



Recreation and Parks Department
5770 Rockfish Road
Hope Mills, NC 28348

Request for Qualifications (RFQ)

Date of Issue: *October 22, 2022*



Hope Mills Sports Complex Phase I Construction Documents

Project Manager Contact Information:
Lamarco M. Morrison, *Director*
lmorrison@townofhopemills.com

1. DEFINITIONS IN THIS RFQ

“Town” means the Town of Hope Mills.

“Statement of Qualifications” or **“SOQ”** is the response of a person, firm, or corporation proposing to provide the services sought by this RFQ.

“Proposer” is the person, firm, or corporation that submits a SOQ.

“Designer” is the Proposer with which the Town enters into a contract to provide the services sought by this RFQ.

2. PURPOSE OF RFQ & SCOPE OF SERVICES

2.1. BACKGROUND

On July 15, 2019, the Town of Hope Mills Board of Commissioners adopted the Hope Mills Recreational Complex Master Plan. Using the master plan as the basis for development, the Town is prepared to implement the first phase of the project. Through this RFQ the Town of Hope Mills, NC is soliciting Statements of Qualifications (SOQ) from design firms for the provision of construction documents, technical specifications, and a statement of probable cost related to Phase I of the Hope Mills Sports Complex. The design scope for the project includes the following:

2.2. CONTRACT DELIVERABLES

The Designer shall prepare construction documents for Phase I of the Hope Mills Sports Complex to include four (4) regulation youth baseball fields, concession building with restrooms, entrance drive and parking lot. The Designer shall submit the following contract deliverables as part of the design phase:

- A. Schematic Design: Review the Hope Mills Sports Complex Master Plan (refer to Exhibit A). The Designer shall confirm all existing conditions documentation with the Town. Using the master plan as the basis for design, provide a refined schematic plan that includes demolition, and preliminary site/civil plans.
- B. 65% Construction Documents: Based on the approved schematic plans, the Designer shall provide design development documents that include demolition, site, civil, MEP, and electrical plans. The plans shall also include sections and elevations, details sheets and other related disciplines required for the successful completion of the work. The final submittal for this phase shall include a statement of probable cost.
- C. 100% Construction Documents: The Designer shall submit three sets of construction documents for final review and comment by the Town. In addition, the Designer shall provide the Town with an electronic copy of the construction documents in AutoCAD LT and an electronic copy of the technical specifications in Microsoft Word.

2.3. TOWN OF HOPE MILLS RESPONSIBILITIES

The Town of Hope Mills shall be responsible for:

- a. Providing the Designer with copies of relevant plans, maps, surveys and other documents that can assist the Designer in preparing the design documents. Note that the Town can only provide those plans that are currently in existence, and is not responsible for plan information that is incorrect, incomplete, or out of date.
- b. Providing the Designer with copies of relevant studies, master plans, ordinances, design guidelines and special plans of the project area.
- c. Providing the Designer with a summary of the findings from previous related Public Input Sessions.
- d. Providing access to the facilities during normal business hours of operation.

The Town of Hope Mills shall work closely with the Designer to answer questions, make timely decisions, provide guidance and assist with coordination where needed. The Town’s responsibilities do not include conducting research and design tasks for the consultant.

3.0. SUBMITTAL REQUIREMENTS

Firms that are interested in providing the required services are invited to submit a Statement of Qualifications (SOQ), in electronic format only, to Lamarco. M. Morrison at lmorrison@townofhopemills.com. Any Proposer having a SOQ with more than 10 megabits should submit it using one of the following methods:

- a. Email a link to your firms ftp site to download the SOQ. Include the required username and password along with your ftp address.
- b. Provide a link to download the SOQ via Dropbox.

Each firm is solely responsible for the timely delivery of its SOQ. All SOGs must be received by **4:00 pm local time November 22, 2022**. It is the responsibility of the Proposer to confirm receipt of their SOQ, either by email or calling immediately after the SOQ has been submitted. The phone number is (910) 426-4107. *No Qualification Packages will be accepted after this deadline.*

3.1. SUBMITTAL TIMELINE

The following is the likely schedule and timing leading up to a contract signing. The Town may change this schedule as appropriate.

Advertisement.....	October 22, 2022
SOQs submitted.....	November 22, 2022
Evaluation procedure complete.....	December 2, 2022
Contract Approval by Board.....	December 19, 2022

3.2. FORMAT

The SOQ should be divided into the individual sections listed below. Proposers are urged to include only information that is relevant to this specific project so as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of the RFQ and emphasize the Proposer's demonstrated capability to provide services of this type.

All requirements and questions should be addressed, and all requested data should be supplied. The Town reserves the right to request additional information which, in its opinion, is necessary to ensure that the Proposer's competence, number of qualified employees, business organization and financial resources are adequate to perform according to contract.

The SOQ should be no longer than six pages in length (double sided), exclusive of individuals'

RESUMES, EXAMPLES OF WORK EXPERIENCE AND REFERENCES, (THESE ITEMS SHOULD BE INCLUDED IN TABBED SECTIONS AND PLACED BEHIND THE MAIN DOCUMENT). MINIMUM FONT SIZE SHOULD BE THE EQUIVALENT OF 11PT TIMES NEW ROMAN.

One-inch margins are preferred.

3.3. (TAB1) PROJECT TEAM AND RESUMES

Respond to the following requirements in the same sequence as listed:

3.3.1 COVER LETTER – The SOQ should contain a cover letter signed by a principal in the firm, indicating his or her title and that he or she has the authority to submit the proposal on behalf of the firm. The cover letter should contain the following statement:

“The undersigned has the authority to submit this SOQ on behalf of the *legal name of company* in response to the Town of Hope Mills RFQ for the Hope Mills Sports Complex Phase I Construction Documents.”

3.3.2 PROJECT TEAM – Identify the legal entity that would enter in the contract with the Town and include location of company headquarters, local office location, type of business (sole proprietorship, partnership, or corporations), state of incorporation or organization, and the name and title of the person authorized to enter into an agreement.

- Include detailed resumes of all team members assigned to this project, including Subconsultants. For proposed Subconsultants, provide the name of each firm, the office location, contact name and telephone number and service to be provided.
- Provide an organizational chart, identifying all key members of the team, including Subconsultants who would be assigned to this project. **Specifically identify individuals who will serve as project managers.**
- Provide a description of the professional and technical experience, background, qualifications and professional licensing / certification of firm. The Proposer should show that their firm possesses demonstrated experience in all areas of the project scope of services.

3.4. (TAB 2) PROJECT EXPERIENCE

3.4.1 RELEVANT EXPERIENCE – Provide a summary of Proposer’s experience with at least five (5) projects of similar scope that are currently in progress or having been performed in the past five years. Information should include a description of the project

3.5. COMMUNICATION GUIDELINES AND QUESTIONS

Firms may submit written questions concerning this RFQ to the Project Manager for receipt no later than **5 pm local time on November 14th, 2022**. Any questions about the RFQ should be submitted via email to lmorrison@townofhopemills.com.

Questions received after the stated deadline will not be answered. No oral statement of any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFQ, and changes to the RFQ, if any, shall be made in writing only and issued in the form of an Addendum to the RFQ.

3.6. EVALUATION CRITERIA

It is the policy of the Town that the selection of firms to provide professional services shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. The Town shall conduct a fair and impartial evaluation of all submittals that are received in accordance with the provisions of this RFQ. The Town shall put each SOQ submitted through a process of evaluation to determine responsiveness to all administrative and technical requirements of the RFQ.

The evaluation criteria are intended to be used to make a recommendation to the entity or person who will award the contract, but who is not bound to use these criteria or to award to a firm on the basis of the recommendation. Further, the Town reserves the right to vary from this procedure as it determines to be in the Town’s interest. For example, the Town may request clarification of any point in a firm’s/team’s Qualification Package or obtain additional information. All firms/teams who submit a Qualification Package will be notified of the selection committee’s choice. Final approval of any selected firm/team is subject to the action of the Board of Commissioners.

3.7. EVALUATION METHOD

Compliance Check: All SOQs will be reviewed to verify that minimum requirements have been met. SOQs that have not followed the requirements in this RFQ or do not meet minimum content and quality standards may be eliminated from further consideration.

Analysis: The Project Manager shall analyze each SOQ. The analysis will document how the Proposers’ qualifications, experience and professional content meet the Town’s needs.

3.7.1. POINT-SCORING SCHEDULE

Qualifications will be evaluated using the following criteria (Total possible points = 100):

Proposer’s Qualifications and Experience: 20 Points

Verifiable technical capacity, experience on similar projects and an outstanding record of successfully completed projects. Past performance on City projects may be considered.

Personnel Qualifications and Experience: 20 Points

Proposer’s principal(s) and key personnel show experience and educational background, certification and licensing that are deemed to meet the project requirements.

Project Approach: 20 Points

Proposer’s familiarity with, and understanding of the project and their ability to innovate upon and complete the work.

Workload / Ability to meet Schedule: 20 points

Number, location and experience of personnel assigned to the project, their projected workload and availability.

Quality of the SOQ: 20 Points

Overall quality of the SOQ: the requirements of the RFQ were addressed; the content of the SOQ was clear, concise and easily read; there is an absence of typographical errors.

4. ADDITIONAL PROVISIONS OF THIS RFQ

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit the Town 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 any 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. No binding contract, obligation to negotiate, or any other obligation

4.1. FINANCIAL CONDITION OF THE FIRM

The Town may request that the Proposer provide an annual operating statement, completed income tax form, or other reasonably comprehensive evidence of financial condition. Financial data provided in response to this RFQ will be held confidential if marked "confidential".

The Proposer must be willing and able to provide insurance coverage, bonding and forms required by the Town.

4.2. DISCRETION OF THE TOWN

The Town reserves the right to request substitutions of sub-consultants. The Town reserves the right to contact any firm/team to negotiate if such is deemed desirable by the Town. The Town reserves the right to reject any or all SOQs. NOTWITHSTANDING anything to the contrary in this document or in any addendums to this document, unless the provision refers specifically to this provision, the Town reserves the right (i) to negotiate changes of any nature with any firm proposing to do the work with respect to any term, condition, or provision in this document and/or in any SOQ, whether or not something is stated to be mandatory and whether or not it is said that an SOQ will be rejected if certain information or documentation is not submitted with it, and (ii) to enter into an agreement for the work with one or more firms that do not submit an SOQ. For example, all deadlines are for the administrative convenience or needs of the Town and may be waived by the Town in its discretion.