as enumerated above.

The selected firm shall furnish a copy of an original Certificate of Insurance, naming the County of Harnett as an additional insured. Should any of the policies be canceled before the expiration date, the issuing company will provide thirty (30) days written notice to the certificate holder. The firm shall furnish insurance in satisfactory limits, and on forms and of companies which are acceptable to the Harnett County Purchasing Agent and shall require and show evidence of insurance coverage on behalf of any subcontractors/engineers (if applicable), before entering any agreement to sublet any part of the work to be completed under this contract.

The County of Harnett will require at least \$1 million per occurrence and \$3 million aggregate in General Liability Coverage, and the statutory Employer Liability of \$1 million for Workers Compensation. The County may also require other insurance as it deems necessary. The Insurance provided will be with a company, which is licensed to do business in the State of North Carolina.

VIII. QUALITY COMMITMENT

The County will utilize best management practices to ensure the highest quality of services is provided to its citizens. With this goal in mind, firms are required to demonstrate how they possess and utilize appropriate quality management systems which result in customer satisfaction and continuous improvements.

To satisfy these requirements, firms must demonstrate its commitment to best manage practices and provide services with the highest possible level of quality throughout all phases of Work. Proposals must demonstrate, at a minimum, (1) a complete understanding of the processes utilized within the organization to ensure quality and (2) graphical demonstrations that outline quality and process management within the organization and how they relate with sub-consultants and with the Owner. The response to quality must be deliberate and contain sufficient evidence that the firm has adopted quality and best management practices as an integral part of the organization. As a part of the responses to this request, firms shall demonstrate the organizations design process, e.g. process map, flow chart.

Demonstrate processes in place to recognize, track and analyze project change orders due to errors and omissions (including those caused by any sub consultants) and discuss how these processes are utilized to minimize future occurrences.

IX. STATEMENT OF QUALIFICATIONS REQUIREMENTS

Interested engineering/consulting firms desiring to provide services should include the following with its Statement of Qualifications:

1. Firm name, address, telephone, fax number, contact person and e-mail address;
2. Year established and former firm names;
3. Names of principles of the firm and states in which they are registered;
4. Types of services for which the firm is qualified;
5. Understanding of the scope of work/services;
6. List of staff members and resumes of those persons who will be assigned to work with the County on the project. Include an Organizational Chart but do not include resumes or list of personnel who will not be assigned to these projects.
7. List of current ongoing projects. Include: Project start date; expected completion date, total project cost, your ability to devote staff resources to complete this project.
8. List and describe all of your firm's previous experience in design and planning of parks and recreation facilities, specifically athletic parks, over the last three (3) years that are applicable to the proposed project list. For each project listed, the information should include:
 - Name and location of the project and the date the work was completed.
 - Name and telephone number of the facilities director or staff person whom your firm worked with on the project (projects references).
 - Name of the project manager assigned to each listed project.
 - Total final combined design and construction dollar amount of the work performed.
 - Number of change orders and total amount of change orders.
9. Names of outside consultants (sub-consultants) who would be involved to provide services required for these projects. Provide a one-page synopsis for each consultant to include the following information:
 - Individual's proposed role in the project.
 - A resume or brief description of the individual's previous experience as it relates to his/her role in the project.
 - For any proposed sub consultants, indicate how long your firm has worked with the sub-consultant on previous projects.
10. In order to be considered responsive for this RFQ, the firm must include the following information.
 - Description of the kind of work that can be subcontracted.
 - Willingness to affiliate with DBE, minority or women-owned businesses ("M/WBE").
 - Identify any sub-contractible work that could be performed by minority firms.
 - Name and address of the DBE and M/WBE firms that are anticipated to perform the sub-contractible work.
11. Quality Control and Assurance processes as stated above in Section VII.
12. Hourly billing rates charged by your firm each position type and reimbursable expenses.

X. EVALUATION PROCESS:

Following the deadline for submittal of qualifications, a review of the submitted qualifications will be by a selection committee established by the County. The selection committee will review, analyze and rank all submittals based on their response to the information requested. The selection shall be made in order of preference based on criteria established herein.

If desired, the selection committee may short list the number of qualified firms. The County reserves the discretion to determine the number of firms that will be on the short list. The County may engage in individual discussions with two or more submitters deemed fully qualified, responsible, and suitable on the basis of initial responses and with emphasis on professional competence to provide the required services. Interviews are not anticipated; however, the selection committee may schedule interviews if required in the selection process. Such submitters shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts.

The selection committee may conduct discussions with the firm(s) submitting responses regarding the contract and shall select from among the firm(s) deemed most qualified to provide the required services. At the discretion of the County, the discussions with the firm(s) may consist of written questions and responses, and/or personal interviews with members of the firm(s). **If** personal interviews are required by the County, the persons proposed to be responsible for performing the work required herein shall attend the interview. If requested, firms should be prepared to submit financial status information, which shall be held in confidence.

The County will negotiate a stipulated sum fee for basic services and a rate schedule to be utilized for additional services and contingent additional services with the most qualified firm at a compensation, which is considered fair and reasonable to the County. These rates shall include all disciplines (example: architect, project manager, engineers, administrative staff, etc.). In making this decision, the County will take into account the established value, general scope, the complexity, and the professional nature of the services to be rendered. Should the County be unable to negotiate a satisfactory contract with the firm considered most qualified, negotiations with that firm shall be formally terminated.

Negotiations will then proceed with the remaining ranked firms in the same manner until an agreement is reached, unless it is determined by the committee that it is in the best interest of the County that the process be terminated or modified.

The County of Harnett reserves the right to reject any and/or all submittals, and to waive defects, technicalities and/or irregularities in any submittal. The County reserves the right to finalize a contract with one or more firms based on all factors involved in the written qualification submittal without further discussion or interviews.

XI. SELECTION PROCESS

The included criteria, but not limited to, may be used in the evaluation of qualification packages for development of a shortlist to be considered for potential negotiations. These criteria are not necessarily listed in order of importance.

- Firms qualifications and experience including location of offices and related staffing
- Firms understanding of the project objectives
- Previous work experience of similar projects and demonstrated experience in the design and construction of public facility buildings
- Firm's demonstration of ability to understand the specialized requirements with federal and state funded grant projects.
- Proposed staff, including sub-engineers, proposed to perform the work
- Financial stability of the consultant

- Demonstration of Quality Control: Demonstrated systematic approach to quality assurance and interdisciplinary coordinator methodologies throughout the various phases of design and construction administration.
- Demonstration of Cost Control: Demonstrated experience implementing cost saving measures that effectively maximized the utilization of funding from a variety of sources and minimized unnecessary expenses while achieving desired results.
- The ability of the consultant to begin work immediately and complete the projects in a timely manner.
- References: Evaluation of comments received from referenced previous clients

XII. CONTACT POLICY

After the date and time established for receipt of proposals by the County, any contact initiated by any firm with any County representatives, other than Renea Warren-Ford, Harnett County Procurement Agent, listed herein, concerning this RFQ is prohibited. Any such unauthorized contact may cause the disqualification of the firm from this qualification process.