

## Request for Qualifications

Design Services: Downtown Pedestrian Improvement Project and West John St Sidewalk Project



<b>Project Manager:</b>	Susan Habina Woolard, P.E., Town Engineer
<b>Email:</b>	shwoolard@matthewsnc.gov
<b>Phone Number:</b>	704-708-1243
<b>Date of Release:</b>	July 16, 2018
<b>Qualification Package Due Date:</b>	August 15, 2018

The Town of Matthews, NC is soliciting responses to a Request for Qualifications (RFQ) for professional design and engineering services from one or more multidisciplinary firms to complete one or both of two projects described below.

The RFQ will be posted on the Bids and RFP's page on the Town of Matthews' website in the "business" section at <https://www.matthewsnc.gov/bids.aspx>. For questions relating to this solicitation, please contact **Susan Habina Woolard, P.E.**, Town Engineer, at [shwoolard@matthewsnc.gov](mailto:shwoolard@matthewsnc.gov) or 704-708-1243. Please do not contact any other Town staff member or official regarding this RFQ.

The deadline for submission of a complete Qualifications Package is **Monday, August 15, 2018 by 2:00 PM (EST)** at the Matthews Public Works Department- 1600 Tank Town Rd, Matthews, NC 28105. Packages must include an original signed print copy, three (3) additional printed copies, and a digital copy (Word and pdf preferred).

The Town reserves the right to reject any offer for failure to comply with the requirements of this notice; however, the Town may waive any minor defects or information at its discretion. The Town further reserves the right to reject all offers or award a contract which, in its judgement, is in the best interest of the Town.

## 1) INTRODUCTION AND PROJECT OVERVIEW

The Town of Matthews is a vibrant community nestled between Charlotte and Union County with an estimated population of 32,117 according to US Census Bureau. The intersection of I-485 and US 74 (Independence Blvd) is within Matthews town limits and NC 51 is another main traffic artery. Matthews sits within Mecklenburg County and is a member of the Charlotte Regional Transportation Planning Organization (CRTPO). This RFQ is directly related to the following goals of the Town's Board of Commissioners:

- **Transportation:** *To identify, plan, design, fund and build transportation facilities that efficiently and effectively serve the community in a cost-effective and environmentally-sensitive manner.*
- **Quality of Life:** *To maintain our small-town identity by providing a vibrant downtown, pedestrian friendly community, extensive green-space system, and recreational and cultural activities.*

The Town of Matthews, through its Public Works Department, seeks firms to submit qualifications for preliminary engineering and design services for one or both of the following two projects:

1. *Pedestrian Improvements to the Intersection of N Trade St and Matthews Station St*
2. *5' Sidewalk Along West John Street from Irwin Lane to S Ames St.*

The selected firm(s) will demonstrate experience and excellence in completing projects that encompass:

- Creating design concepts for multi-modal transportation with an emphasis on pedestrian facilities. Proven experience in designing landscaping, and pavement/hardscape treatments that will influence driving speed and provide a sense of security for pedestrians, while enhancing the visual branding of the downtown area.
- Traffic engineering analyses to determine best placement of pedestrian and bicycle crossings, signage and street lighting.
- Completing requested tasks on schedule and within the limits of the contracted budget.
- Incorporating local design standards. Incorporating feedback from the public, local officials and staff.
- Managing environmental impact assessment process. Evaluating necessity of right-of-way/construction and travel easements acquisitions. Anticipating and planning for any required relocation of utilities.
- Knowledge of relevant NCDOT regulations and local Unified Development Ordinance.
- Design of sidewalks within constrained areas; implementing innovative and creative solutions for pedestrian facilities.
- Construction administration of pedestrian facilities.

## 2) SCOPE OF SERVICES INCLUDED IN THIS RFQ

### N Trade St & Matthews Station St Crosswalks:

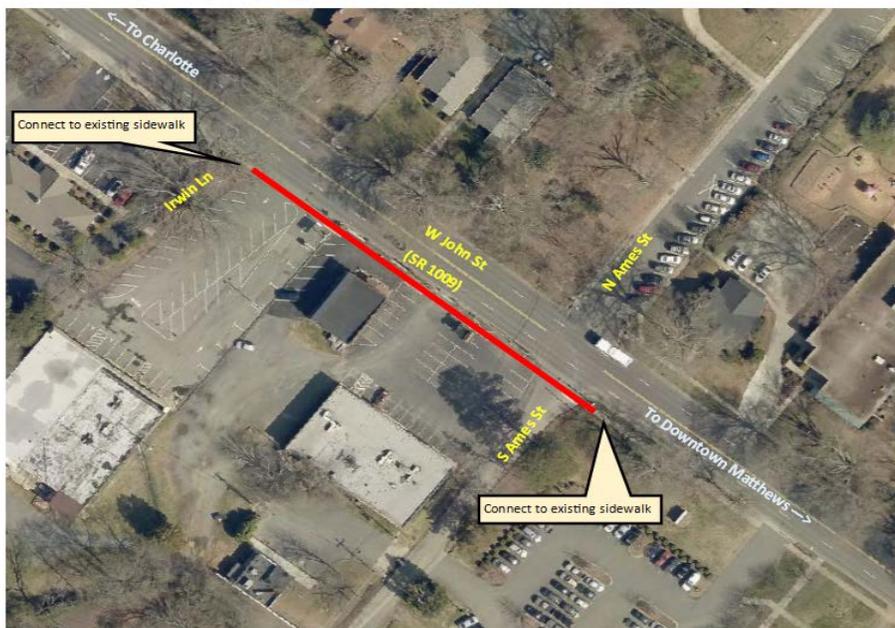
- Conduct preliminary survey of intersection and current crosswalk facilities.
- Using the Town's concept plan (<https://matthewsnc.gov/docview.aspx?doctype=packetDoc&docid=11714>, page 99), design and prepare final construction plans of improvements to include:
  - a raised intersection
  - curb extensions
  - street lighting
  - additional pedestrian signage
  - flashing warning lights in compliance with MUTCD standards
  - a consideration of drainage/stormwater impacts
  - recommendations for on-street parking in vicinity of intersection
  - technical feasibility of a future median on N Trade Street
- Consider any necessary wayfinding signage or painting that enhances network connectivity for pedestrians.
- Propose additional improvements or changes to the concept plan to enhance walkability.
- Meet any and all applicable local standards in the Town of Matthews Unified Development Ordinance:  
<https://matthewsnc.gov/files/documents/FullUDODocument1318034626050318PM.pdf>
- Meet NCDOT design standards available for download at the following Web site:  
<https://connect.ncdot.gov/projects/Pages/default.aspx>
- Provide presentations and status summaries as requested to project manager, Town staff, and the Town Board of Commissioners; provide mapping, reports/presentations and attendance at neighborhood public meetings, public hearings, and other meetings as requested.
- Prepare all data/design drawings in AutoCAD using the drawing standards and layering conventions agreed upon by the Town and the firm.
- Prepare and obtain any required approvals, permits, and environmental letters from all relevant state and local agencies.
- Determine if Right-of-Way or easement acquisition is required. Generate Right-of-Way plats (with parcels and owners identified) ready for recording.
- Provide an engineer's cost estimate with quantities and line item costs.
- Prepare bid package and manage bidding process.

West John St Sidewalk:

- Conduct preliminary surveys, GIS-mapping and geotechnical studies.
- Using the Town's concept plan, design and prepare final construction plans for a 5' wide sidewalk in accordance to the termini listed in the RFQ
- Consider any necessary wayfinding signage or painting that enhances network connectivity for pedestrians.
- Consider driveways and property impacts, as well as on-site maneuverability.
- Provide feasible alternatives where needed or available, and possible connecting segments to user origins and destinations.
- Propose additional improvements or changes to the concept plan to enhance walkability.
- Meet any and all applicable local standards in the Town of Matthews Unified Development Ordinance:  
<https://matthewsnc.gov/files/documents/FullUDODocument1318034626050318PM.pdf>
- Meet NCDOT design standards available for download at the following Web site:  
<https://connect.ncdot.gov/projects/Pages/default.aspx>
- Provide presentations and status summaries as requested to project manager, Town staff, the Town Board of Commissioners and/or NC DOT officials; provide mapping, reports/presentations and attendance at neighborhood public meetings, public hearings, and other meetings as requested.
- Prepare all data/design drawings in AutoCAD using the drawing standards, and layering conventions agreed upon by the Town and the firm.
- Prepare and obtain any required approvals, permits, and environmental letters from all relevant state and local agencies.
- Determine if Right-of-Way or easement acquisition is required. Generate Right-of-Way plats (with parcels and owners identified) ready for recording.
- Provide an engineer's cost estimate with quantities and line item costs
- Prepare bid package and manage bidding process.

\* Note that construction administration is not part of the scope of work for either project.

W John St Sidewalk Project limits, concept alignment shown in red



### **3) *TIMELINE***

These tasks must be completed before a date agreed upon by the Town and the firm. Below is a the schedule for the selection and contracting process:

- The Town will review all submitted Qualifications Packages starting August 15, with the expectation (a) finalist(s) can be determined. The finalist(s) will be selected by August 22 to prepare required documents for the Board of Commissioners.
- Town staff will bring a recommendation to the Town Board of Commissioners at their regular meeting on Monday, August 27, 2018 at 7:00 PM. If the Board of Commissioners agrees to a contract, Town staff will work to get it signed the week of August 27-31.
- Town staff and the selected consultant team will schedule to meet together by September 7 to review the scope of services and any additional background information.

The application package should include a proposed schedule with specific milestones for each project and specific dates that elements may be completed and presented to Town Staff/The Board of Commissioners. This proposed schedule should include anticipated construction bid date.

### **4) *REQUIRED ELEMENTS OF A COMPLETE QUALIFICATIONS PACKAGE***

Proposals are limited to a maximum of fourteen (14) single-sided numbered pages or seven double sided pages. Required forms, sample contracts, resumes, tabs/dividers, and coversheet do not count toward the page limit.

Proposals shall be printed on 8-1/2" x 11" paper; although pages containing organizational charts, matrices, or large diagrams may be printed on larger paper in order to preserve legibility. Type size shall be no smaller than 11 points for narrative sections, but may be reduced for captions, footnotes, etc. as required while maintaining legibility. Submissions that do not conform to the requirements listed herein may be removed from consideration at the sole discretion of the Town. As stated above, firms should also submit electronic copies of proposals in Microsoft Word and .pdf formats.

When drafting responses to this RFQ, firms should provide information that would allow staff to evaluate them based on the evaluation criteria listed in the next section. In order for a proposal to be considered, it must include the following items:

#### **Firm Information**

- Commonly used business name of the firm and the name of the legal entity that would enter into a contract with the town (if different)

- Contact information including the name, phone, and email address of the Town's primary contact person (and any other key staff who would regularly communicate with Town Staff)
- Address of the office where work will be performed
- General statement of the firm's history, financial stability, and number of years the firm has been in business in its current capacity
- (If Applicable) Any conflicts of interest the firm or key personnel may have in relation to this project
- Insurance Information
- The firm's NC Engineering License Number

### **Personnel Information**

- A resume of each team member should detail relevant experience, length of service with the firm, job duties, educational and professional background
  - ▶ Identify how experience of staff members will prepare them to successfully perform the Town's requested services
- North Carolina Professional Engineer License information for key staff performing engineering work
- Organizational chart as it relates to the types of services being requested by the Town including all key staff and their location(s)
- A breakdown of Key Staff time commitments (what percentage of their time will be dedicated this this project compared to others they are assigned to)

### **Experience**

- A list any relevant completed or ongoing transportation projects (particularly projects involving bicycle/pedestrian facilities, downtown intersections and any projects falling within the jurisdiction of CRTPO). Please include the following:
  - ▶ Name and description of the project
  - ▶ Start and end dates of the project
  - ▶ Project staff and their responsibilities (list only current staff)
  - ▶ Contact information for contracting organization (The Town reserves the right to contact any organizations listed and unlisted to learn more about the firm's previous work)

### **Approach**

- Explanation of the team's approach to accomplishing the tasks within this proposal, what the team views as critical aspects to be determined, and what steps the team anticipates taking to complete their research, calculations, studies, etc. to arrive at conclusions
- Explanation of how plans will be presented to the Town, outlining any innovative methods to visually communicate the team's recommendations

- Explanation of how the firm will incorporate local design standards and current industry standard design
- Estimate of the cost to construct this project
- Evidence of an adequate accounting system to correctly identify and invoice costs chargeable to the project
- Brief discussion of the firm's philosophy in regards to public projects and why the firm is the best positioned to respond to the wants and needs of the community

Proposal should also include a sample contract, including Town and consultant responsibilities, expected time and frequency of invoicing.

### **5) EVALUATION CRITERIA**

Consultants will be evaluated on the following criteria:

1. The firm's experience, knowledge, familiarity and past performance with desired services and local governments [**10%**]
2. The experience and qualifications of the firm's proposed staff to perform the type of work required [**30%**]
3. The firm's understanding of local design standards [**20%**]
4. The firm's understanding of community needs [**20%**]
5. The firm's understanding of project-specific issues and their responsibility in delivering services for the advertised project [**20%**]

### **6) SELECTION PROCESS**

A committee of Town staff chaired by Town Engineer Susan Habina-Woolard will review all submittals. The committee may choose interview any or all of the firms that applied. Interviews may be done via phone, SKYPE, or in person, and would be scheduled as soon as possible. Following the interviews, the committee will evaluate the information provided, jointly rank submissions, and check references. The committee will then request cost proposals from the top rated firm(s), including specific detail on direct labor costs, miscellaneous fees, overhead, etc. in order to finalize details of a contract.

If Town staff and the preferred firm(s) come to an agreement on the contract details, that applicant firm(s)' proposed contract(s) will then be brought to the Town Board of Commissioners for acceptance. In the event Town staff and the top rated firm(s) cannot come to agreement within a reasonable amount of time as determined by the Town, negotiations will be terminated and the next most qualified firm(s) will be contacted.

## **7) MISCELLANEOUS PROVISIONS**

Ownership of Qualifications Package: Upon delivery to the Public Works Department, all RFQ responses will become the property of the Town of Matthews.

Public Disclosure of Qualifications Packages: All proposals received by the town in response to this RFQ shall be considered public record documents pursuant to North Carolina General Statutes Chapter 132.

Reasonable Inquiry: The Town may conduct any reasonable inquiry to determine the responsibility of the firm and its team members. The submission of a Qualifications Package constitutes permission by the firm for the Town to verify any information incorporated into the package. If deemed necessary, the Town may request follow-up details from the consultant firm. Failure to comply with such a request may disqualify the firm from consideration.

Addenda: Any Addenda determined by the Town as necessary to clearly explain the Town's request, or to outline a complete response will be posted to the Bids and RFP's page on the Town of Matthews' website in the "business" section at <https://www.matthewsnc.gov/bids.aspx>. It will be the responsibility of submitting firms to verify if any Addenda are announced there.

Changes: The Town Manager will be authorized to change or expand any of the identified tasks within the scope of services after a contract is negotiated. Such changes must be in writing and within the general scope of the contract. The contract may be modified to reflect any time or money adjustment the selected consultant firm is entitled to receive. No change for any extra work or material will be allowed, except as provided here.

Documents, Materials, Graphics, and Data: All documents, illustrations, graphics, charts, cross sections, report findings, traffic counts, calculations, background research, and other related data that was developed or obtained as a result of this contract becomes the Town's property, unless specifically provided for in the contract. The Town has the right to use, display, and reproduce any documents and data. The Town may use this information for its own purposes as it deems necessary.

Licensing with the State: Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Statement of Qualifications. Firms which are not providing engineering services

need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.