

FY 25-26 Mecklenburg County Parks & Greenways RFQ
FY 25-26 Mecklenburg County P&R Architectural Projects RFQ

ADDENDUM #1
5/22/2024

QUESTIONS/INQUIRIES with RESPONSES

Below is a listing of questions & inquiries received pertaining to both the Parks & Greenways RFQ and the P&R Architectural Projects RFQ. All questions received are included and responses to each are provided in **BLUE**. Similar and/or repeated questions are grouped together and answered with a single response.

- Does the County intend for firms to indicate which of the 3 projects they intend to pursue, or does the County intend for an SOQ response to be for all 3 projects?
- With there being 3 projects listed, does the County want 1 SOQ to be submitted in response to all 3 projects listed, or 3 separate SOQs?
- How should firms identify which projects they are interested in submitting qualifications for?
- Is there an option to submit just for the greenway projects or do you prefer that we assemble a team that can handle the parks work as well?

The County wants only **ONE** SOQ submitted from each firm/team for each RFQ.

-For the P&R Architectural RFQ: Please indicate which project or projects you are interested in pursuing. Firms should submit one set of qualifications and indicate the project(s) they are submitting for on the revised FORM A (attached).

-For the Parks and Greenways RFQ: Firms may indicate if they are interested in **greenway** projects only, **park** projects only, or **both**. Firms should NOT indicate interest in any individual projects. Firms should submit one set of qualifications and indicate their interest (greenways, parks, or both) on the revised FORM A (attached).

- Will one firm be chosen to complete all of the listed projects?
- Will the projects included in this RFQ be handled with (1) award, or will multiple firms be selected? If the latter, how many do you anticipate.
For the **P&R Architectural RFQ** it is likely that three firms will be selected (one for each project). For the **Parks & Greenways RFQ**, multiple firms will be select to complete this list of projects. Firms may or may not be selected for multiple projects.

- Is there a minimum number of projects that the County would prefer each firm submit qualifications for?

No. The County will determine the best fit for each project. Firms may or may not be assigned to more than project.

- Will geotechnical assessment be the responsibility of the chosen firm or if it will be solicited directly by the County under a separate contract?

Pre-construction geo-tech investigation services will be the responsibility of the selected design team. The County will not be contracting separately for this. During construction, Materials and Testing Services as well as Special Inspections Services will be contracted directly by the County.

- Can the County please clarify whether you desire large, multi-consultant teams to cover all the major disciplines listed in the RFQ? Or should firms submit qualifications specific to the services they offer

in-house? For example, a firm specializing in landscape architecture – do they also need to partner with a civil engineer and an architect to be deemed responsive?

- For clarity, can firms respond with SOQ addressing specific items in the package? I'd like to submit for MEP scope on the building structures specifically and have an architect who may be interested in teaming as well.

The County is asking for complete design services teams that can provide all major disciplines. This could be in the form of a single multi-disciplinary firm, or in the form of a prime consultant teamed with sub-consultants as needed to cover all major disciplines.

- Can the County please confirm that in regard to the BDI program, at this submittal phase we are **not** required to confirm teaming partners (as we do not know the scope) – but are only required to share our proposed outreach process, history of past BDI success, etc.

The Statement of Qualifications must include a completed Form D, MWBE Inclusion Plan, that describes in detail the “strategies and actions the Bidder will take to outreach fairly and equitably, support, and contract with MWBEs” to meet or exceed the stated Participation Goals (15% MBE and 8% WBE). Prospective Design Teams (Bidders) are not required to commit to teaming partners (sub-consultants) to achieve Participation Goals in this Statement of Qualifications submittal.

- Regarding Form D (BD&I) and meeting MBE & WBE goals, if team members are included that fall under these business diversity categories but are not part of the primary focus professional services, do they still count toward the overall team MBE and WBE goals?

Yes. Any portion of the design services required (primary services or otherwise) that are performed by certified BDI firms counts toward the overall team MBE and WBE goals.

- How are the percentages calculated to reach 15% MBE and 8% WBE?

Participation Goals of 15% MBE and 8% WBE will be calculated as a percentage of the total professional services fee for each project. For example, if a total professional services fee is \$100,000, the Participation Goal will be \$15,000 MBE and \$8,000 WBE. Please refer to the BDI Program Provisions Guide, Section 2, Item 5, for an explanation of Participation Goals for Special Projects.

- If a team member's office is in South Carolina (Fort Mill) and they are designated as MBE or WBE in that state, are they still eligible for meeting the MBE & WBE goals in Mecklenburg County? Or must all team members have offices in North Carolina?

In order to receive BDI participation credit (MBE or WBE) the qualifying sub-consultant must be certified as MBE/WBE on the NCHUB Office listing, regardless of where they are located or if they are on other qualifying lists.

- Have surveys/existing conditions/assessments and/or preliminary budgets been completed for the projects outlined, or will that be part of the scope of work for each project?

Full surveys and existing conditions/assessments have NOT been completed for these projects. Preliminary budgets have been established through the CIP process (as shown in the RFQ's).

- Will LEED certification be a part of the scope for these projects?

NO

- Under Section 5.1 in the RFQ it indicates the Cover should be 2 pages however the form A in the rfp package is 1 page. Is a page missing or should it just be 1 page?

- In section 5.1 Firm Information on page 9, it states two pages are allowed for this section, Form A is only one page. Can we use the second page for firm information for our company and our subs?
- Page 9, 5.1 states, “Firm Information – RFQ ATTACHMENT 1 - FORM A: Qualification Package Cover Sheet (2 pages); Complete all fields of the attached Form A and sign.” Form A is a single page. Does this section (2 page limit) allow for a one-page cover letter?

Please see the revised Form A (one for each RFQ), attached. This includes Page 2 (the back), which is intentionally left blank. Please do not include a cover letter.

- In section 5.0 Submittal Requirements on page 9, it states, “No flash drives, three-ring notebooks, spiral bindings, plastic covers, cover sheet, dividers, cover letters or any other materials will be accepted.” Does the cover sheet mean a title page cover printed on paper that goes before section 5.1?

Form A should be the first page and will serve as the document cover sheet.

- We would like to show an organizational chart in our proposal. Should we put that in section 5.3, or is there another section you would prefer?

Org charts are typically included in the “Project Approach”. However, they may be included in the Individual Qualifications/Experience as long as maximum page limits are adhered to.

- Are you able to provide a list of interested parties for the RFQs?

Is there a list of firms who have requested copies of the RFQs?

YES. All firms or organizations that have expressed interest in the RFQ’s can be found listed at the bottom of this document.

- Can Form B include more than (10) key team members, provided the 2-page limit is maintained?

YES

- It is possible the key team members for greenway projects may vary from a park project. If submitting for both parks and greenway projects, is there a preferred way to designate the team members for each so it is clear to the selection committee?

There is no preferred way. Team member roles (for greenway projects vs. park projects) can be indicated on an org chart, and/or within the individual team member information.

- Will the addendum/answers to questions be posted on a website, or emailed out to the interest list?

This addendum with answers to questions will be distributed via email to all firms on the interested firms list. Notice of this Addendum will also be posted on NC EVP website.

- Page 9 of the RFQ states: “Similar Projects Experience (6 pages maximum) - Illustrate a minimum of four (4) and a maximum of six (6) similar projects (within the last six (6) years) for which the A/E Consultant provided, or is currently providing, professional services which are most related to the projects in this RFQ. List the projects in priority order, with the most-similar project listed first.”
Inquiry: If we are submitting for, both, the greenways and parks projects, does the County want to see “a minimum of 4 and a maximum of 6 similar projects” per project type, and if so, can this section include additional pages to accommodate the additional projects?

The County DOES NOT want to see “a minimum of 4 and a maximum of 6 similar projects” per project type.

For the P&R Architectural RFQ: For firms submitting for more than one of the projects, the County will allow the following in “Similar Project Experience”:

- **8** pages maximum (instead of 6)
- A minimum of 4 and a maximum of **8** (instead of 6) similar projects.

For the Parks & Greenways RFQ: For firms submitting for both parks and greenways, the County will allow the following in “Similar Project Experience”:

- **8** pages maximum (instead of 6)
- A minimum of 4 and a maximum of **8** (instead of 6) similar projects.

For either of the RFQ’s, if firms are submitting for only one Architectural Project, or only Greenways, or only Parks, the original requirements and page maximums still apply.

Firms/organizations that have expressed interest in this RFQ:

CHA	Kimley-Horn
Perkins & Will	Michael Baker International
Gensler	SWCA Environmental Consultants
CPL	Clark Nexsen
Colliers Engineering	Ewing Cole
Design Workshop	NovaTech
Berry Dunn	Allied Solution Enterprises
Neighboring Concepts	in situ studio
Neighboring Concepts	McAdams
Moseley Architects	Timmons Group
Conner Construction Company	CCS
AME Consulting Engineers, PC	Andropogon
Boomerang Design	We Are Progressive
ADW Architects	SCAPE
WHN Architects	SCAPE
biloba Architecture PLLC	SILO
Ewing Cole	NBW
ikon.5 architects	NBW
SKA Consulting Engineers	UES
McMillan Pazdan Smith	Kahler Slater
RK&K	Mirtha Pools
Kleinfelder	KDG
VHB	Agency
Traffic PD	Agency
Wetherill Engineering	McGill Associates PA
Kei Architects	Optima Engineering
Alpha & Omega Group	Provision Studio
Lynch Mykins	CES Group
Boudreaux	Freese Nichols
McKinley Lewis Associates, PLLC	Rome Office

Wetherill Engineering
Domokur + Associates
Schnabel Engineering
Katherine Hogan Architects
Kittelson & Associates, Inc
Ground Control
LaBella Associates
Toole Design
Land Design
Withers Revenel
Barr & Barr
Adams + Associates
Wildlands Engineering, Inc
Benesch
C Design
Traffic PD
Landworks Design Group, PA
Page
Jenkins Peer
POND
Forrest Geomatics, PLLC
Stimmel
MIG
ESP Associates
DSA Engineering
IAS Infrastructure
Structural Capacity, PC
Urban Design Partners
Water Splash Inc

Stewart
fd2s
Bolton & Menk
Timmons Group
Kissinger Campo and Associates
Stewart
Creech & Associates
PORT
NOVA
McAdams
Hanbury
ESP Associates
Conner Constructs
NBBI
Susan Hatchell Landscape Architecture
Seamon Whiteside
Stitch
TLC Engineering Solutions
TranSystems
Surface 678
Studio Archibene
Dewberry
Little
Brandstetter Carroll Inc
LJB Engineering
Perkins & Will
Watlington Engineering
Lane Architecture Inc
IMEG
Design Workshop

END of ADDENDUM #1

Attachments: Form A – REVISED - MC P&R Architecture Projects RFQ
 Form A – REVISED - MCPR Parks & Greenways Projects RFQ

FORM A – QUALIFICATION PACKAGE COVER SHEET
RFQ – FY 25/26 Mecklenburg County P&R Architecture Projects

I. Qualification Package Submitted By:

Company Full Legal Name:	
Company NC License #:	
Contact Person for RFQ Process:	
Address:	
City/State/Zip:	
Telephone Number:	
Fax Number:	
Email Address:	
SOQ Project Type:	Please indicate project(s) being submitted for: <input type="checkbox"/> Facilities Planning Study <input type="checkbox"/> Ribbonwalk Nature Center and Preserve <input type="checkbox"/> Tuckaseegee Park & Recreation Center
<p>Submission of a response to this RFQ constitutes certification that the Firm and all proposed team members are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by any State or Federal department or agency. Submission is also agreement that the County will be notified of any change in this status.</p> <p>The information contained in this Statement of Qualifications package, including its forms and other documents, delivered or to be delivered to the County, is true, accurate, and complete. This Statement of Qualifications package includes all information necessary to ensure that the statements therein do not in whole or in part mislead the County as to any material facts.</p>	
Represented and Warranted By (Signature):	
Printed Name and Title:	
Date Signed:	

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