



## Advertisement for Request for Qualifications

**Project Name: Design of North Reed Creek Greenway Phase I**

**Project Number: 298-CP25-NRCGreen1.RFQ**

Pursuant to North Carolina General Statute 143-64.31, Statements of Qualifications for Professional Services Landscape Architect/Engineer will be received by the City of Asheville, 70 Court Plaza, Asheville NC 28801, until 4:00pm on March 27, 2025 for the following:

### **Project Location**

City of Asheville, eastbound side of Broadway Street, from the I-26 ramp to the intersection with W.T. Weaver Blvd. The project is primarily located within North Carolina Department of Transportation (NCDOT) right-of-way.

**Estimated Construction Budget: \$4,000,000.00**

### **Project History**

Greenways have been a key component of City initiatives and master planning for over two decades. They are understood as critical “green infrastructure” that provide a valuable pedestrian and bicycle-focused transportation network as an alternative to the traditional vehicular-focused network. Greenways are also recognized as green spaces that offer significant environmental, psychological, and physical health benefits. (See [Greenways of Asheville](#))

Ushering greenway visions and plans into construction requires years of dedicated, well-informed coordination between a diverse group of public and private stakeholders, including City, County, State, and Federal agencies.

The planning process for the Reed Creek Greenway began in 1999. After years of fundraising and land acquisitions, the first section opened in 2006. More recently, a northern expansion of the greenway to W.T. Weaver Blvd. (at the entrance to UNC Asheville) was dedicated in 2014.

The Reed Creek Greenway has been identified as a priority in the City of Asheville Greenway, ADA, and Pedestrian (GAP) Plan (adopted October 2022; see [Close the GAP](#)). In that same year, the French Broad River Metropolitan Planning Organization provided a grant for a feasibility study to extend the Reed Creek Greenway further north to the intersection of Broadway Street and Riverside Drive, and south to the intersection of Clingman Avenue and Hilliard Avenue.

The Reed Creek Greenway Feasibility Study was completed in 2024 (see [Reed Creek Greenway Feasibility Report](#)). It provides comprehensive information about proposed extensions of the existing Reed Creek Greenway, including a history of greenway initiatives and studies, mapping, stakeholder feedback, recommended routes, design considerations, cost estimates, and design recommendations with typical sections. The feasibility study will inform the Design Phase of this project.

### **Description of Work**

The Capital Projects Management Division seeks a Consultant to complete a comprehensive design for Phase I of the north extension of the Reed Creek Greenway, identified as **“North Reed Creek Greenway Phase I”**.

The design intent is to increase the City’s greenway network, creating a safe, context-sensitive, ADA-compliant shared-use path that aligns with the recommendations in the 2024 Reed Creek Greenway Feasibility Report, the aesthetic of the existing Reed Creek Greenway, and City, County, and State greenway initiatives.

The work includes, but is not limited to, the design of a ~0.39 mile greenway that extends the existing Reed Creek Greenway north towards Riverside Drive. The greenway shall include a continuous, 12-foot wide paved pathway that follows, in general, the alignment described under **“Alternative #1C, Hillside and Roadside”** of the referenced Reed Creek Greenway 2024 Feasibility Study. (The Consultant may propose modifications to this alignment based on their assessment.)

In all aspects the design shall comply with applicable Americans with Disabilities Act (ADA) Standards for Accessible Design and Public Right-of-Way Accessibility Guidelines (PROWAG). It shall also comply with all applicable Municipal, State and Federal regulations.

The project has engineering and landscape architectural components, with design to address erosion and sediment control, grading and drainage, hardscape layout and materials (including retaining walls), and planting. The selected Consultant responsible for:

- Project management and attendance at all required meetings (including public presentations)
- Obtainment of all necessary permits/ agency approvals
- Obtainment of necessary easements (compliant with Uniform Act)
- Additional Field Survey (topographic and tree)
- Geotechnical report
- Development of Schematic, Design Development, and Construction Drawings
- Development of Engineer’s Estimate for each Design phase
- Anticipated Design Schedule - updated throughout project
- Illustrative renderings (2D and/or 3D)
- Bidding and Construction Administration

A detailed description of the scope of work for each of the mentioned services will be provided to the Selected Consultant at a later date as part of a Request for Fee Proposal.

### **Design Timeline**

Design is anticipated to be completed within 12-15 months from Award.

- April - May 2025: Design Team Selection, Award and Contracting
- June 2025 - June 2026: Project Design for North Reed Creek Greenway PH I
- July - September 2026: Construction Bid Process and Award for North Reed Creek Greenway PH I
- October 2026 - October 2027: Construction of North Reed Creek Greenway PH I

**Qualifications Schedule:**

Issuance of RFQ	Wednesday, February 26, 2025
Deadline to Submit Questions	5:00 PM, Thursday, March 13, 2025
<b>Qualifications Due</b>	<b>4:00 PM, Thursday, March 27, 2025</b>
Projected Project Start	May 2025

*No submissions will be accepted after the Qualifications Due Date.*

**Qualifications Documents:**

This Request for Qualifications (RFQ) is posted on the City procurement website at [www.ashevillenc.gov/bids](http://www.ashevillenc.gov/bids). This is *the official source* of this solicitation. All updates to this solicitation shall come in the form of published addenda and shall be published to the same location. **The City will not be responsible for full or partial sets of Contract RFQ including any addendum obtained from any other source.**

**Information:**

All questions concerning this Request for Qualifications (RFQ) should be submitted via email to:

Jill Weissman, Project Manager jweissman@ashevillenc.gov
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**Drug Free Workplace:** The City of Asheville is a drug-free workplace employer. By submitting this bid, the prospective contractor certifies that if awarded the contract, they and their subcontractors shall comply with the following:

The City requires contractors/vendors entering into a contract with the City to provide a drug-free workplace in the performance of said contract. The contractor, upon execution of the contract, certifies that it will provide a drug-free workplace during the performance of the work on this contract. The contractor agrees to do the following:

Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace and specify the actions that will be taken for violations of such prohibitions. Responsive actions should be appropriate and sufficient to address and remediate any violations of this requirement.

## **INSTRUCTIONS FOR SUBMITTING A PROPOSAL**

The Statement of Qualifications (SOQ) proposal provides teams the opportunity to demonstrate the team's qualifications, capabilities, and ability to successfully achieve the goals and requirements of the project. Teams must adhere to the submission requirements detailed in the following instructions.

### **FORMAT REQUIREMENTS**

- The SOQ shall be in 8.5" x 11" sheet format, single spaced, 10 point font minimum.
- The Appendix/Work Samples shall be in 11" x 17" sheet format.

The SOQ shall be 20 pages max (exclusive of resumes, dividers, and Appendix/Work Samples) and may be emailed as a PDF to [capitalprojects@ashevillenc.gov](mailto:capitalprojects@ashevillenc.gov)

### **Letter of Interest**

Provide a Letter of Interest (LOI) that briefly describes the proposing Team (prime and sub-consultants) and interest in performing the required professional services. The LOI must address the bullet points below. Teams that do not meet these criteria may be automatically disqualified.

- Acknowledges that the team understands and accepts the terms and requirements of the RFQ, and all addenda (each addendum must be identified by number).
- Includes the name, address, phone and email address of the designated contact for the proposer (prime consultant).
- Describe the prime firm's unique qualifications as they pertain to this type of work.
- Includes a statement indicating any judgments against the proposing Team (prime, and subconsultants) within the last five (5) years, or pending litigation, related to project performance or professional liability.
- Team's "Designer(s) of Record" MUST have current North Carolina license(s) and be in good ethical standing as appropriate for their portion of the design work.

### **SOQ Evaluation Criteria and Weighting**

Each submitter will be evaluated and shortlisted based on their SOQ score (100 points maximum) as determined through a qualification review process and scoring criteria noted below:

- Section 1: Design Team Qualifications (20 points)
- Section 2: Design Team Key Member Experience (20 points)
- Section 3: Project Understanding and Approach (20 points)
- Section 4: Team Relevant Projects (20 points)
- Section 5: Client References (10 points)
- Section 6: Permitting experience (10 points)

### **Section 1 - Design Team Qualifications** (20 points)

Points for this criterion will be based on an evaluation of the qualifications of the lead consultant and subconsultants. Evaluation criteria will focus on the submission's clear identification of each proposed consultant (including address) and the qualifications/expertise each will bring to the design process.

Provide an organizational chart for the firm's proposed project team that includes, at a minimum: key project team personnel, their roles and responsibilities, professional credential(s) as they apply to the assigned role, the firm that they represent, the office location of each individual, and the contract lead or main point of contact.

For any team member changes, the selected firm must provide a written request for approval from the City.

### **Section 2 - Design Team Key Member Experience** (20 points)

Evaluation points for this criterion will be awarded based on the experience and demonstrated availability of the proposed key team members.

- STAFF: Provide a description of the experience of the key individuals from your team who will be actively involved in the work (including registration numbers of landscape architects, engineers, architects, etc.). Clearly identify each key individual's experience with similar projects, the specific role that individual performed, and the firm they were employed by at the time of the project work. Include an estimate of required participation/contribution.
- MANAGEMENT PLAN: Provide information that supports the proposed team's ability to successfully manage projects. It is not assumed that the personnel assigned to the project team have worked together.
- HOURLY RATES: Provide hourly rates for all team members.

### **Section 3 - Project Understanding and Approach** (20 points)

This criterion will award points for the team's understanding of the goals and objectives for the project and their proposed methodology of meeting those goals and objectives.

- Teams are to provide a comprehensive narrative statement illustrating their clear and concise understanding of the requirements of the project, potential issues and proposed solutions.
- Team will clearly address their approach to dealing with key tasks, activities and issues required to complete each project phase including deliverables, permitting, budget, construction and project coordination issues.
- Team will provide a rough Anticipated Design Schedule in Gantt Chart format (assuming 12-15 month project timeline)

### **Section 4 - Team Relevant Projects** (20 points)

List any contracts (maximum of 8), currently in progress or performed in the past eight (8) years comparable to this RFQ as follows:

- List only projects involving current staff, indicate which team members were actually involved in the project and specify their role.
- List relevant projects in date order with the newest projects listed first.
- Describe in detail the services your firm & sub-consultants (if any) provided and the outcome of the project.

**Section 5 - Client References** (10 points)

Provide three (3) client names from the project list in Section 4 for whom services were provided and the appropriate individual who may be contacted as a representative of each client. *Include phone number, email and address of contact.*

**Section 6 - Permitting Experience** (10 points)

Identify your team's experience in obtaining permits and approvals as required by any and all regulatory agencies including but not limited to City of Asheville, State of North Carolina, and Federal Agencies regarding projects similar in nature.

**Appendix - Work Sample:** Submit PDF examples of a deliverable/work product from two (2) projects of similar scope and nature that best illustrate the proposer's qualifications for the project including concept graphics, 3D renderings, construction documents and drawings completed within the previous five (5) years.

- Provide a maximum of eight (8) 11" x 17" format pages in addition to the 20-page SOQ.

**SOQ EVALUATION AND SELECTION PROCESS**

**Evaluation:** Submitting Teams' responses to this RFQ will be evaluated and ranked by an RFQ Evaluation Team composed of City of Asheville Employees and community experts. Each submission will be evaluated based on the SOQ score (100 points maximum) as determined through the qualification review process and criteria noted in this section.

Following evaluation of the qualifications of the design teams, the three most highly qualified shall be ranked.

**Interviews:** Prior to ranking the short-listed Teams for final selection, the City **may** elect to interview the three most qualified teams. The purpose of this interview will be to meet the proposed Project team, become familiar with key personnel and/or with the selection strategy proposed by the submitter and to understand the Team's project approach and ability to meet stated objectives for the project. Short Listed Teams should be prepared to discuss with specificity their capacity to conduct this work in compliance with the project timeframe, budget and good-faith obligations. The City will notify each short-listed firm to schedule individual times for the interviews.

**MISCELLANEOUS REQUIREMENTS OF SUBMISSIONS**

- All submissions become the property of the City of Asheville upon submission.
- The cost of preparing, submitting and presenting a submission is the sole expense of the

proposing team.

- The City of Asheville reserves the right to reject any and all submissions received as a result of this solicitation to waive any formality and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of the City of Asheville. This solicitation of qualification in no way obligates the City of Asheville to award a contract.
- The contract will be awarded in accordance with all appropriate City of Asheville procurement requirements.
- Any firm wishing to be considered must be properly registered with the Secretary of State of North Carolina, and possess appropriate professional licenses and certifications. The contract will be subject to North Carolina law.
- The specific individuals and sub-consultants listed in the proposal and assigned to key positions shall not be removed or replaced without the prior written approval of the City.
- Nothing herein shall be construed as a waiver on the part of the City to any defense of any claim, including, but not limited to the defense of governmental immunity.
- Prospective Consultants are notified of a City policy that prohibits contracting with persons or firms who are delinquent in the payment of ad valorem taxes owed to the City of Asheville.

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