



City of Raleigh

Request for Qualifications #: 274-2024-CM-P-01

Title: Multi-Project Request for Architectural/Engineering Firms to provide design services for 2022 Parks Bond Capital Improvements: Erinsbrook Park Implementation, Kyle Drive Park Implementation, Sertoma Arts Center Improvements

Submittal Due Date and Time: 03/27/2024 by 3:00 pm

ADDENDUM NO.1 Issue

Date: March 20, 2024

Issuing Department: Engineering Services, Construction Mgmt-Parks Division

Direct all inquiries concerning this RFQ to:

Dale Tiska
Senior Construction Project Manager
Email: Dale.Tiska@raleighnc.gov

City of Raleigh
Addendum # 1 to RFQ **274-2024-CM-P-01**, Multi-Project Request for Architectural/Engineering Firms to provide design services for 2022 Parks Bond Capital Improvements: Erinsbrook Park Implementation, Kyle Drive Park Implementation, Sertoma Arts Center Improvements

Issue Date: 2/27/2024

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of qualification packages and does hereby become part of the original RFQ documents and supersedes the original RFQ documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the RFQ as listed below and **sign and return this addendum with your submittal package.**

1. The full presentation from the Pre-Submittal Conference is included in this amendment.
2. Record of attendance from the Pre-Submittal Conference is included in this amendment.
3. Page 1
RFQ # updated to match NC eVP listing. Updated RFQ # is 274-2024-CM-P-01
4. Page 44
As mentioned in the questions section at the end of the pre-submittal conference, interested parties can submit a proposal for one (1), two (2) or all three (3) projects. Please indicate which projects you're submitting proposals for in the title of your response and on the submittal checklist on page 44 of the RFQ.
5. Proposer Questions and Responses:
 - a. Should we have a minimum of 3 reference questionnaires in total, or a minimum of 3 for each project submission?
 - i. **Response:** You should have a minimum of three (3) reference questionnaires in total. You may submit additional reference questionnaires if you would like to highlight different types of projects.

- b. Regarding multi-project submittals, would the City prefer to have all the sections for each project together (i.e., all the Kyle Park pages in order and tabbed, followed by all the pages for a second one), or pages for multiple projects submitted within each identified section tab?
 - i. **Response:** For multi-project submittals, please package all sections for each project together in order and tabbed. For example, include the first project submittal in order and tabbed. Then follow that with the second project submittal in order and tabbed. Then include the third project submittal in order and tabbed.
- c. Can you provide details on what level of community engagement will be involved for these projects?
 - i. **Response:** Community engagement for the Erinsbrook Park Implementation, Kyle Drive Park Implementation and Sertoma Arts Center Improvements projects will be the responsibility of the consultants selected for each project. Community engagement could include but not be limited to various modes of outreach and communications with the general public and stakeholders, developing content for and analyzing survey responses, direct involvement with public meetings, along with presentations to City staff, community members, City Council and more. Please reference Appendix X – PRCR Guiding Documents for Public Participation in the RFQ for details of the community engagement levels.

Appendix X – PRCR Guiding Documents for Public Participation

Use the links below:

<https://cityofraleigh0drupal.blob.core.usgovcloudapi.net/drupal-prod/COR24/public-participation-park-planning-policy.pdf>

<https://cityofraleigh0drupal.blob.core.usgovcloudapi.net/drupal-prod/COR24/prcr-public-participation-playbook.pdf>

Erinsbrook Park Implementation - Community Engagement, level of participation: **Consult** (See Appendix X for details)

Kyle Drive Park Implementation - Community Engagement, level of participation: **Collaborate** (See Appendix X for details)

Sertoma Arts Center Improvements - Community Engagement, level of participation: **Involve** (See Appendix X for details)

END OF ADDENDUM #1

All other requirements, scope of services, and terms and conditions remain as required in the initial RFQ 274-2024-CM-P-01.

Dale Tiska

Senior Construction Project Manager

Sign below and return this addendum with your submittal response.

Proposer Name & Company: _____ **Date:** _____

Signature: _____ **Title:** _____

RFQ Pre-Submittal Conference- List of Attendees

Name	Company
Albert McDonald	310ai
Martha Eberle	Andropogon
Pung, Joseph	Benesch
Ashbaugh, Jeff	Benesch
Grant Meacci	BoltonMenk
Atkinson, Michael	City of Raleigh
Baker, Shawsheen	City of Raleigh
Claiborne, Gary	City of Raleigh
Gao, Di	City of Raleigh
Ham, Kelly	City of Raleigh
Liles, Emma	City of Raleigh
Naranjo, Terry	City of Raleigh
Tiska, Dale	City of Raleigh
Katelyn Ottaway	Clark Nexsen
Stephanie Jude	Clark Nexsen
Sheridan Young	Davis Kane
Ellen Cassilly	Ellen Cassilly Architect
Emily Rothrock	ESP Associates
Gary Warner	ESP Associates
Sophia Emperador	Hargreaves
Matt F. Butters	Heapy
Jackson Kiel	HH Architecture
Kelly Walstrum	HH Architecture
Siler Ransmeier	HH Architecture
Mo Lin	Hobgood Architects
Huffman Architects	Huffman Architects
iss	iss Architect
CMiller	J Davis
Jane Thompson	Liollio
Jennifer Charzewski	Liollio
Elizabeth Caliendo	LS 3P
Alyssa Libby	LynchMykins
Caroline Houghland	LynchMykins
Rachel Fleming	Mbpce
Jason Galloway	McAdams
Kaylee Verret	McAdams
Madelene Finch	McAdams
Shweta Nanekar	McAdams
Cindy Hoffman	Stewart
Eric Davis	Surface 678

Swati Khimesra	Surface 678
Amanda Dayer	Surface678
Charles Bradley	Surface 678
Edwards, Jerry	Terracon
Pastore, Nikole	Terracon
Kevin Barnes	Timmons
Nikki Ricketson	Timmons
Blair Guppy	W Architecture
Eddie Wetherill	Wetherill Engineering
Starkey, Brian	Withers Ravenel
Szwarcop, Cindy	Withers Ravenel
Paul Stewart	WSC Architects

Construction Management
Engineering Services-Parks
Division

RFQ Pre-Submittal Conference

RFQ # 274-2024-CM-P-01

March 6, 2024

9:00 AM

Virtual – MS Teams Meeting



Raleigh





Construction Management Engineering Services-Parks Division

RFQ Pre-Submittal Conference

RFQ # 274-2024-CM-P-01

Multi-Project Request for Architectural/Engineering Firms to provide design services for 2022 Parks Bond Capital Improvements:

Erinsbrook Park Implementation, Kyle Drive Park Implementation,
Sertoma Arts Center Improvements



Raleigh

Agenda

- Welcome
- Project Descriptions
- RFQ Process
- Minority-and-Women-Owned Businesses Program
- Questions

Welcome





Sign In

- Please type your name and your company's name into the meeting chat as a record of your attendance.



Raleigh

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Project Descriptions





Raleigh

Multi-Project Description

2022 Parks Bond Referendum

On November 8, 2022, Raleigh voters approved a \$275 million bond referendum. The 2022 Parks Bond includes projects that continue to provide the Raleigh community with healthy park and recreation options for everyone to enjoy. These projects focus on heightened community priorities that have emerged as a result of the City's focus on social equity and the impacts of the pandemic. The vision is to provide improved equitable, resilient park and greenway access across the City of Raleigh.



Raleigh

Project Description

Erinsbrook Park Implementation Project Features

The 13.13-acre park property was purchased by the City of Raleigh in 2003. The site is largely wooded and bisected by a stream, which is a major feature of the site. In 2017, a Master Plan for Erinsbrook Park was adopted by City Council.

This RFQ solicitation is for design through post-construction warranty services for the implementation of the new park, based on the adopted Master Plan. Site elements to include: parking lot, playground and open play, open lawn area, picnic shelters, restroom facility, dog park, and trail loop systems.



Raleigh

Project Description

Kyle Drive Park Implementation Project Features

This future park site parcel is 27.75 acres and is located along the Beaverdam Creek Greenway Corridor, as designated by the Capital Area Greenway Master Plan

A Master Plan for Kyle Drive Park is currently being developed. This RFQ solicitation is for design through post-construction warranty services for the park and will implement the recommendations of the Master Plan. The selected firm will be provided with a copy of the most current draft master plan at the time of scope negotiation to inform its proposal for design through post-construction warranty services.



Raleigh

Project Description

Sertoma Arts Center Improvements Project Features

The Arts Center was built in 1978 and is approximately 13,296 sq ft in size. Sertoma is one of only two dedicated art center facilities within the City of Raleigh Parks System and offers classes and workshops to the public in painting, drawing, printmaking, ceramics, sewing, glass, and metalworking. In addition, Sertoma hosts exhibitions, studio spaces, groups and community outreach events.

This bond project will include an update and expansion of the existing art center to address ADA and other building improvement needs as well as growing programming demands.





Project Descriptions

Scope of Work

Erinsbrook Park

- Design through post-construction warranty services for the implementation of the new park, based on the adopted Master Plan.

Kyle Drive Park

- Design through post-construction warranty services for the park and will implement the recommendations of the Master Plan.

Sertoma Arts Center

- Update and expansion of the existing art center to address building mechanical and ADA improvement needs while anticipating growing programming demands.



Project Descriptions

Budgets & Schedules

Erinsbrook Park

- Total Bond Project Funding: \$7,000,000
- Estimated Project Schedule: FY 2025 – FY 2028

Kyle Drive Park

- Total Bond Project Funding: \$9,000,000
- Estimated Project Schedule: FY 2025 – FY 2028

Sertoma Arts Center

- Total Bond Project Funding: \$15,375,000
- Estimated Project Schedule: FY 2024 – FY 2028



Raleigh

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RFQ Process





Raleigh

Timeline

RFQ Process	Date	Time
RFQ posted	February 27, 2024	--
Pre-submittal Conference	March 6, 2024	9:00 AM
Written Questions Due	March 13, 2024	3:00 PM
City Responses to questions (anticipated)	March 20, 2024	--
RFQ Due Date - RFQ responses Due	March 27, 2024	3:00 PM
Interviews Notifications (anticipated)	April 2024	--
Interviews (anticipated)	April 2024	--
Selection Announcement (anticipated)	May 2024	--



RFQ Process

Response Content and Evaluation

Page 10: Responses to the RFQ – Tabbed Sections

1. Response Cover Letter. Acknowledge receipt of addenda.
2. Corporate Background and Experience List.
3. Financial Information.
4. Project Understanding, Approach, and Schedule.
5. Team Firm, Experience and Certifications/Qualifications
6. Any project where there were legal or technical problems encountered and the final resolution.



RFQ Process

Response Content and Evaluation

Page 22: Responses to the RFQ - Appendices

1. Appendix I - Hourly Rates. Include with response in separate, sealed envelope.
2. Appendix II – Proposer Questionnaire. Include with response.
3. Appendix III – Reference Questionnaire (Note instructions to have references provide completed forms directly to the City via email to Dale.Tiska@raleighnc.gov. Do not submit references questionnaires in your firm's response).
4. Appendix IV – MWBE participation form. Include with response.
5. Appendix V – Contract Terms (Does not need to be included in response).



RFQ Process Continued

Response Content and Evaluation

Page 37: Responses to the RFQ - Appendices

1. Appendix VI – Federal Provisions (Do not include in response).
2. Appendix VII – Submittal Checklist. Include with response.
3. Appendix VIII – Scope of Standard Professional Services Work (Do not include in response)
4. Appendix IX – Support and Background Documents. (Do not include in response).
5. Appendix X – PRCR Guiding Documents for Public Participation (Do not include in response).
6. Appendix XI – 2022 Parks Bond Publication (Do not include in response).



Evaluation Matrix

		Maximum Points
ITEM	Evaluation Criteria	
1	Corporate Background and Experience	20
2	Firm Financial Stability	5
3	Project Understanding	20
4	Project Approach	20
5	Team Firm, Experience, and Qualifications	30
6	Legal or Technical Problems	5
	TOTAL SCORE	100



RFQ Process

Communication

Page 8: All communications of any nature regarding this RFQ with any City staff, elected City officials, evaluation committee members are strictly forbidden from the time the solicitation is publicly posted until award. Questions must be submitted in writing to the individual designated in Section 1.1 Purpose, prior to the deadline provided in Section 1.3 RFQ Timeline. Violation of this provision may result in the firm's proposal being removed from consideration.



RFQ Process

Addenda

- Addenda will be published on the eVP website.
- Last day for written questions to be submitted is March 13, 2024, at 3 PM.
- Final response to written questions will be issued on March 20, 2024, by close of business.



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Minority- and Women-Owned Businesses Program





MWBE Program

MWBE Program Information

The City has a MWBE Program that works to increase opportunities for historically underutilized businesses and promotes diversity and inclusion in City of Raleigh contracting. The City has an aspirational goal of 15% of the total contract amount to be performed by MWBE businesses in contracts awarded by the City for: (i) construction and building projects of \$300,000 or more; and (ii) construction and building projects of \$100,000 or more that have any state funding. While this particular RFQ does not fit within these requirements, the MWBE Appendix IV in the RFQ allows us to track our efforts in this area.



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Raleigh

Questions

Submit questions in writing via email to Dale.Tiska@raleighnc.gov by March 13, 2024, at 3 PM.