

REQUEST FOR QUALIFICATIONS

DESIGN SERVICES FOR A FACILITY TO HOUSE THE PUBLIC
SERVICES AND PARKS AND RECREATION OPERATIONS
FOR THE TOWN OF WAXHAW



Date Issued: July 29th 2020

Town of Waxhaw

1150 North Broome Street

Waxhaw, NC 28173

General:

1. Pursuant to North Carolina Statute Section 143-64.31, the Town of Waxhaw (the Town or Owner) is soliciting proposals from qualified design teams interested in providing basic architectural and engineering services.
2. The Town will follow a Qualifications Based Selection process as required by North Carolina General Statutes. A team of Town staff will select the most qualified firm to negotiate a contract for services. This Request for Qualifications (RFQ) provides complete information on the services being sought, the submittal requirements, and timeline. Copies of the RFQ and any addenda may be accessed directly from the Town's website at www.waxhaw.com. Interested firms may submit a Statement of Qualifications, meeting the requirements defined in this RFQ. Hard copies shall be delivered to:

Jeff Wells
Town Manager
Town of Waxhaw
1150 North Broome Street
Waxhaw, NC 28173

Digital copy shall be emailed to: jwells@waxhaw.com

3. Statements of Qualifications must be received by 12:00pm on August 28, 2020. Six (6) hard copies shall be submitted along with a digital copy to the address and email above. Any other form of submission will not be accepted.
4. Any questions regarding this RFQ must be received in writing prior to August 21, 2020 by 5pm. Questions after this date may not receive a response. Questions should be directed to the contact above. All written questions will be posted in an addendum posted on the Town's website.
5. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of a response.
6. This RFQ does not obligate the Town to accept or contract for any expressed or implied services.
7. The design team shall indemnify and save harmless the Town of Waxhaw and its officers, agents, and employees from all suits, actions, or claims of any character brought for any injury or damages received or sustained by any person, persons, or property by reason any act of the design team, its agents or employees, in the performance of the contract.
8. The Town invites and encourages participation in this procurement process by businesses owned by minorities, women, and disabled business enterprises.
9. The Town reserves the right to reject any and all submittals and to terminate the RFQ at any time.

Project Site:

1. The subject property where the work will be completed is located at 4220 Waxhaw-Marvin Road. Union County Tax Parcel #06192003A.
2. The property is located at the southwest quadrant of the Waxhaw-Marvin Road Kensington Drive intersection. Kensington Elementary School adjoins the property to the west. Town Creek Park adjoins the property to the south.
3. The property is approximately 17.4 acres in size.
4. A boundary survey is attached to the RFQ.

Scope:

The Town is soliciting Statements of Qualification from design teams interested in contracting with the Town to perform architectural and engineering services related to the siting and construction of an office and maintenance facility that will house the Public Services and Parks and Recreation Departments. The Town envisions the project site to be on the western and southern side of the property adjacent to the elementary school, with the remainder of the property staying preserved for future considerations. The Town envisions this project to house the existing operational needs of the Public Services and Parks and Recreation Departments and to also allow for growth of the staff, equipment, fleet, storage, maintenance, and information technology needs.

Background on Public Services and Parks and Recreation Departments:

The duties and functions of the Public Services Department is as follows:

- Currently 9 full time employees
- Mowing and maintenance of all right-of-way areas within the town limits
- Mowing as well as landscaping, upkeep, and beautification of downtown district
- Assist with maintenance and upkeep of all town parks
- Maintenance and upkeep of all buildings and properties owned by Town of Waxhaw
- Maintenance and management of grounds and documentation of records for the Waxhaw Southside Cemetery
- Perform all grave opening/closing within the cemetery
- Responsible for management, installation and maintenance of street lighting program throughout town
- Coordinate yard debris and solid waste removal program for citizens within Waxhaw
- Provide leaf vacuuming service for citizens during the fall/winter season
- Act as liaison with solid waste/recycling company to provide services for citizens
- Sidewalk maintenance, repairs, and installations throughout town
- Installation of street signage throughout the town
- Fleet maintenance for all vehicles owned by the Town of Waxhaw
- Maintenance of all town equipment and materials
- Assist Planning, Code Enforcement, and Building Inspections

- Assist with all town sponsored events
- Work with Union County Public Works when necessary concerning water & sewer issues
- Coordinate and oversee annual spring and fall clean-up events
- Coordinate with NCDOT to mow right-of-ways of roads throughout town
- Recycling program upgrades and maintenance
- Manage storm water drain inspections by utilizing camera system
- Provide service for pipe repairs for storm water pipe/drains
- Street maintenance and installations—including proof roll inspections and maintenance/repairs of streets

The duties and functions of the Parks and Recreation Department are as follows:

- Currently 7 full time employees, 1 part time employee, plus seasonal staff
- Administer and maintain all park properties and facilities, currently includes:
 - David G Barnes Children’s Park
 - HC Nesbit Park
 - Town Creek Park
 - Sk8 Park
 - Water Tower Community Corner
 - Dare Steele Garden
- Administers and maintains facilities available for community rental, including:
 - The Meeting Place
 - Duncan McDonald House
- Maintains all greenway trails throughout town
- Planning, coordination, and execution of town sponsored events and festivals
- Administration of events from individuals or organizations not affiliated with the town
- Plan and administer numerous recreations programs throughout the year

Submittal Response Requirements:

Provide five (5) hard copies and one (1) electronic copy in pdf format of your submittal. Submittals shall be a maximum of twenty (20) pages; ten (10) pages if double sided. The submittal shall primarily be formatted for 8.5” x 11” paper; however 11” x 17” paper is acceptable if it is less than five (5) of the pages and is folded to match 8.5” x 11” paper size for the hard copies.

Submittals must contain the following information:

1. Letter of Interest. The Letter of Interest should include a synopsis of the company/firm, the team’s qualifications, the project principal representing the contractual authority of the firm/team, project manager, and primary contact.
2. Company Profile. Provide a brief overview of your company/firm. Identify capabilities and experiences, the number of employees and location and number of years in business

under its current name. If you are proposing to subcontract any of the proposed work to another firm, provide similar information for each subcontractor.

3. Project Team. Provide a hierarchy of project management and a brief summary of credentials of the key staff.
4. Project Approach and Schedule. Provide a description of the proposed approach to the project. Include a response to the scope but do not simply restate the scope. Identify key risks, challenges, and concerns you anticipate and any mitigation steps to achieve successful delivery. Describe the team's approach to design document quality assurance and quality control. Describe the firm and/or team's track record delivering projects with minimal change orders. Describe the team's level of experience with major regulatory bodies likely to be project reviewers whether local, state, or federal. Provide an outline project schedule, tasks, milestones, and deliverables including review meetings with the Town project team.
5. Reference Projects. Please identify five (5) recent, representative projects of similar scope, complexity, and size performed by the project team. At least three (3) should be completed projects. For each project, provide project duration and completion year, project costs, or estimated costs if not completed. Identify which team members performed the work for each reference project.

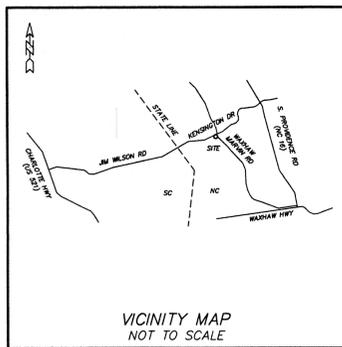
Selection Criteria:

A team of Town staff will review the proposals and may make a recommendation to negotiate a tentative contract. The Town staff that will review the Statements of Qualification is the Town Manager, Public Services Director, Parks and Recreation Director, Town Engineer, and IT Director. Additional staff may also assist in the review of the Statements of Qualification. Each submittal will be evaluated and scored as determined through a qualification review process and the scoring criteria noted below. The scoring criteria is as follows:

1. Design team experience and qualifications – 40 points
2. Project understanding and approach – 40 points
3. Reference projects – 20 points

Schedule for Selection of Company Firm:

- | | |
|---|------------------------|
| 1. Issue RFQ | July 29, 2020 |
| 2. Deadline for written questions and clarifications on RFQ | August 21, 2020 |
| 3. Deadline for submission of Statements of Qualification | August 28, 2020 |
| 4. Notify shortlisted for interviews | September 10, 2020 |
| 5. Interviews | September/October 2020 |
| 6. Town team determine best qualified | October 2020 |
| 7. Award contract (Board of Commissioners) | October 27, 2020 |



LINE/TYPIC LEGEND

- BOUNDARY LINE
- - - TIE LINE
- RIGHT OF WAY
- - - APPROXIMATE RIGHT OF WAY (NOT SURVEYED)
- - - ADJOINING LINE (NOT SURVEYED)
- FENCE
- STORM DRAIN PIPE
- OVERHEAD ELECTRIC
- SANITARY SEWER PIPE
- UNDERGROUND ELECTRIC
- UNDERGROUND GAS
- UNDERGROUND TELECOMMUNICATIONS
- UNDERGROUND WATER
- - - FEMA FLOODWAY LINE
- - - FEMA FLOOD FRINGE LINE
- - - 0.2% ANNUAL CHANCE FLOOD HAZARD LINE

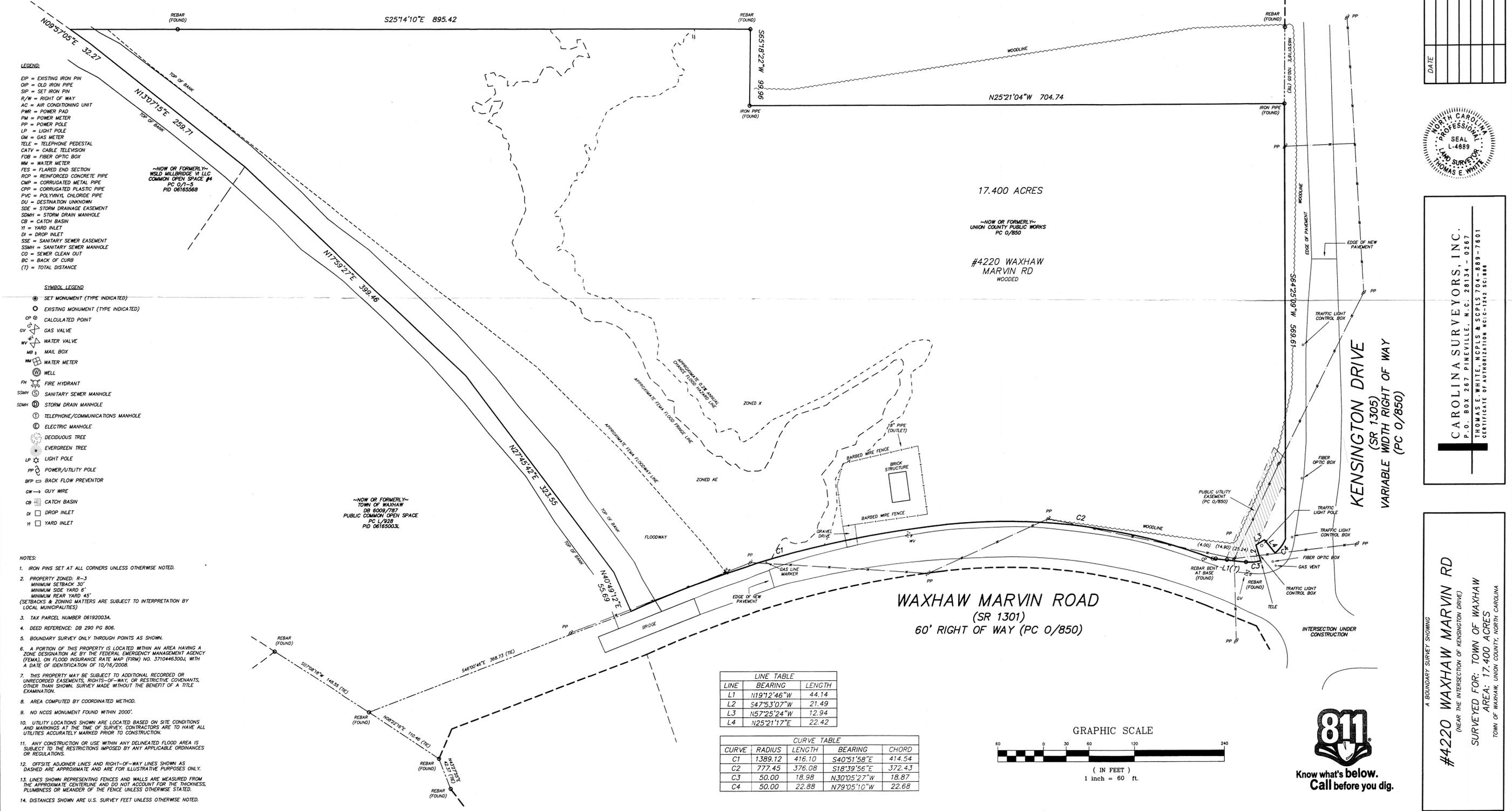
21 NCAC 56.1604 - MAP CERTIFICATION
 I CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (TITLE REFERENCES AS SHOWN ON PLAT); THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS DRAWN FROM TITLE REFERENCES AS SHOWN ON PLAT; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY MEETS OR EXCEEDS 1:10,000; AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600).
 THIS IS THE DAY OF JUNE 2020.
 PROFESSIONAL LAND SURVEYOR

SCALE: 1" = 60'
REVISIONS:
DATE:



CAROLINA SURVEYORS, INC.
 P.O. BOX 267 PINEVILLE, N.C. 28134 - 0267
 THOMAS E. WHITE, NCPLS & SCPLS 704-889-7601
 CERTIFICATE OF AUTHORIZATION NC-C-1242 SC-888

A BOUNDARY SURVEY SHOWING
#4220 WAXHAW MARVIN RD
 (NEAR THE INTERSECTION OF KENSINGTON DRIVE)
 SURVEYED FOR: TOWN OF WAXHAW
 AREA: 17.400 ACRES
 TOWN OF WAXHAW, UNION COUNTY, NORTH CAROLINA



- LEGEND:**
- EIP = EXISTING IRON PIN
 - OIP = OLD IRON PIPE
 - SIP = SET IRON PIN
 - R/W = RIGHT OF WAY
 - AC = AIR CONDITIONING UNIT
 - PWR = POWER PAD
 - PM = POWER METER
 - PP = POWER POLE
 - LP = LIGHT POLE
 - GM = GAS METER
 - TELE = TELEPHONE PEDESTAL
 - CATV = CABLE TELEVISION
 - FOB = FIBER OPTIC BOX
 - WM = WATER METER
 - FES = FLARED END SECTION
 - RCP = REINFORCED CONCRETE PIPE
 - CMP = CORRUGATED METAL PIPE
 - CPP = CORRUGATED PLASTIC PIPE
 - PVC = POLYVINYL CHLORIDE PIPE
 - DU = DESTINATION UNKNOWN
 - SDE = STORM DRAINAGE EASEMENT
 - SDMH = STORM DRAIN MANHOLE
 - CB = CATCH BASIN
 - VI = YARD INLET
 - DI = DROP INLET
 - SSE = SANITARY SEWER EASEMENT
 - SSMH = SANITARY SEWER MANHOLE
 - CO = SEWER CLEAN OUT
 - BC = BACK OF CURB
 - (T) = TOTAL DISTANCE

- SYMBOL LEGEND**
- ⊙ SET MONUMENT (TYPE INDICATED)
 - EXISTING MONUMENT (TYPE INDICATED)
 - ⊙ CALCULATED POINT
 - ⊙ GAS VALVE
 - ⊙ WATER VALVE
 - ⊙ MAIL BOX
 - ⊙ WATER METER
 - ⊙ WELL
 - ⊙ FIRE HYDRANT
 - ⊙ SANITARY SEWER MANHOLE
 - ⊙ STORM DRAIN MANHOLE
 - ⊙ TELEPHONE/COMMUNICATIONS MANHOLE
 - ⊙ ELECTRIC MANHOLE
 - ⊙ DECIDUOUS TREE
 - ⊙ EVERGREEN TREE
 - ⊙ LIGHT POLE
 - ⊙ POWER/UTILITY POLE
 - ⊙ BACK FLOW PREVENTOR
 - ⊙ GUY WIRE
 - ⊙ CATCH BASIN
 - ⊙ DROP INLET
 - ⊙ YARD INLET

- NOTES:**
- IRON PINS SET AT ALL CORNERS UNLESS OTHERWISE NOTED.
 - PROPERTY ZONED: R-3
 MINIMUM SETBACK 30'
 MINIMUM SIDE YARD 5'
 MINIMUM REAR YARD 45'
 (SETBACKS & ZONING MATTERS ARE SUBJECT TO INTERPRETATION BY LOCAL MUNICIPALITIES)
 - TAX PARCEL NUMBER 06192003A.
 - DEED REFERENCE: DB 290 PG 806.
 - BOUNDARY SURVEY ONLY THROUGH POINTS AS SHOWN.
 - A PORTION OF THIS PROPERTY IS LOCATED WITHIN AN AREA HAVING A ZONE DESIGNATION AE BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), ON FLOOD INSURANCE RATE MAP (FIRM) NO. 3710446300A, WITH A DATE OF IDENTIFICATION OF 10/16/2008.
 - THIS PROPERTY MAY BE SUBJECT TO ADDITIONAL RECORDED OR UNRECORDED EASEMENTS, RIGHTS-OF-WAY, OR RESTRICTIVE COVENANTS, OTHER THAN SHOWN. SURVEY MADE WITHOUT THE BENEFIT OF A TITLE EXAMINATION.
 - AREA COMPUTED BY COORDINATED METHOD.
 - NO NCSS MONUMENT FOUND WITHIN 2000'.
 - UTILITY LOCATIONS SHOWN ARE LOCATED BASED ON SITE CONDITIONS AND MARKINGS AT THE TIME OF SURVEY. CONTRACTORS ARE TO MAKE ALL UTILITIES ACCURATELY MARKED PRIOR TO CONSTRUCTION.
 - ANY CONSTRUCTION OR USE WITHIN ANY DELINEATED FLOOD AREA IS SUBJECT TO THE RESTRICTIONS IMPOSED BY ANY APPLICABLE ORDINANCES OR REGULATIONS.
 - OFFSITE ADJOINER LINES AND RIGHT-OF-WAY LINES SHOWN AS DASHED ARE APPROXIMATE AND ARE FOR ILLUSTRATIVE PURPOSES ONLY.
 - LINES SHOWN REPRESENTING FENCES AND WALLS ARE MEASURED FROM THE APPROXIMATE CENTERLINE AND DO NOT ACCOUNT FOR THE THICKNESS, PLUMBNESS OR MEANDER OF THE FENCE UNLESS OTHERWISE STATED.
 - DISTANCES SHOWN ARE U.S. SURVEY FEET UNLESS OTHERWISE NOTED.

LINE TABLE

LINE	BEARING	LENGTH
L1	N19°12'46"W	44.14
L2	S47°53'07"W	21.49
L3	N57°25'24"W	12.94
L4	N25°21'17"E	22.42

CURVE TABLE

CURVE	RADIUS	LENGTH	BEARING	CHORD
C1	1389.12	416.10	S40°51'58"E	414.54
C2	777.45	376.08	S18°39'56"E	372.43
C3	50.00	18.98	N30°05'27"W	18.87
C4	50.00	22.88	N79°05'10"W	22.68

