

REQUEST FOR QUALIFICATIONS



ARCHITECTURAL/ENGINEERING SERVICES FOR CATAWBA PARK

OCTOBER 18, 2009

CITY OF TEGA CAY
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Tega Cay, SC 29708
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PROJECT OVERVIEW

DATE: October 19, 2009

DESCRIPTION OF WORK: Design and Engineering for Catawba Park Expansion

PROPOSAL DUE DATE/TIME: November 10, 2009, 2:00 P.M. EST

LOCATION: CITY OF TEGA CAY
120 SHORELINE PARKWAY
TEGA CAY, SC 29715

CONTACT PERSON: CHARLIE FUNDERBURK
803-548-3512 EXT. 129
Charlie@TegaCaySC.org

The City of Tega Cay reserves the right without prejudice to reject, in whole or in part, any and all proposals received, to waive all technicalities, or to negotiate any term(s) or provision(s) of such proposals. Such rejection, waiver, or negotiation shall be accomplished in any manner necessary to serve the best interest of the City. It also reserves the right to be the sole judge of the suitability of any and all proposals for use by the City.

The City of Tega Cay reserves the right to reject or otherwise disregard, in whole or in part, any ambiguous proposals or proposals which are uncertain as to terms, delivery, quantity or compliance with specifications.

Purpose and Description

The City of Tega Cay is accepting statements of qualification to provide architectural, landscape architectural and engineering services. All responses to this request must be received no later than **2:00 P.M. EST, on November 10, 2009**. Qualifications received after this date and time shall be returned unopened.

The City of Tega Cay wishes to hire one qualified firm to provide and assist with Planning/Design/Survey/Engineering/Construction Documentation/Cost Analysis/Specifications and Construction Administration relating to the construction of the Catawba Park. The Park site is located on Gray Rock Road as show on the "Location Map" show below, and consists of approximately 10 acres.

The improvements desired include youth baseball fields, press box, activity areas, dog parks, sprayground, play ground, paddle boats, picnic area, parking, and restrooms. Improvements are expected to be completed in phases.



Scope of Services

Planning/Design/Survey Phase:

1. The Consultant shall review with the City the desired improvements and budget considerations. A copy of the Conceptual Plan is enclosed herein.
2. The Consultant shall prepare a "Schematic Layout" of the improvements for review and approval by the City. The "Schematic Layout" shall take into account all of the proposed activities as shown on the Conceptual Plan. A physical survey with notation of areas with soil, water or rock problem areas is desired. The Consultant shall also prepare preliminary cost estimates.

Design Development and Construction Document Preparation Phase:

- 1. Based on the previously approved “Schematic Layout”, the Consultant shall prepare, for approval by the City, the design development, bidding, permitting, construction documents, construction drawings, specification and other documents to fix and describe the size and character of the proposed improvements.
- 2. The Consultant will prepare an updated Opinion of Probable Construction Cost associated with the proposed improvements.

Bidding Phase

- 1. The Consultant, following the City’s approval of the Construction Plans and Construction Documents and Specification and Opinion of Probable Construction Cost, shall assist the City in obtaining bids and make recommendations to the City as to Bid most advantageous to the City and to make recommendations of a Construction Contract to the lowest responsible bidder. Pending available funding, the project may be bid in at multiple phase with at least two phases and not more than four phases.
- 2. The Consultant shall assist the City in conducting a pre-bid meeting with the bidders to clarify the requirements for the project.

Construction Administration

- 1. The Consultant, as the representative of the City of Tega Cay during the construction phase, shall advise and consult with the City and issue the City’s instructions to the contractor; the Consultant shall have the authority to act on behalf of the City to the extent authorized by the City and in accordance with the General Conditions of the Construction Contract. The Consultant shall at all times have access to the work whenever it is in preparation or progress. It is understood that the Consultant will have a resident project representative in the field unless otherwise defined by the Contract developed between the City and the Consultant.

Requirements

- 1. Qualified firms must submit one (1) original and two (2) copies of response by **2:00 P.M. EST, November 10, 2009**. Response should be addressed to Charlie Funderburk, Operations Director, and

<u>mailed</u> to:	<u>or delivered</u> to:
City of Tega Cay	120 Shoreline Parkway
P.O. Box 3399	Tega Cay, SC
Tega Cay, SC 29715	
Attention: Charlie Funderburk	
- 2. Response should be concise and limited to 12 pages.
- 3. Response shall address the following, at a minimum:
 - a. Letter of Transmittal, identifying contact person, firm name, address, telephone number, fax number, and e-mail address(es)
 - b. Statement substantiating firms understanding of project objectives and task assignments

- c. Company background and history
- d. List of similar work performed over last five years, including description of work and contact person
- e. Identify the proposed personnel to be assigned to the project and provide background and/or resume
- f. Names, addresses and profiles of all other consultants or associates proposed to be involved with the project.
- g. Approach to the planning and design process.
- h. Tentative plan and time frame for approaching the project.
- i. Track record of bringing in project on time and within budget.
- j. Provide schedule of professional fee rates

Selection and Award

The City of Tega Cay anticipates interviewing a “short list” of firms before making a final selection. The interview/selection team will consist of the City Manager, the Building Official, and the Operations Director. This team will work with the consultant during the design and construction phases. The team’s selection will be submitted to the City Council for approval.

The City of Tega Cay shall award the contract to the most qualified firm and reserves the right to reject any of and all responses based on the following criteria:

1. Relevant experience with similar projects, with emphasis on projects that are phased.
2. Proposals and experience of key project team members.
3. Capability of firm to perform desired work.
4. Experiences of personnel assigned to the project, including experience with similar projects.
5. Client references.
6. Approach to project scheduling, budgeting, and cost control.
7. Proposed plan and time frame for proposed projects.
8. Experience related to government contracting procedures.
9. Successful negotiation of fee for this work.



- A) Main Entrance
- 1) Tennis Courts
- 2) Parking (81 +/- Spaces)
- 3) Maintenance Shed
- 4) Sprayground
- 5) Play Structure
- 6) Parking (97 +/- Spaces)
- 8) Little League Baseball (Skinned Infield)
- 8a) Little League Baseball (Grassed Infield)
- 10) Small Dog Park
- 11) Large Dog Park