



CITY OF RALEIGH
DEPARTMENT OF PARKS AND RECREATION
REQUEST FOR QUALIFICATIONS

(ADDENDUM)

Request for Qualifications: Architectural and Engineering Design Services
Project: Horseshoe Farm Park Phase 1 Design
Project Number: 21500-02-09

NEW

Project: Annie Louise Wilkerson, MD Nature Preserve Park Design
Project Number: 53400-03-09

Project Manager: Stephen C. Bentley
Phone Number: (919) 996-4784
Date of Advertisement: February 11, 2009

Qualification Due Date: March 31, 2009 (DUE DATE EXTENDED)

The City of Raleigh Parks and Recreation Department recently received authorization to proceed with design services for *the Annie Louise Wilkerson, MD Nature Preserve Park*. This project is separate from the Horseshoe Farm Park project. There will be separate design teams chosen for each project.

Only one submittal is required for these two projects (12 copies still needed) if interested. Please identify in a cover letter if you want your design team to be considered for one (specify which one) or both projects.

Any RFQ received by the City of Raleigh on the original submittal date of March 17th, 2009 will only be considered for the original scope of services requested (Horseshoe Farm Park Phase 1 Design).

Below is a new background section and new scope of services that outline and describe the Annie Louise Wilkerson Nature Preserve Park Project. (NOTE: The information in the Horseshoe Farm RFQ still remains the same, these are two separate projects)

I. BACKGROUND (NEW)

The Annie Louise Wilkerson Nature, MD Preserve Park is a 157 acre site located in northeast Raleigh, NC near Falls Lake (NOTE map below). The park is located on Raven Ridge Road. The property is currently closed to public visitation and part of the property (8 acre parcel) is inhabited by a life estate resident.

In February of 2006 the City of Raleigh received an amazing gift of 157 acres of land along Falls Lake from an extraordinary person. Dr. Annie Louise Wilkerson was not only known for the approximate 8,000 babies she delivered over a 53 year career in medicine but she was equally known for her pioneering achievements in her medical profession and her philanthropic contributions to the community. Many people simply called her “Dr. Annie”. She carried a sense of leadership, spirit and drive that was nearly unmatched. Dr. Annie passed away on September 15, 2005 at the age of 91. Even after her passing Dr. Annie’s legacy will live in perpetuity through a Nature Preserve she deeded to the City of Raleigh Parks and Recreation Department in her will. Dr. Annie’s foresight for the sense of place and dedication to her community is represented in this Nature Preserve Park plan.

Below is an excerpt from Dr. Annie Louise Wilkerson’s Will that describes the intent and purpose of the 157 acres:

That the property herein conveyed shall be maintained as a nature preserve park, and used for the primary purpose of nature and wildlife education, the study and research into methods of conservation, and shall not be used for general recreation or any other purpose inconsistent with the primary purposes set forth above.

That no timber now or in the future growing on the property be cut or sold other than those trees necessary to be cut to avoid the spread of disease or which endangers the public, nor shall any roads or trails be opened thereon other than necessary access ways, parking area and trails for pedestrians and protection uses.

That no buildings other than those existing at my death shall be erected or maintained on the property other than shelters for necessary service and educational buildings.

The park shall be named the “Annie Louise Wilkerson, MD Nature Preserve Park.”

NOTE: Approximately 8.2 acres of Dr. Annie Louise Wilkerson’s property is a life estate granted to a friend. For long range planning purposes, this portion of the overall site is included in the plan.

Existing master plan documents, environmental information and other documents can be downloaded from City of Raleigh FTP site at [FTP://ftp.ci.raleigh.nc.us/](ftp://ftp.ci.raleigh.nc.us/)

Username: **P&RdesignVend**
Password: **vuCSkQQnW**

Click on “**AWL_RFQ**” folder. Username and password are case sensitive.

II. SCOPE OF SERVICES **(NEW)**

1. Site Assessment/Study:

The focus of this initial phase is to research and develop options for providing safe and environmentally sustainable/low impact access, the potential for site utilities or septic/well water, assist in the development of adaptive re-use program for use of existing residence grounds and out buildings. Selected consultant shall at a minimum complete the following tasks:

- A. Review project scope with Parks and Recreation staff team to familiarize consultant team with Council adopted Park Plan park elements and budget for development.
- B. Establish clear goals and milestones for completion based on scope and a draft schedule
- C. Gather existing mapping, assessments, environmental inventories and other documents to become familiar with the existing park site and surrounding parcels, including the adopted Park Plan, complete Natural Resource Existing Conditions Report and Building and Infrastructure Assessment Report.
- D. Based on Council adopted Park Plan and scope of work, conduct geotechnical research (including groundwater, soils, rock, etc) and develop a report outlining potential subsurface suitability, constraints and opportunities for potentially providing water and septic onsite.
- E. Conduct a series of preliminary investigations for potential needs for site utilities OR whether well and septic are suitable based on future site build out / use, review the rehabilitations needs for the existing road and culvert under main road. Review of options for adaptive re-use of existing residences and barn as per the park plan. (Residences are to be used for Park Office and Center and the Barn to be used as Maintenance Facility)
- F. Research the demand for potable water services, potential fire suppression capabilities and rain water harvesting options. Review the current capacity of the well(s) on site and analyze the potential of connecting to the City of Raleigh water service. These demands should be based on proposed park elements in the adopted park plan. (Daily loads for proposed facilities)
 - 1) Provide at least 3 solutions/alternatives to provide adequate water based on the research.
 - 2) Propose a phased solution if appropriate
- G. Research and analyze various wastewater treatment options for the site. These might include innovative options that could treat waste water onsite or connection to the City of Raleigh waste water treatment systems. Based on information collected during the geo-technical investigations and other environmental inventories identify site constraints and opportunities.
 - 1) Provide at least 3 solutions/alternatives to provide adequate wastewater treatment based on the review
- H. Research and provide options/alternatives to provide adequate electric supply to the site. This could include consultation with the City's vendor (Progress Energy) and local supplier for electric service but also the exploration of renewable energy options including solar and wind.
- I. Review preliminary Building and Infrastructure Assessment reports. Conduct a series of meetings with City staff to develop building use programs for both existing residence and the barn. This should include basic recommendations on how the building may have to be improved (generally) in order to meet building code / occupancy for public use versus their existing conditions of residential.
 - 1) The City is interested in adaptively reusing the residence on site for a park office (approx 1600 sq ft), park center (approx 4,000) and the barn for maintenance and stewardship purposes.
- J. The consultant will provide an opinion of probable cost for each of the 3 options included in F, G, H and I and compare the benefits versus costs for each.

K. ALL SOLUTIONS/ALTERNATIVES must take into account low impact development principles and sustainable design strategies. The City is strongly encouraging innovative designs for this site that are suitable for the unique environments of the park.

- L. Review any preliminary issues with Wake County, Army Corp of Engineers and the State of North Carolina.
- M. The consultant will provide options for meeting the City's Tree Conservation Ordinance (TCA). Review criteria and how it will be met based on the adopted park plan elements. Review options with staff in order to coordinate a single plan for the site.
- N. After a thorough review of alternatives with the City staff the consultant will proceed with a more detailed schematic design that should include water, wastewater/sewer, electricity, access, preliminary grading, site plan, TCA, floor plans, storm water controls, schematic design and placement of the proposed park elements as per the adopted park plan.
- O. Provide a cost estimate based on the schematic design created.
- P. The consultant will conduct one public meeting to solicit input on the proposed design and prepare meeting minutes. Produce and disseminate public meeting notification announcements as directed by the Project Manager (mailing lists will be provided). Submittals at this time shall also include a project narrative suitable for posting on the Parks and Recreation *Current Projects* webpage.
- Q. Prepare meeting notes for all design reviews, public meetings, etc. and other documentation in a format suitable for the City's website.

2. Architectural and Engineering Design, Construction Documents and Construction Administration

Based on the performance and outcomes of the schematic design review, the City will retain the option for amending the contract for the Consultant to potentially engineer, design and develop full construction documents, provide bidding assistance and construction administration through project closeout.

The Consultant must prepare all permits and approvals related to soil erosion, stream bank, buffer, and wetland impacts, grading, tree conservation, site development and building plans (if necessary). Universal accessibility must be included in all aspects of the project. Green building technologies should be implemented to LEED and Low Impact Development standards in the planning, design and construction for all new facilities.

- A. Confirmation of project scope with Parks and Recreation staff in order to revise project schedule.
- B. Perform any investigations and / or testing necessary to produce accurate and complete contract documents (Consultant to pay testing fees as a reimbursable expense).
- C. Prepare 60% Design Development documents. At a minimum the plans shall include a cover sheet including a preliminary drawing index with preliminary building data form (if necessary); site plan, site utility plans, grading plan; clearing limits; sediment / erosion control plan; storm drainage plans; fire suppression plans, floor plans; wall sections; elevations; plumbing, mechanical and electrical plans; structural plans; details; and phasing plan if necessary. Plans should be adequate to identify dimensions, materials, storm drainage calculations and an updated estimate of probable cost. Design Development plans shall also include technical specifications and a preliminary bid form. Attend staff design review meeting and provide written response to staff review comments.
- D. Attend one review meeting with Development Plan Review Group and prepare meeting minutes.
- E. Permitting and Compliance:
 - a. Identify, prepare and submit all city, county and state permit documents for site related changes or additions including traffic and parking.

- b. Submit erosion control and grading plans to the NCDENR (DWQ) for review and permitting prior to bidding.
 - c. Submit building plans to the Department of Insurance Building Review Division (if >20,000sf) and the City of Raleigh Inspections Department prior to bidding.
 - d. Submit Tree Conservation Area (TCA) plans to City of Raleigh for review and permitting. Record the TCA plat in time for building permit application.
 - e. Prepare complete building and site development plans in compliance with City requirements for commercial construction and submit for building permit.
 - f. Prepare and resolve all other permit and code requirements to complete the project.
- F. Prepare 100% Construction Documents. The 100% set shall include complete drawings and technical specifications for permitting and construction. Provide updated construction cost estimate. Attend staff design review meeting and provide written response to staff review comments.
- G. Provide annual utility projection cost for building (if necessary) and parking (electric, water, sewer, natural gas, etc.).
- H. Provide all printing, binding and distribution of Contract Documents issued for construction.
- I. Coordinate bid advertisement and pre-bid meeting, review bid proposals, certify the bid tabulation and recommend construction award when bids are received.
- J. Provide site inspections during construction – a minimum of one per week, unless otherwise directed by the Project Manager – followed by a written report.
- K. Attend and record weekly construction meetings.
- L. Review and approve shop drawings and samples, review / respond to contractor's request for information, and review contractor's change orders and payment request, all with a maximum processing time of one week after receipt.
- M. Conduct final inspection with Parks and Recreation staff and prepare punch list.
- N. Assist Parks and Recreation staff in final sign-off upon completion of punch list.
- O. Prepare As-Built record drawings on mylar and provide electronic files in pdf and original drafting format.
- P. Provide problem resolution for six (6) months after final inspection.
- Q. Conduct Post Occupancy Evaluation eleven (11) months after final completion through user surveys and prepare report identifying improvements that the City can make to improve the functioning of the new construction.

III. PROJECT SCHEDULE **(NEW)**

Completing this project quickly and accurately is imperative to meet the anticipated demands on the project area in the coming months. As part of the Project Scope, a DRAFT 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 methods to expedite the completion of this Project.

RFQ ADDENDUM	March 12 th , 2009
Qualifications Due	March 31st, 2009, 3:00pm
Council Approval on Consultant Selection	May 2009
Site Assessment & Options for Development	July 2009 – September 2009
Schematic Documents	October 2009 – January 2010
Construction Documents and Permitting	February 2010 – June 2010
Bidding and Construction	July 2010 – May 2011

IV. QUALIFICATION SUBMISSION REQUIREMENTS (NO CHANGE)

REMINDER ONLY ONE QUALIFICATION PACKAGES (12 COPIES) IS DUE BUT A COVER LETTER MUST NOTE WHICH PROJECT(S) YOUR TEAM IS TO BE CONSIDERED FOR.

The qualification package shall be submitted on 8 ½" x 11" paper, side bound with **Table of Contents and reference tabs for key sections**. The package submitted shall not exceed forty (40) pages single-sided, or twenty (20) pages double-sided (front/back covers, Table of Contents, and tab pages are excluded from these totals). Complete responses to qualification requirements shall be organized as follows:

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.

B. Project Personnel Qualifications

Detailed resumes for proposed staff.

C. Firm Experience

Summary of at least three (3) projects of similar scope (*parks and recreation facility design and construction administration*) 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. Project schedule (initial schedule and actual / final schedule), including an explanation of delays, if any.
3. Initial project budget and final project cost. List design fees and construction costs separately.
4. Description of services rendered by the Consultant and degree of involvement (prime consultant or subconsultant).
5. Associate firms involved and their assigned responsibilities.
6. Key principal and associate staff involved, along with their assigned responsibilities.
7. Brief summary of client's program along with key design elements and how the Consultant addressed them.
8. Demonstrate an understanding and ability to procure all required permits
9. Project references including current names, addresses and telephone numbers.

D. Project Approach and Schedule

1. Description of assessment services to be provided and the approach to be used.
2. Process for developing renovation / expansion options.
3. Process for evaluation of alternatives, identifying permits and permit agencies, site and environmental analysis, etc.
4. Management tools, techniques, and procedures used to maintain project schedules.
5. Project schedule.

E. Experience conducting public meetings and other public process involvement.

F. Knowledge and Specific Experience in Green / Sustainable Design and Construction Practices

Summary of at least three (3) projects of similar scope (sustainable/green/low impact development designs and construction administration) for which the Consultant has completed. These projects should demonstrate the consultant knowledge and use of innovative design principles in order to achieve higher environmentally conscious outcome / design.

G. Firm Capacity and Current Work Load

Description of firm capacity, including list of current projects and schedules for completion.

H. Billing Rate Structure

Billing rate schedule for all personnel who will work on both phases of the Project and estimated percentage of time those individuals will commit to the Project (total should equal 100%). Compensation will be negotiated with the selected consultant.

I. Legal Issues

Listing of any pending or settled lawsuits in which the Consultant was involved during the past five (5) years.

J. IT Capabilities

Description of Geographic Information System (GIS), Computer-Aided Design (CAD) capabilities, including system and software used, and other relevant systems such as interface with Microstation.

V. SUBMISSION OF QUALIFICATIONS AND PROPOSALS

Twelve (12) complete qualification packages and one (1) electronic copy in PDF format must be received at the following address by 3:00 pm on March 31, 2009.

**City of Raleigh Parks and Recreation Department
Design Development Division
333 Fayetteville Street, Suite 300
Raleigh, North Carolina 27601
Attention: Stephen C. Bentley
Stephen.bentley@ci.raleigh.nc.us
Phone: 919-996-4784**

VI. EVALUATION PROCESS (NO CHANGE)

The City of Raleigh Parks and Recreation Department has established a procedure for evaluating design consultants. The purpose of this procedure is to ensure that design consultants are evaluated in a fair and uniform manner, that those selected for work are qualified and experienced in designing facilities desired, and to ensure that qualified design consultants have the opportunity to be considered for providing professional services for the Project. The process for selection involves three stages:

Stage One: Qualifications

Notification of this Request for Qualifications is advertised on the City's web site (www.raleighnc.gov). A Request for Qualifications will be sent to all firms that express interest and request a copy of the RFQ. Upon receipt of the qualification packages from respondents, the Parks and Recreation Department will submit these qualifications to a selection committee that is called the Design Resource Team. This team will work with the City Project Manager and chosen consultant throughout the project.

Stage Two: Evaluation Committee

An Evaluation Committee composed of City Departmental staff (and / or project partners depending on project scope) will review and score the RFQs based upon the "Evaluation Criteria" noted below in Section VII of this document. The Selection Committee will prepare a prioritized 'short list' of firms that will be forwarded to City Council. Council will be asked to authorize negotiation with the recommended firms in priority order.

Stage Three: Contract Negotiations

Following the City Council's approval to negotiate with the recommended consulting firm, the Parks and Recreation Department will begin negotiations. In the event negotiations of specific contract terms, conditions and fees prove unsuccessful with this firm, the Parks and Recreation Department will begin negotiations with the second most qualified firm. The City Council will award a contract based upon successful negotiations.

VII. EVALUATION CRITERIA (NO CHANGE)

The following criteria will be the basis on which consultants will be selected for further consideration (in no particular order):

- A. Team organization and structure
- B. Project personnel qualifications
- C. Specialized experience of firm and related experience on projects of similar scope (last 5 years)
- D. Proposed project approach and schedule for completion
- E. Experience conducting public meetings
- F. Knowledge and Specific Experience in Green / Sustainable Design and Construction Practices
- G. Current workload and firm capacity
- H. Rate structure for proposed staff including all subconsultants
- I. Proximity to and demonstrated knowledge of the area where the project is located
- J. Other factors relevant to the Project

VIII. GENERAL COMMENTS (NO CHANGE)

- 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 the City of Raleigh Project Manager. If a question of general concern is asked by any firm with regards to this Request for Qualifications, a copy of the written response will be sent to all firms.
- C. **OWNERSHIP OF DOCUMENTS:** All responses, inquiries or correspondence relating to this Request for Qualifications will become property of the City of Raleigh 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 City of Raleigh, whether the project for which they are made is executed or not, and may be used by the City of Raleigh as it sees fit. If such documents are used on another project or for another purpose by the City of Raleigh, the Consultant shall not be responsible for such use, and shall not receive 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. These drawings shall include accurate base drawings for the entire building / 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 the Table of Contents to corresponding sections. Upon completion of the project, three (3) sets of disks containing electronic files of the Reports and Construction Documents (drawings and specifications) shall be sent to the City of Raleigh Department of Parks and Recreation.
- F. **PERMITS:** The City of Raleigh 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 City 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 the completion of 100% Construction Documents and award of the construction contract. It is the City'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. **ALTERNATIVES:** If required, the Consultant shall develop documents with add or deduct alternatives, and shall clearly identify these alternatives in all estimates of probable cost.
- I. **DOCUMENT PRINTING:** At least one day prior to the date of advertisement for bidding, the Consultant shall deliver to the Department of Parks and Recreation prints of the contract drawings (24" x 36") and specifications (8 1/2" x 11") (quantity to be determined). The cost of printing shall be a reimbursable expense. At the request of the Project Manager, the Consultant shall deliver the original mylar drawings, sealed and signed by the Architect / Engineer of record, and the original specification package.

Annie Louise Wilkerson, MD Nature Preserve Park
Raven Ridge Road
Raleigh, NC



PARKS AND RECREATION DEPARTMENT ♦ PHONE 919-996-4784 ♦
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