

**NEW HANOVER COUNTY  
REQUEST FOR QUALIFICATIONS  
SKATEPARK DESIGN**



**PARKS & GARDENS**

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**COUNTY COMMISSIONERS**

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**NEW HANOVER COUNTY**  
**REQUEST FOR QUALIFICATIONS**  
**SKATEPARK DESIGN**

**1. Schedule of Events**

The following Schedule of Events represents the County’s best estimate of the schedule that will be followed. The Owner reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

<b>Tentative Schedule of Events:</b>	<b>Date</b>	<b>Time</b>
Advertisement on IPS/New Hanover County Purchasing website	10/21/2014	
Deadline for written questions and clarification on Request for Qualifications	10/27/2014	5:00 pm
Deadline for submission of Qualifications	11/7/2014	5:00 pm
Owner completes qualification evaluation to establish a shortlist of firms remaining in the competition. Owner notifies short-listed firms and schedules interviews (if required)	11/14/2014	
Complete interviews of short-listed firms (if required)	11/20/2014	
Notify selected Designer and begin contract negotiations	11/24/2014	
Complete contract negotiations with selected firm and Award Contract	12/12/2014	

**2. Project Overview and Site**

Pursuant to N.C. Stat. Sec. G.S. 143-64.31, New Hanover County is seeking statements of qualifications for the design of a 10,000-12,000 square foot concrete skatepark facility to be located within Ogden Park, 510 Ogden Park Drive, Wilmington, NC 28411.

**3. Project Description**

New Hanover County desires the skatepark to be of the highest quality with regards to design and construction and seeks a designer with demonstrated experience in providing design services for public agencies. The skatepark should draw and engage local users to the facility and should challenge both beginners and experienced users. The facility shall provide street-style and transitional style elements, obstacles and terrain. The facility should be designed to

accommodate use by skateboarders, in-line skaters and free-style BMX bikes. New Hanover County anticipates a total project cost of \$267,000 for design and construction. **The project completion date is estimated to be September 1, 2015.**

#### **4. Scope of Work**

During the design process, New Hanover County would like to include the skateboarding and BMX community who will use the facility. It is the County's intention to invite the community to be part of the final design process in a controlled manner. The County understands the community cannot be involved in the entire process and that practical measures (costs, size, demographics) are paramount.

- The Designer shall conduct one public meeting to seek input from the public regarding the design of the skatepark.
- The Designer should conduct a second meeting specifically with the Skatepark Development Committee to seek final input on the design elements and amenities to be included in the skatepark.
- The Designer should develop a schematic plan for the skatepark.
- The Designer should develop a complete project cost estimate to include all required services, costs and contingencies to assure budget compliance.
- The Designer should conduct a public meeting to present the final skatepark design.
- The Designer will complete all design development drawings and specifications for the project that meets all local code requirements. Plans must be sealed by a design professional in the State of North Carolina.
- The Designer will provide all required construction observation services.

#### **5. Details and Elements of the Request for Qualifications (RFQ)**

Designer's statement of qualifications should demonstrate a high level of competence in the design of skateparks together with a demonstrated ability to work effectively with public agencies, utility companies, and other stakeholders. The selected designer should have the demonstrated ability to provide high quality services on time and within budget. New Hanover County requires a certain minimum qualification in insurance coverage, indemnification, and financial standing. The Design Team should submit six (6) copies of the Statements of Qualifications. Qualification statements should be in the form of 8 ½ x11 reports with optional foldouts and attachments when necessary, be limited to 15 pages excluding attachments and shall include, at minimum, the following:

- A. Include information about the firm's size, history, office locations, expertise, bonding, insurance and banking references, and specific experience relative to the project.
  1. Include number of years the firm has been in business as a Designer.

2. Include number of years the firm has been in business under its present business name.
  3. List the point of contact and contact information.
  4. Have members of the Design Team ever had any past or pending litigation against an Owner of a project whom the firm contracted work? If so, explain.
- B. Skatepark Design and Construction:
- a. As an attachment include a comprehensive list of all skateparks designed by the designer.
  - b. As an attachment provide the following information on three (3) similar projects completed within the last five (5) years.
    - i. Name, location and brief description of the project
    - ii. Photographs and/or drawings of the design
    - iii. Name, address and telephone number of the Owner (indicate contact person)
    - iv. Original and final construction costs
  - c. To be considered for this project the Designer must meet the following requirements at a minimum:
    - Within the last five years, the Designer must have completed a minimum, three or more poured-in-place concrete skatepark projects over 10,000 square feet.
  - d. A brief statement of your understanding of the project, your firm's proposed approach to the project based on the information provided herein, proposed approach to include New Hanover County users in the design, and anticipated number of meetings with the Owner and Public during the preliminary design phase. Discuss your team's history with including the community in a similar project. Include a comment/response to each of the following:
    - The Designer shall be familiar with design of both street style terrain and vertical style terrain.
    - Based on past experience, a probable timeline for design, review, and construction of the skatepark
  - e. A proposed project organization chart and resumes of key individuals included in your team. Indicate what elements of the work your firm intends to self-perform or subcontract.
  - f. Provide at least five (5) references to substantiate qualifications to perform this type of work.

## **6. Evaluation Process**

Statements of Qualifications will be evaluated on qualifications and other criteria listed below. New Hanover County anticipates it will select firms for in-person interviews; however, at its discretion and after review of the submitted statements, New Hanover County may dispense with further interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

- Demonstrated previous design experience to meet the intent of the stated request for qualifications: 30%
- Demonstrated ability to develop a unique facility that meets the community desires within the site specific area: 20%
- The firm's demonstrated ability to carry out the project on time and within budget: 20%
- Ease of maintenance: 10%
- Quality Assurance Plan- how quality control will be implemented throughout the design and construction process: 10%
- Design safety of the facility: 10%

## **7. Selection Process**

References will be contacted and the County may conduct other investigations as the County deems necessary to assist in the evaluations to select a responsible and qualified Design Team. New Hanover County will seek to negotiate a contract, a detailed scope of work, fee schedule, etc. with the preferred firm. If unable to reach an agreement, New Hanover County will terminate negotiations and commence negotiations with the second-ranked firm, and so forth.

## **8. Proprietary Information**

All Statements of Qualifications received are considered public record and available for public inspection. According to General Statutes 132 - 1.2, trade secrets or proprietary information contained in a response may be kept confidential if at the time the proposal is submitted, the Proposer designates the proprietary information and requests that it be kept confidential. This right of privacy will be construed as narrowly as possible to protect the interests of the Proposer while attempting to maximize the availability of information to the public.

## **9. Minority/Women Business Enterprise (M/WBE) Program**

It is the policy of New Hanover County that minority businesses, as defined by NCGS 143-128 have maximum opportunity to participate in the performance of contracts and subcontracts funded in whole or in part with public funds. The County has established a verifiable goal of ten percent (10%) participation in the total value of the work.

## 10. Questions and Clarifications

Please submit questions electronically via email to [lbutler@nhcgov.com](mailto:lbutler@nhcgov.com) and in the subject line note “RFQ-Skatepark.” **Deadline for questions is by 5:00 PM, Monday, October 27, 2014.** Any changes in the qualification’s request may be sent by email and furnished to all proposers. Verbal information obtained otherwise will not be considered in the awarding of the proposal. Firms interested in submitting a response should email [lbutler@nhcgov.com](mailto:lbutler@nhcgov.com) expressing their intent to submit a statement of qualifications. Doing so will provide information necessary to inform the firm of any changes.

## 11. Deadline for Statement of Qualifications

Submit your Statement of Qualifications using the format as specified in Section 5 of this RFQ no later than **5:00 PM Friday, November 7, 2014** to the following address:

New Hanover County Finance Office  
Attn: Lena L. Butler, Purchasing Supervisor  
230 Government Center Drive, Suite 165  
Wilmington, NC 28403

Firms may not have communications, verbal or otherwise, concerning this RFQ with any personnel or boards from New Hanover County, other than the person listed in this section. If any bidder attempts or completes any unauthorized communication, the County will reject the firm’s proposal.

All firms who intend to submit a proposal for this request should send an email to [lbutler@nhcgov.com](mailto:lbutler@nhcgov.com) including pertinent contact information. This will ensure that you receive all addenda issued for this RFQ.

## 11. Insurance Requirements

### A. Commercial General Liability

1. Firm shall maintain Commercial General Liability and if necessary, Commercial Umbrella Liability insurance with a total limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location or the general aggregate shall be twice the required limit.
2. CGL insurance shall be written on Insurance Services Office (ISO) “occurrence” form CG 00 01 covering Commercial General Liability or its equivalent and shall cover the liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability

assumed under an insured contract (including the tort liability of another assumed in a business contract).

3. New Hanover County, its officers, officials, agents, and employees are to be covered as additional insureds under the CGL by endorsement CG 20 26 or an endorsement providing equivalent coverage as respects to liability arising out of activities performed by or on behalf of the vendor and under the commercial umbrella, if any. The coverage shall contain no special limitations on the scope of protection afforded to New Hanover County, its officers, officials, agents, and employees.
4. The firm's Commercial General Liability insurance shall be primary as New Hanover County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by the New Hanover County, its officers, officials, and employees shall be excess of and not contribute with the vendor's insurance.

#### **B. Workers' Compensation and Employer's Liability**

1. Firm shall maintain Workers' Compensation as required by the general statutes of the State of North Carolina and Employer's Liability Insurance.
2. The Employer's Liability, and if necessary, Commercial Umbrella Liability insurance shall not be less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit.
3. The insurer shall agree to waive all rights of subrogation against the New Hanover County, its officers, officials, and employees for losses arising from work performed by the contractor for the New Hanover County.

#### **C. Business Auto Liability**

1. Firm shall maintain Business Auto Liability and, if necessary, Commercial Umbrella Liability insurance with a limit of not less than \$1,000,000 each accident.
2. Such insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos.
3. Business Auto coverage shall be written on ISO form CA 00 01, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in ISO form CA 00 01.
4. The firm's Business Auto Liability insurance shall be primary as respects New Hanover County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by the New Hanover County, its officers, officials, and employees shall be excess of and not contribute with the vendor's insurance.

#### **D. Professional Liability Insurance**

1. Firm shall maintain in force for the duration of this contract professional liability or errors and omissions liability insurance appropriate to the contractor's profession. Coverage as required in this paragraph shall apply to liability for a professional error, act, or omission arising out of the scope of the contractor's services as defined in this contract. Coverage shall be written subject to limits of not less than \$ 2,000,000 per loss.
2. If coverage required in paragraph 1. above is written on a claims-made basis, the firm warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of 2 years beginning from the time that work under the contract is complete.

#### **13. Right to Reject**

The County reserves the right to reject any and all submittals received in response to this request.