

REQUEST FOR QUALIFICATIONS

by Town of Davidson, NC for Engineering Services for the Fisher Farm to Narrow Passage Greenway

Introduction: In accordance with North Carolina General Statutes Section 143-64.31, the Town of Davidson requests qualifications from engineering firms for the design of a greenway segment. The Town of Davidson anticipates awarding a single contract for the services required.

Project Description: The Fisher Farm to Narrow Passage Greenway is an approximately 1/2-mile planned section connecting the existing greenway at Fisher Farm to the existing greenway at the Narrow Passage neighborhood to the east. This segment is part of the greater West Branch Rocky River Greenway system. The selected firm will provide survey, design, environmental assessment, permitting, bidding, and construction administration for the project.

Project Schedule: The following are preliminary milestone dates for this project:

<u>TASK</u>	<u>DUE DATE</u>
RFQ ISSUE	Monday, April 28, 2025
PROPOSALS DUE	Friday, May 30, 2025
FIRM SELECTION & NOTIFICATION	Friday, July 11, 2025
CONTRACT AND NOTICE TO PROCEED	Friday, August 1, 2025

Qualifications Content: The qualifications submittal should provide background information about the firm, its employees, and its experience with related projects and related clients. It should cover the experience of the firm, as well as any consultants on the proposed firm's project team. For the purposes of the RFQ, the term "Firm" shall refer to the prime respondent of this RFQ, or in other words, the firm with whom the Town of Davidson will contract. The term "consultant" shall refer to all consultants whom the prime respondent will include on the project team. The proposal shall clearly delineate any experience, background, etc. between the prime "firm" and "consultants."

Specifically, the proposal should address the following information:

- 1: Firm profile listing: name, address, year established, type of ownership, size of firm and staff. If the firm has multiple offices, please list where the work for this project will be performed (1 page).
- 2: An organizational chart of the firm project team and consultants (1 page).
- 3: Profiles of the firm's project team (up to 10 pages).
- 4: Team's experience in greenway projects, including cutsheets of similar projects. Cutsheets must include project location, budget, completion date or status, owner contact, and a description of the project. Do not use list format. Projects can be included by consultants and must be identified as such (up to 10 pages).
- 5: Proposed design approach narrative for this project (1 page).

- 6: Proposed timeline if accepted starting July 2025 (1 page).
7. Proposed Minority and Women Owned Business Enterprise participation (1 page).
8. List of any pending or settled lawsuits or professional liability claims in which the firm was involved during the past ten (10) years (1 page).
- 9: Additional information the respondent believes to be relevant to the selection efforts of the Town of Davidson (up to 2 pages).
10. Attachment A and Attachment B.

Proposal Submission: Submit one (1) electronic copy of the proposal, including Attachment A & Attachment B, by **FRIDAY, MAY 30, 2025, at 2 PM**. No submittals will be accepted after this time. Submit Proposals to:

Town of Davidson
Jesse Bouk, Public Works Director
jbouk@townofdavidson.org

All questions regarding this package or project shall be emailed to Jesse Bouk at jbouk@townofdavidson.org.

In order that the selection process is as objective as possible, do not contact any Town of Davidson officials other than noted above.

Evaluation: The town will generally evaluate proposals based on the following scoring:

- | | |
|--|-----|
| • Experience of the firm and consultants | 25% |
| • Experience in similar projects | 50% |
| • Proposed design approach and timeline | 15% |
| • MWSBE participation | 10% |

General Comments:

- 1: Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.
- 2: Ownership of all data, materials and documentation originated and prepared for the Town of Davidson pursuant to the RFQ shall belong exclusively to the Town and be subject to public inspection in accordance with the Freedom of Information Act. Trade secrets or proprietary information submitted shall not be subject to public disclosure under the Freedom of Information Act; however, the respondent must invoke the protections of the appropriate section of the Code of North Carolina, in writing, either before or at the time the data or other materials are to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire document, line-item prices and/or total costs as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
- 3: The Town of Davidson reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications.
- 4: Following the selection of a design-build firm by the Town of Davidson, a contract will be negotiated for services. If negotiations are unsuccessful with the first firm selected, a second firm will be selected, and negotiations initiated.
- 5: The firm must be licensed in North Carolina.

**TOWN OF DAVIDSON
NORTH CAROLINA**

**REQUEST FORM
FOR
ENGINEERING SERVICES**

Date: _____

Firm Name: _____

Address: _____

Contact Person: _____

Phone #: _____

Email address: _____

Authorized Signee: _____

Print Name: _____

Print Title: _____

REFERENCES

Respondent must supply three (3) references for clients for whom similar work was performed.

Reference Firm Name:

Contact: _____

Phone#:

Nature of work performed:

Reference Firm Name:

Contact: _____

Phone#:

Nature of work performed:

Reference Firm Name:

Contact: _____

Phone#:

Nature of work performed:

