

Request for Qualifications For Design Services Frank Liske Park Office, Restrooms, Concessions Stand, & Mini-Golf Course

August 19th, 2022

Project Description

Cabarrus County (“County”) is soliciting responses from qualified firms licensed in North Carolina to provide design services for a replacement amenity at Frank Liske Park located at 4001 Stough road in Concord, NC. The County wishes to replace the facility with a larger building housing the functions listed below as well as an ADA compliant mini-golf course. The County anticipates that submittals will consist of a firm or combination of firms that can handle both the architectural design as well as the necessary civil engineering components involved. Mechanical, electrical, Plumbing, and Fire Protection engineers do not need to be identified in the submittal but certainly can be.

The goal of this project is the design of a replacement amenity that should include at a minimum the following functions:

- Office for Active Living and Parks staff
- Concessions
- Restrooms
- Mini-Golf course

Services required by the design team will include:

- Programming
- Grant Application Assistance preferably in regards to Universal Design for Inclusive Play
- Design services including demolition plans
- Construction cost estimating
- General site analysis and planning
- Geotechnical & Utility investigation
- Project bidding, contract administration, construction administration

Qualification Package Evaluation Criteria

Qualifications packages will be evaluated on the firm’s ability to meet the requirements of this RFQ. Special emphasis will be placed on the proposed team’s experience and qualifications with similar public park projects.

Evaluation criteria are as follows:

- Firm(s) and individual experience with projects of similar scope in terms of park buildings and amenities specifically mini-golf
- Firm(s) experience with local government projects and grant applications processes
- Qualifications, certifications, abilities, availability, and geographic location of the key individuals
- References from past projects including users and facility maintenance and management staff

SOQ Requirements

Firms that are interested in providing the requested services are invited to submit a Statement of Qualifications (SOQ), in electronic format only, to Kyle Bilafer at kdbilafer@cabarruscounty.us

Each firm is solely responsible for the timely delivery of its SOQ. **All SOQs must be delivered by 3:00 pm local time on August 30th, 2022.** Qualification packages will not be accepted after this deadline. Firms accept all risk of late delivery regardless of fault.

The SOQ package should be no more than **20** pages in length including cover page.

Please identify a contact person for questions during the RFQ process and provide contact information including telephone number, email, and postal address.

Terms and Conditions

The following terms and conditions apply to this RFQ:

1. All responses shall become the property of the County and City.
2. Due care and diligence has been exercised in the preparation of this RFQ and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses. Neither the County, City, nor their representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposures.
3. The County and City reserve the right to select the vendor from the responses received; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope, or to cancel any requirement in its entirety; or to reject any or all proposals received.
4. A response to this RFQ does not constitute a formal bid; therefore, the County and City retain the right to contact any/all proposing vendors after submittal to obtain supplemental information and/or clarification in either oral or written form. Furthermore, an explicit provision of this RFQ is that any oral communication made is not binding.
5. The County and City will not be liable for, nor pay for any costs incurred by responding vendors relating to the preparation of any proposal for this RFQ.
6. Acceptance will be defined as the County and City selecting you as our provider of service for the intent of negotiating a contract for services.
7. It is the intent of the County and City that after the successful Vendor has been selected, the County or City and the selected vendor will enter contract negotiations containing all terms and conditions of the proposed service. Any acceptance of a proposal is contingent upon the execution of a written contract and the County or City shall not be contractually bound to any bidder prior to the execution of such written contractual agreement. The contents of the bid submitted shall become part of the contractual obligation and incorporated by reference

into the ensuing contract. The contract with a successful vendor may include penalties for non-performance and failure to meet the proposal implementation schedule. Any vendor agreeing to do business with the County or City must complete the required vendor registration process.

EXHIBIT A – SITE LOCATION

