

Town of Rural Hall

REQUEST FOR QUALIFICATIONS



For the Professional
Design & Engineering
Services of the

Town of Rural Hall's Covington Memorial Park Revitalization Phase I Project

Using the Design-Bid-Build Delivery Method

Rural Hall Town Hall
P. O. Box 549
423 Bethania-Rural Hall Road
Rural Hall, NC 27045

Proposal Process, Questions/Inquiries, and RFQ Submission:

Primary: Alston Brown, Public Information Officer

Secondary: Homer Dearmin, Town Manager

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Date: April 23, 2025

Section 1: Project Information (including GIS Map)

Pursuant to North Carolina public procurement law and in accordance with the Design–Bid–Build project delivery method, the Town of Rural Hall, NC is soliciting Statements of Qualifications (SOQs) from experienced and qualified professional design and engineering firms to provide comprehensive services for a public parks and recreation improvement project. This project is funded in part by the North Carolina Parks and Recreation Trust Fund (PARTF) and includes a range of recreational and site infrastructure improvements.

This solicitation is for professional design services only. A separate public bidding process will be conducted for the construction phase upon completion of the design and bid documents.

The selected design firm will be responsible for planning, permitting, site design, construction documentation, cost estimating, and coordination with Town staff and permitting agencies. The Town intends to contract with the most qualified firm based on demonstrated experience, expertise, and understanding of the project scope.

All respondents to this RFQ are subject to the instructions provided herein and are cautioned to review the document carefully and comply fully with all submission requirements. Any firm failing to do so may be considered non-responsive.

All firms that submit qualifications and meet the minimum criteria outlined in this RFQ will be evaluated by the Town of Rural Hall in accordance with the selection criteria detailed in this document. The Town will enter into negotiations with the highest-ranked firm to finalize scope and fee.

All questions or correspondence related to this solicitation must be submitted in writing and directed to the Town of Rural Hall contact listed below. Contact with any other Town personnel regarding this RFQ may result in disqualification of the respondent.



Parcel ID (1):
6910-87-3025.000

Parcel ID (2):
6910-86-4638.000

Notice of Owners Discretion:

The Town of Rural Hall reserves the right to reject any and all submissions for any reason or no reason, to waive any informalities or irregularities in the process, and to reissue this RFQ at its discretion. This RFQ does not obligate the Town to pay any cost incurred by respondents in the preparation and submission of a response, nor does it obligate the Town to accept or contract for any expressed or implied services. The Town reserves the right to negotiate scope and fees with the selected firm.

Section 2: Project Goals, Objectives and Challenges

The goal of this project is to design improvements to the Town of Rural Hall's public park facilities, including the installation of a splash pad, playground, site furnishings, fencing, landscaping, signage, and supporting infrastructure. The Town seeks to work in a collaborative and coordinated relationship with the selected design team to successfully deliver a project that enhances the recreational experience of the community.

The success of this project will largely depend on the ability of the selected design firm to understand the Town's goals, comply with PARTF guidelines, and provide accurate, efficient, and creative design services that support a smooth transition to the construction phase. The Town's intent is to work closely with the selected firm to produce bid-ready construction documents that are clear, cost-conscious, and permit-ready.

With the design and future construction of the project, the Town has established the following goals and objectives:

- Develop a high-quality, inclusive, and family-friendly park environment that enhances community well-being.
- Complete the project within the available budget of \$1.27 million and on a schedule that supports timely grant reporting and disbursement.
- Incorporate safe, durable, and ADA-compliant play equipment, surfacing, and amenities in accordance with current standards.
- Integrate sustainable practices such as meadow planting, erosion control, and long-term maintenance considerations into the site plan.
- Provide a realistic and well-phased project timeline, allowing for permitting, public bidding, and construction within PARTF-required deadlines.
- Deliver accurate cost estimates and value-engineered alternatives during the design phase to help maintain scope alignment with available resources.
- Coordinate closely with Town staff and consultants to ensure that the project meets PARTF grant documentation and regulatory compliance.
- Proactively identify and address any permitting, utility, or drainage challenges early in the design process to avoid delays during bidding or construction.
- Ensure the design documents are complete and bid-ready, supporting a competitive and efficient construction procurement process.

Challenges

The successful design team will need creative and technical solutions to address the following anticipated challenges:

- Coordinating site grading and stormwater drainage for new hardscapes, splash pad systems, and play areas while minimizing impact to adjacent areas.
- Managing the integration of splash pad utilities (water supply, pump system, drainage) into the existing infrastructure in a cost-effective way.
- Designing within a defined PARTF grant scope and budget, balancing amenity quality and quantity with fiscal responsibility.
- Navigating the permits and regulatory reviews required for site development, water utilities, and erosion control.
- Preparing a clear and comprehensive construction bid package that reduces the likelihood of change orders, disputes, or ambiguity during construction.

- Working within an active community environment with nearby residential areas and minimizing disruptions to surrounding properties during construction.

Section 3: Project Description and Scope of Work

Project Description:

- The location of the project is 7450 Church Street, Rural Hall, North Carolina, at Covington Memorial Park. This project represents a major investment in public recreation and community wellness, funded in part through a \$500,000 grant from the North Carolina Parks and Recreation Trust Fund (PARTF), with an additional \$771,000 in local matching funds. The Town of Rural Hall seeks to design and construct a comprehensive set of improvements to enhance accessibility, safety, and recreational offerings for users of all ages and abilities.
- The project will be delivered using the Design–Bid–Build method. This RFQ is for professional design and engineering services only. The selected firm will be responsible for delivering complete, bid-ready construction documents and providing construction-phase support. Construction will be publicly bid and awarded through a separate process, in accordance with North Carolina General Statutes.
- The final design and construction will result in a fully operational and publicly accessible park amenity that meets all applicable codes, accessibility requirements, and PARTF grant criteria. The total project budget is \$1,271,000 and includes design, site preparation, materials, construction, and contingency.

The scope of the park improvement project includes, but is not limited to, the following elements:

- Installation of new playground equipment and surfacing (approx. 5,000 SF)
- Construction of a splash pad with pump system, filtration, drainage, and interactive water features
- Concrete paving surrounding the splash pad area
- Site grading and erosion control, as needed for proper drainage and installation
- Aluminum fencing, including:
 - 275 linear feet of 4' high aluminum playground fencing
 - Two (2) 4' high single-gate entry points
- Site furnishings, including:
 - Two (2) trash/recycling containers
 - Eight (8) benches
- Landscaping, including seed distribution for meadow planting
- Signage, including directional and educational elements
- Site lighting, focused on playground and splash pad areas
- Utility extensions, particularly water service for splash pad operation
- Retaining wall(s) where needed based on final grading
- Demolition of existing asphalt paving, tree removal, and general site clearing
- Staking and layout coordination

Scope of Work:

The selected design team will be responsible for the following services and deliverables:

- Pre-design site evaluation, including:
 - Surveying, utility locating, and geotechnical studies
 - Existing condition assessment and coordination with Town staff
- Conceptual and schematic design, with options for phasing or alternatives as needed to align with budget constraints

- Design development and construction documentation, including:
 - Site layout, grading, and erosion control plans
 - Utility and drainage plans
 - Hardscape and surfacing details
 - Splash pad system design (filtration, drainage, mechanical)
 - Playground layout and specifications
 - Lighting and signage locations and specifications
 - Landscape and planting plan
 - ADA compliance and safety considerations
 - Final engineer's cost estimates, specifications, and bid-ready documents
- Permitting support, including coordination with all required local and state agencies. The design firm shall be responsible for identifying all required permits and approvals early in the design process and maintaining a permit tracking log throughout the project.
- Preparation of bid packages, suitable for public advertisement under NC procurement law
- Bid-phase services, such as:
 - Pre-bid meeting participation
 - Response to contractor RFIs
 - Assistance during bid evaluation if needed
- Construction administration and support, including:
 - Review of contractor submittals and RFIs
 - Site visits at critical stages of construction
 - Punch list development and final walkthrough
 - Review of record drawings and warranties
- Coordination with Town staff, including:
 - Regular meetings and status updates
 - Support with documentation for PARTF grant compliance, including preparation and timely submission of all required reports, certifications, and documentation in accordance with PARTF guidelines. The design firm shall maintain familiarity with current PARTF requirements throughout the project.
 - Schedule and cost tracking throughout the design phase

**Note: The Town of Rural Hall will not provide workspace for the selected design team. The firm is expected to maintain its own facilities, equipment, and communications resources to perform the work.

Section 4: Budget, Projected Timeline, Planning and Delivery

Budget:

The total budget allocated for the Covington Memorial Park Improvement Project is \$1,271,000. This budget includes funding received from the North Carolina Parks and Recreation Trust Fund (PARTF) Grant in the amount of \$500,000, with a local match of \$771,000 committed by the Town of Rural Hall.

This figure reflects the entire project budget, including design, permitting, site preparation, construction, and contingency. However, this Request for Qualifications (RFQ) applies only to the design and engineering phase of the project, as the Town will proceed with a separate public bidding process for construction services under the Design–Bid–Build delivery method.

Design professionals should anticipate working within this total project budget, keeping in mind the importance of delivering construction documents that allow for efficient use of funds, compliance with applicable regulations, and alignment with PARTF funding guidelines.

Anticipated Schedule:

The Town reserves the right to adjust the following projected schedule as necessary:

Preliminary Project Schedule	Date
Advertise Request for Qualifications	April 23, 2025
Deadline for questions and clarifications on the RFQ	May 7, 2025
Optional pre-submittal meeting for interested firms	May 14, 2025
Deadline for submission of Statement of Qualifications	May 23, 2025
Review of Submissions and Shortlisting	Late May- Early June 2025
Interviews with Shortlisted Firms (if applicable)	Early-Mid June 2025
Notification of Selected Design Firm and Begin Negotiations	Mid-late June 2025
Completion of Contract Negotiations	Late June-Early July 2025
Town Council Approval and Award of Design Contract	July 2025
Begin Design Phase	TBD
Begin Construction	TBD
Project Completion	TBD

The Town anticipates the design phase to be collaborative and well-paced, ensuring ample time for coordination with relevant agencies, permitting authorities, and internal stakeholders. Once construction documents are finalized, the Town will initiate a public bid process for a general contractor. The construction timeline will be determined at that stage based on scope, contractor availability, and seasonal considerations.

****Note:** As this is a Design–Bid–Build project, the selected design firm will not perform construction work but will provide full construction documents and support services through the bidding and construction phase.

Section 5: Submittal Requirements and Content

Submittal Requirements

The deadline for submissions of qualifications is Friday, May 23, 2025, at 4:30 PM Eastern Time. All submitted materials will become the property of the Town of Rural Hall and will not be returned. Inquiries, amendments, or submissions received after the date and time listed above shall **not** be considered for evaluation. Regardless of the method of delivery, it is the responsibility of the submitting firm to ensure that the proposal is delivered **on time** to the correct location. Late submissions will not be accepted. The Town of Rural Hall reserves the right to reject any or all submittals received, waive informalities, or request additional information as necessary to evaluate qualifications fully and fairly.

Submittal packages should be enclosed in a sealed envelope marked for:

**REQUEST FOR QUALIFICATIONS: RURAL HALL COVINGTON PARK PROJECT PHASE 1
ATTENTION: ALSTON BROWN, PUBLIC INFORMATION OFFICER**

Submittal Content:

Each Submittal shall be organized in the following order:

1: General Information

- Full legal name and description of the submitting firm or team.
- Primary point of contact and project manager for this RFQ, including phone number and email address.
- Legal structure of the firm and a current organizational chart showing key personnel and any subconsultants. Include the names of all licensed professionals (architects, landscape architects, engineers, etc.) who will be involved in the project. Substitutions to the proposed team must be approved by the Town of Rural Hall.
- A list of relevant North Carolina professional licenses held by the firm and/or its team members that pertain to the design, engineering, and professional services required for this project.

2: Team Qualifications and Experience

- Describe why your firm or team is particularly well-qualified for this project and provide a brief narrative summarizing your team's relevant experience and knowledge of public park projects and municipal procurement requirements.
- Identify key staff who will directly work on the Covington Memorial Park project. Include qualifications, certifications, and a clear description of each team member's role and anticipated level of involvement.
- Highlight previous collaboration among proposed team members on comparable projects.
- Provide a statement confirming that all licensed professionals and subconsultants were selected based on demonstrated competence and qualifications in accordance with NCGS 143-64.31.

3: Project Understanding, Approach, and Management:

- Summarize your understanding of the Covington Memorial Park Improvements Project, including scope, context, and community impact.
- Describe your firm's design and project management approach, including how you plan to collaborate with Town staff throughout the design and pre-bid process.
- Detail your quality assurance and quality control procedures and approach to mitigating errors or discrepancies during design.
- Explain how your team will maintain effective communication with Town representatives throughout the project.
- Identify any anticipated risks or challenges and describe strategies your team would use to address or mitigate them.
- Provide a conceptual project schedule indicating key phases, tasks, milestones, submittals, and coordination meetings with the Town.
- Describe your firm's approach to managing design changes, budget constraints, and your historical success in minimizing construction-phase change orders.
- Highlight your track record for completing projects on time and within budget, particularly for publicly funded park and recreation projects.

4: Relevant Project Experience/References:

- Please describe the firm's overall reputation, service capabilities, and quality of work as it relates to this project.
- Provide (3) relevant projects completed over the last 10 years. A relevant project is one which best exemplifies your qualifications. List projects you believe demonstrate an ability to successfully meet the requirements of this RFQ.
- Please identify recent representative projects of a similar scope, complexity, and size performed by the proposed team. Please include for each reference/project:
 - Name of Project
 - Client
 - Total Project Cost
 - Project Description
 - Project amendments (if applicable)
 - Project Timeline of scheduled start and finish dates and actual start and finish dates
 - Photos/Pictures

5: Legal/Other

- Identify any current, pending, or past legal matters or litigation.
- Describe your approach to safety management and provide current safety ratings/records and practices.
- Provide a description of any program in place to encourage participation by minority businesses as defined in NCGS 143:128.2(g), and the efforts which will be used to notify minority businesses of opportunities for participation in this project.
- Statement granting the Town of Rural Hall and its representative's authorization to contact any previous client of your firm (or a team member) for purposes of ascertaining an independent evaluation of the firm or a team member's performance.

Submittal Documents:

- Three (3) hard copies
- One (1) electronic copy

Section 6: Evaluation, Criteria and Scoring

Qualifications and Experience – *50 points (50%)*

Project Understanding, Approach, and Management – *40 points (40%)*

Statement of Why the Design Team Should Be Selected – *5 points (5%)*

Submittal Quality and Completeness – *5 points (5%)*

Section 7: Selection Process Interviews:

It is the intent of the Town of Rural Hall to appoint a selection committee to review the submitted Statements of Qualifications. The committee will rank the submittal based on the criteria requirements specified within this RFQ. The Town will interview the three top ranked firms. The Town will notify each firm to schedule individual times for the interviews. The purpose of the interview will be to meet with the proposed project team and become familiar with key personnel and get a better understanding of the firm's project approach and ability to meet the objectives of the project. Interviewees should be prepared to discuss, with specificity, their capacity to conduct this work in compliance with a proposed timetable, budget, and good-faith obligations. The Town will provide written notification to all firms regarding selection.

Negotiations:

Once the rankings and interview process are complete, Rural Hall will initiate negotiations with the highest ranked/most qualified design-builder for a contract to design the project for a fair and reasonable fee, pursuant to Sections 143-64.31(a) and 143-128.1A(d) of the North Carolina General Statutes. If Rural Hall cannot negotiate a contract consistent with those sections and within the objectives of this RFQ within thirty (30) calendar days of initiating negotiations, then the Town shall have the right, in its sole discretion, to terminate negotiations and initiate negotiations with the next most qualified bidder, with no further obligations to the original highest-ranked firm.

Section 8: Terms and Conditions

Discrimination Policy:

The Town of Rural Hall does not discriminate on the basis of race, color, sex, national origin, religion, age, disability, sexual orientation, or gender identity. Any contractors or vendors who provide services, programs or goods for Rural Hall are expected to fully comply with the Town's non-discrimination policy.

Minority Business Participation Goal.

In accordance with North Carolina General Statutes, the Town of Rural Hall shall follow the established Minority Business Participation Goals as set forth in NCGS 143-128.2. The Town of Rural Hall will require a verifiable documentation of ten percent (10%) participation in the overall project by Historically Underutilized Businesses as defined by § 143-128.2. g.1.

Conflict of Interest:

By submission, the Team agrees at the time of submittal that the Team:

1. Has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of submitting the Team's services, or
2. Will not benefit from an award resulting in a "Conflict of Interest."

A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Town of Rural Hall. Submitting Teams shall identify any interests, and the individuals involved, on separate papers with the submittal and shall understand that the Town, in consultation with legal counsel, may reject their proposal.

Confidential Information/Public Records Law:

The Town assumes no responsibility for the confidentiality of information offered in a proposal. The RFQ does not intend to elicit proprietary information. However, if proprietary information is submitted as part of the proposal, the information is to be labeled as such. Proposals are not subject to public inspection until after the contract award. The Town of Rural Hall reserves the right to share any information submitted in response to this RFQ or process with any person(s) or firm(s) involved in the review and evaluation process. Proprietary or confidential information must be clearly labeled as such at the time of initial submission and to the extent provided by N.C.G.S. Chapter 132, will not be made available for public inspection. In the event a request for inspection is made under public records law, the submitting Team will be notified of the request and may participate in any subsequent civil action to compel disclosure of confidential information.

END OF DOCUMENT