NEW HANOVER COUNTY

BATTLE PARK DESIGN

REQUEST FOR QUALIFICATIONS

Due date: July 26, 2019
Time: 5:00 pm
Receipt Location:
230 Government Center Drive, Suite 120
Wilmington, NC 28403
The purpose of this Request for Qualifications is to solicit qualifications from qualified applicants to develop a construction design for the 42.5-acre parcel, Battle Park Facility located at 6101 Carolina Beach Road in Wilmington, North Carolina. Please review the complete project description located within this document.

New Hanover County will be designing a new public park facility on 42.5-acres. The design concept calls for a passive, nature park. Anticipated elements include walking trails, picnic facilities, restrooms, a playground, and associated infrastructure to support the park. Please do not submit any pricing, estimates or quotes during this Qualification Request phase.

New Hanover County requests qualifications from architectural and engineering firms experienced in design of similar facilities. Firms should submit their qualifications on standard form SF330, available for download in the forms library at www.gsa.gov. Completed form SF330 shall be submitted by 5:00pm Friday, July 26, 2019

Contracting Office Address

New Hanover County Parks & Gardens
Attn: Tara Duckworth
230 Government Center Drive, Suite 120
Wilmington, NC 28403
(910) 798-7620
tduckworth@nhcgov.com
Please submit questions electronically via email to tduckworth@nhcgov.com and in the subject line note “RFQ Battle Park Design.” Deadline for questions is by 5:00pm Monday, July 15, 2019. Any changes in the qualification’s request will be sent by email and furnished to all proposers. All questions received will be answered and posted as an addendum by 5:00pm Friday, July 19, 2019. Verbal information obtained otherwise will not be considered in the awarding of the proposal.

Selection Criteria

The firm must demonstrate its competence of each key consultant’s qualifications with respect to the published evaluation factors for design services. Evaluation factors (1) through (5) will be scored for each candidate with maximum values as indicated in each section.

Specific evaluation factors include:

1. Professional qualifications of firm and staff proposed for the design services. (35%)
   - Active professional registration in North Carolina
   - Experience and roles of staff members, specifically on the projects listed in the SF330. Each project should clearly indicate the personnel involved and those personnel should be listed by each project.
   - Teams consisting of multiple firms are allowed. Demonstrations of past collaborations and team organizational charts are required.

2. Capacity of the proposed team to accommodate the construction schedules for this facility: (35%)
   - Please list all current and pending projects for the proposed team members
   - Clearly show the office location of all team members that will be doing the actual work
   - Capacity to complete design twelve months from contract

3. Past performance on similar projects listed in SF330: (35%)
   - Cost control techniques employed by the firm as demonstrated by the ability to establish an accurate project budget.
   - Describe how you handle the design and construction oversight process from kickoff to completion
   - Recent experience with New Hanover County; preference given to local firms
Selection Process

Each firm will be evaluated based upon information provided in the Selection Criteria listed above. From such review the county will rank each firm and will negotiate a contract with the highest ranked firm. The County reserves the right to reject any and all statements of qualifications and also reserves the right to waive any irregularities in the statements of qualifications.

Final Selection: The County will negotiate a contract with the top rated firm as selected by the County. If a contract cannot be successfully negotiated with the top rated firm, the County will proceed to the second rated firm. The County reserves the right to reject any and all statements of qualifications.

Submittal Requirements

Firms responding to this Request for Qualifications are requested to submit two (2) copies of the Standard Form 330 and complete statement of qualifications and one (1) electronic copy on CD or USB.

The closing date for this announcement is Friday, July 26, 2019 at 5:00 PM EST.

The successful firm must have the capability of receiving and submitting all documents in an electronic format. Also, successful firm must have Internet access for browsing and receipt of electronic documents via email.

This is not a request for proposal, and there is no solicitation document or package or plans and specifications to be issued as a result of this announcement.

Insurance Requirements

A. Commercial General Liability

1. Vendor shall maintain Commercial General Liability and if necessary, Commercial Umbrella Liability insurance with a total limit of not less than $1,000,000 each occurrence for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location or the general aggregate shall be twice the required limit.
2. CGL insurance shall be written on Insurance Services Office (ISO) “occurrence” form CG 00 01 covering Commercial General Liability or its equivalent and shall cover the liability arising from premises, operations, independent contractors, products-completed
operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

3. New Hanover County, its officers, officials, agents, and employees are to be covered as additional insureds under the CGL by endorsement CG 20 10 & CG 20 37 or an endorsement providing equivalent coverage as respects to liability arising out of activities performed by or on behalf of the vendor and under the commercial umbrella, if any. The coverage shall contain no special limitations on the scope of protection afforded to New Hanover County, its officers, officials, agents, and employees.

4. The vendor’s Commercial General Liability insurance shall be primary as New Hanover County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by the New Hanover County, its officers, officials, and employees shall be excess of and not contribute with the vendor’s insurance.

B. Workers’ Compensation and Employer’s Liability

1. Vendor shall maintain Workers’ Compensation as required by the general statutes of the State of North Carolina and Employer’s Liability Insurance.

2. The Employer’s Liability, and if necessary, Commercial Umbrella Liability insurance shall not be less than $500,000 each accident for bodily injury by accident, $500,000 each employee for bodily injury by disease, and $500,000 policy limit.

3. The insurer shall agree to waive all rights of subrogation against the New Hanover County, its officers, officials, and employees for losses arising from work performed by the contractor for the New Hanover County.

C. Business Auto Liability

1. Vendor shall maintain Business Auto Liability and, if necessary, Commercial Umbrella Liability insurance with a limit of not less than $1,000,000 each accident.

2. Such insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos.

3. Business Auto coverage shall be written on ISO form CA 00 01, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in ISO form CA 00 01.

4. The vendor’s Business Auto Liability insurance shall be primary as respects New Hanover County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by the New Hanover County, its officers, officials, and employees shall be excess of and not contribute with the vendor’s insurance.
D. Professional Liability Insurance

1. Contractor shall maintain in force for the duration of this contract professional liability or errors and omissions liability insurance appropriate to the contractor’s profession. Coverage as required in this paragraph shall apply to liability for a professional error, act, or omission arising out of the scope of the contractor’s services as defined in this contract. Coverage shall be written subject to limits of not less than $1,000,000 per loss.

2. If coverage required in paragraph 1. above is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of 2 years beginning from the time that work under the contract is complete.

E-Verify

Contractors and their subcontractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must comply with E-Verify requirements to contract with governmental units. E-Verify is a Federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. Please understand that Contractors, as defined above, must use E-Verify. Therefore, all contractors must be in compliance with the E-Verify requirements to enter into contracts with New Hanover County.

Right to Reject

The County reserves the right to reject any and all submittals received in response to this request.