

REQUEST FOR QUALIFICATIONS
FOR
ENGINEERING, LANDSCAPE ARCHITECTURE, AND RELATED COMPREHENSIVE
DESIGN FOR WINTERVILLE RECREATION PARK IMPROVEMENTS
TOWN OF WINTERVILLE,
WINTERVILLE NORTH CAROLINA

Due Date: February 20th, 2025, Time: 12:00 pm

Receipt Location

Mailing Address:

Town of Winterville

Attention: Diane White, Parks & Recreation Director

P.O. Box 1459

Winterville, NC 28590

Physical Address:

Town of Winterville

Attention: Diane White, Parks & Recreation Director

2936 Church Street

Winterville, NC 28590

Email: diane.white@wintervillenc.com

Phone: 252-756-2221 ext. 2436

Purpose of RFQ

The Town of Winterville and Winterville Parks & Recreation invites the submittal responses to this Request for Qualifications (RFQ) from Firms and General Contractors qualified in the State of North Carolina to perform engineering, landscape architecture, and related comprehensive design professional services. The project will design various improvements to improve accessibility to the Winterville Recreation Park, located at 332 Sylvania Street.

Scope of Work

The Town of Winterville's Winterville Recreation Park, a highly visible and well-used park located off Sylvania Street adjacent to AG Cox Middle School, currently has four baseball fields, two tennis courts, an amphitheater, a newly renovated playground (2018), illuminated batting cages, ¼ mile walking trail with numerous connecting sidewalks, a pond, 2 concession stands, 1 large pavilion and public restrooms. The Winterville Recreation Park is on Parcel 80022, about 20.93 acres.

Plans will include improvements/upgrades to the Ruritan and Karl Wesley McLawhorn Baseball Fields. Dugout improvements to the fields mentioned with concrete ADA sidewalk access added to be able to access the 4" depth dugouts. The existing dugouts would be torn down, removed, and replaced with new brick and will be compatible to facilitate ADA access.

Removal of the old press box, the pump house where the irrigation system is behind the KWM Baseball Field backstop. A new smaller pump house will be built and installed behind the new first base dugout on Ruritan Field. Additional storage will be needed in the new pump house. The fence directly next to the dugout entrance will be removed and replaced with new fencing and a new gate for ADA access.

Spectator Improvements

A new concrete slab for wheelchair seating out at KWM field, where the current pump house is located. One set of accessible bleachers to be added at the KWM Field which will replace the sets that are currently there now.

An accessible game viewing shelter. Includes a 700 square ft shelter structure with a concrete slab that will have ADA access walkways leading to the structure. This will be a new addition where the wooden picnic tables are placed. Shelter and vicinity drainage must be added while construction is being done. Mulch and trees will need to be removed to facilitate shelter construction.

In addition to the dugout improvements, spectator improvements and the new accessible game viewing shelter crosswalk improvements are needed. Removal and replacement of broken/damaged sidewalks are located where the tennis courts and side playground entrance cross from each other. Additionally, striping will need to be painted to be visible.

The selected Firm/General Contractor will be contracted for design development, construction documents, and contract administration phases. Within each phase, there will be subsequent task

including but not limited to permitting, bid assistance, construction observation and other usual and customary tasks required of a professional engineering Firm/General Contractor to take project of this type from the end of conceptual phase through design to final completion and close out of a construction project.

Submittal Requirements

Interested Firm/General Contractors should submit the following items in packet form to the Town of Winterville for consideration.

1. Firm/General Contractor Experience and Qualifications:
 - Describe the Firm/General Contractor's qualifications as they pertain to this specific project. Include a description of the Firm/General Contractor including in-house capabilities and any outsourced services anticipated. Information should include Firm/General Contractor history, names, and credentials of principal officers of Firm/General Contractor, location of home and branch offices, honors, and awards (if any) and areas of specialization (if any).
2. Key Professionals:
 - Identify the key team members who will be directly involved in the project and list their certifications, expertise, and roles. Include relevant training, certifications, professional affiliations, publications (if any) and awards (if any).
 - Identify the Project Manager who will be responsible for the execution of work and ensuring that adequate personnel and other resources are made available for the project, and who is responsible for the quality and timelines of the Firm/General Contractor's performance. Include a brief resume indicating North Carolina professional registration (if applicable), experience and qualifications as it specifically pertains to this project.
3. Relevant Projects/References: List up to five (5) corresponding projects, currently in progress or preformed in the last five (5) year is comparable to the RFQ as follows:
List only projects involving current staff, indicate which team members were involved in the project and specify their role.
List a maximum of five (5) relevant projects.
Describe the services the Firm/General Contractor provided and the outcome of the project (on-time, on-budget, number, and nature of change orders issued).
Provide the client's name for whom services were provided and the appropriate individual who may be contacted as a representative of each client (include phone number, email, and address).
4. Project Understanding and Approach:
Describe your understanding of the scope of work and how you will accomplish the project.
Describe your technical approach to the work, including the technical disciplines required to complete the job.
Discuss anticipated challenges, if any.
5. Unite Pricing:
Provide an hourly rate sheet for all team members.

Selection Process

The Town will review the submittals from each Firm/General Contractor using a qualifications-based selectin (QBS) process. In accordance with North Carolina General Statutes, it is the intent of the Town “to select Firm/General Contractors qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified Firm/General Contractor.”

The following criteria and weighing will be used for evaluation purposes:

- Technical Approach (25%)
- Work Experience (25%)
- Firm/General Contractor & Staff Qualifications (25%)
- Past Performance (25%)

Following review of the submittals received, the Town may select the Firm/General Contractor it believes to be the best qualified for the proposed project. The Town reserves the right to interview a Firm(s)/General Contractor(s) before making a final selection. If in the sole opinion of the Town, an agreement cannot be reached with the first respondent of choice, negotiations will proceed with the second or subsequent choice respondents until a mutually agreed contract can be negotiated.

Additional Instructions, Notifications, and Information's:

No Gratuities-Respondents will not offer gratuities, favors, or anything of monetary value to any official or employee of the Town to influence this selection. Any attempt by a respondent to influence the selection process by any means other than disclosure of qualifications and credentials through this solicitation, will be grounds for exclusion from the selection process.

All information True-By submitting a response, respondents represent and warrant to the Town that all the information provided in the response submitted shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the Town for consideration in the selection process may be excluded.

Interviews:

Interviews may or may not be required at the discretion of the Town.

Inquiries-Process inquiries may be directed to Parks & Recreation Director, Diane White via e-mail diane.white@wintervillenc.com

Cost of Responses- The Town will not be responsible or held responsible for the costs incurred by anyone in the submittal of responses.

Contract Negotiations - This RFQ is not to be interpreted as a contract or a commitment. If this RFQ results in a contract offer by the Town, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

Contract Form-The contract form for this project will be the Town’s standard General Service Contract (attached hereto). The Town may consider, in its sole discretion, an EJCDC-500 Standard Form Agreement Between Owner & Engineer for Professional Services with modifications acceptable to the Town of Winterville, NC.

No Obligation- The Town reserves the right to: (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) require interviews or waive interviews of any kind; (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submission, should it be deemed in the Town’s best interest; or (6) cancel or re-issue the entire RFQ.

Ownership of Work- Upon payment for the professional services rendered, the Town shall have exclusive ownership of all Intellectual Property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the selected Respondent pursuant to any contract under this RFQ (collectively, the “Intellectual Property”), including without limitation the right to copy, use, unveil, issue, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the Town’s name and shall be the sole and exclusive property of the Town, whether the work examined therein is performed. The Town will grant the Respondent a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to fulfil the contract.

Insurance-The respondent shall have the appropriate insurance coverage types and limits, including professional liability insurance, as may be approved by the Town in its sole discretion and written by an insurer authorized to transact insurance in the State of North Carolina. The Town shall also be listed as a Certified Holder and where required by the Town, as an additional name insured.

Submittal Instructions:

The Town will receive sealed responses to this RFQ at the address listed below until 12:00 pm (noon) on February 20, 2025. Responses should be labeled “Winterville Recreation Park Improvement” on the front of the envelope. Responses must be directed to the following point of contact:

Mailing Address

Town of Winterville
Attn: Diane White, Parks & Recreation
PO Box 1459
Winterville, NC 28590

Physical Address

Town Winterville
Attn: Diane White, Parks & Recreation
2936 Church Street
Winterville, NC 28590

All questions or requests for clarifications should be emailed directly to the Parks and Recreation Director, Diane White, email: diane.white@wintervillenc.com. **Questions must be submitted by 5:00 pm on February 3rd, 2025.** Responses to questions may result in the issuance of an addenda to the RFQ, and any addenda will be posted no later than February 10, 2025, at www.wintervillenc.com. All respondents are responsible for checking the website for any addenda's that may have been added before submission. No questions will be answered after February 3rd, 2025.

The Request for Qualifications document is available on the Town’s website at www.wintervillenc.com