



County of Forsyth, NC
Parks & Recreation Department

Request for Qualifications (RFQ)
Tanglewood Clubhouse
Renovations & Upgrades

The County of Forsyth Parks & Recreation Department seeks to retain a firm to provide services for conceptual through final design of the proposed Tanglewood Park Clubhouse Renovations and Upgrades project. The services generally include, but are not limited to: conceptual plans, preliminary design & development, final design, construction/bidding documents, architectural/engineering design schedules, opinion of costs including hard and soft costs and maintenance budgets, and construction administration and observation services.

Only written responses will be accepted and considered. Any materials submitted will become a part of the response and could be included in subsequent contract(s) between Forsyth County and the selected firm. Please submit ***five (5) copies and one (1) electronic version*** of the Cover Letter and your response to the RFQ to the Forsyth County Parks & Recreation Department office prior to **4:00 PM, March 15, 2017**. No responses will be accepted after this time.

Proposals may be hand-delivered or sent through the U.S. Post Office, FedEx, or UPS and shall be addressed as follows:

Forsyth County Parks & Recreation
Attn: Chris Weavil, Asst. Director of Operations
201 North Chestnut Street
Winston-Salem, NC 27101

General questions regarding this document should be directed to the following person at WS/FC Purchasing Department – Darren Redfield, Construction Specialist at 336.747.9636 or darrenmr@cityofws.org. The End of Question period is **12:00 PM, March 1, 2017**.

I. PROJECT DESCRIPTION

Existing Conditions – Tanglewood Park Clubhouse was built in the early 1970's prior to the 1974 PGA Championship held at this location. The building is forty plus (40+) years old and has several issues which mainly stem from the buildings age. Functionality of all the building spaces for today's usage is poor. Building efficiency is also poor due to the original design. Accessibility and building layout hamper current function and flow both inside and outside the facility. Currently, there are several different operations that take place within the building: Golf Pro Shop operations with a sales counter and merchandise area, a grill food service operation with seating area, a large ball room with adjacent mezzanine area and kitchen area for event rentals, several office locations, and associated restrooms and mechanical spaces.

This project (the "Project") includes interior and exterior renovations, upgrades, additions and/or improvements to the all aspects of Tanglewood Park Clubhouse. Focus should be placed in a few main areas, building accessibility, exterior building appearance, maximizing the use of the interior spaces, more efficient building systems, and modernized audio visual systems along with complete connectivity for the entire building. The project will designed to be completed in phases. Scheduling of the project will be of utmost importance by minimizing disruptions to daily building operations. Participating firms should indicate how best to phase such a project to meet the goal of minimizing disruptions. The ability to maximize cost effectiveness to meet goals will be a factor in any design.

Please note that areas that are to be renovated or constructed as part of this project shall be designed and engineered in a manner to ensures proper accessibility for persons with disabilities. An emphasis of this project is to offer amenities where required that are compliant with the Americans with Disabilities Act (ADA) while also providing universal design that inherently allows access for older people, people without disabilities, and people with disabilities.

II. SCOPE OF SERVICES - To provide professional design services for interior and exterior renovations, upgrades, additions and/or improvements to the all aspects of Tanglewood Park Clubhouse.

Task 1: Site Evaluation, Surveying, Locating

- Perform an investigation of the site
- Conduct any surveys necessary surveys needed for design
- Locate all public and private utilities serving the building

Task 2: Schematic Design

- Prepare preliminary schematic layout(s) for the renovations, upgrades, and improvements.
- Prepare preliminary construction cost estimate and schedule.
- Present these project concepts with recommendations to Parks & Recreation Administration

Task 3: Detailed Design Development and Preparation of 100 % Contract Documents

- Preparation of contract bid and construction documents consistent with the approved schematic design, including complete working plans and specifications in sufficient detail to permit firm bids in open competition for construction of the Project. At a

minimum, the Project plan set will include cover sheet, existing conditions, demolition, layout and materials, site utilities plan, sections and profiles, compliance measures and design features and mechanisms included for persons with disabilities access, and all related detail sheets and specifications found necessary to adequately construct the project. The Project manual will include the County's front end, non-technical requirements and required technical specifications.

- During the Project design development phase, attend a minimum of five project team progress meetings, including meetings at the 50%, 90% and 100% design submissions.

Task 4: Permitting Services

- Identify and assist in obtaining any and all required local, state and federal permits as may be required.

Task 5: Bid and Award Services

- Assist the County with the bid and award process, including preparation of the final construction contract documents and advertising for receipt of bids from construction contractors, and (if determined as necessary) prequalification of contractors and sub-contractors.
- Prepare and distribute all addenda, and conduct a pre-bid conference.
- Attend bid opening meeting and compile bid sheet.
- Review all bids and assist in determining whether bids are responsible and responsive.
- Check references and make a written recommendation of award.

Task 6: Construction Period Services

- Provide standard construction period services, including preconstruction conference and general administration of the construction contract.
- Reconcile existing conceptual estimates, design development, and 50% construction documents.
- Prepare a master project schedule and preliminary construction schedule.
- Monitor critical layout for proper compliance with specifications.
- Monitor each phase of construction for proper compliance with plans and specifications.
- Review and comment on all samples, schedules, and shop drawings submitted by Contractor.
- Recommend condemnation of all Project work that fails to conform to the contract documents.
- Decide all questions regarding interpretation of or compliance with the construction documents, except as the County may, in writing, otherwise determine.
- Review and act on all requests for changes in the plans, specifications or contracts for the Project.
- Weekly site review and participation, on-site, in weekly project meetings with General Contractor, subcontractors, and others as required by the County.
- Review and submit Contractor payment requests.
- Develop final punch list.
- Conduct final walk through and acceptance with Owner.
- Secure all guarantees and warranties for Owner.

III. RFQ REVIEW AND EVALUATION

A selection committee will be established to review and evaluate all documentation submitted in response to this Request for Qualifications. The committee will conduct a preliminary evaluation of all documentation to determine the most qualified firms. Based on the results of the evaluations, the selection committee may invite up to four qualified firms to interview and meet key members of the proposed project team. The firm(s) should be prepared to present a project proposal and short presentation at the interview session. Times and dates to be determined.

IV. QUALIFICATIONS SUBMISSION REQUIREMENTS

The qualified package shall be submitted on 8 ½" x 11" papers, side bound with Table of Contents and reference tabs for key sections. The package submittal shall not exceed twenty (20) pages double sided (front & back covers, Table of contents and tab pages are excluded from these totals). The proposal must clearly address the requirements outlined in the RFQ. The proposing firm must ensure that all proposed work will meet all applicable Local, State and Federal requirements.

Firms interested in the project are required to submit five ***(5) copies and one (1) electronic version*** of the Cover Letter and RFQ which addresses the criteria listed above and include the following:

A. Cover Letter

B. Personnel and/or Team

Provide the proposing firm's name, address, contact name(s), and telephone number(s). Identify certified Minority Business Enterprises (MBE) or Women Business Enterprises (WBE) firms, if any.

C. General Profile and Qualifications

Provide a general profile of your firm. Also provide the qualifications of the personnel the firm possesses in order to prepare the services outlined in this RFP. Provide names of principals, key persons, or associates who would be involved in the project and their qualifications. Provide a list of similar projects completed by the person/firm, giving names, addresses, and phone numbers of clients.

D. Scope of Services

Provide an outline of the understanding of each task of the project. Summarize the basic approach to providing the services, and any recommendations on improving the efficiencies in the process. Provide the names of the staff that will be assigned to complete each task.

E. References

Please provide a listing of *your most recent* five (5) professional references of *completed or nearly complete projects*.

F. Examples of Previous Design and Renovation Work

Please provide examples of previous *clubhouse, community center, or other multi-use facility* architectural work over the past five (5) years, *designed or built*.

V. GENERAL COMMENTS

A. COSTS: Any cost incurred by respondents in preparing or submitting the response to this Request for Qualifications for the Project shall be the Proposer's sole responsibility.

B. COMMUNICATION: Respondents are advised to refrain from contact with Selection Committee members. Any specific questions regarding the Request for Qualifications should be directed in writing to the Forsyth County Parks & Recreation Director. The questions should be RFQ procedural or likewise. If a question of general concern is asked by any firm with regards to this Request for Qualifications, a copy of the written response shall be sent to all firms.

C. OWNERSHIP OF DOCUMENTS: All responses, inquiries or correspondence relating to this Request for Qualifications will become property of Forsyth County when received. Drawings, tracings, specifications, reports, models, computer discs, renderings, copyrights, and all other documents to be prepared and furnished by the Proposer pursuant to specific projects undertaken by the successful Proposer, are the sole property of Forsyth County, whether the project for which they are made is executed or not, and may be used by Forsyth County as it sees fit.

D. ACCESSIBILITY: All work shall comply with the Americans with Disability Act and the North Carolina Accessibility Code including all Amendments.

F. PERMITS: Forsyth County expects that the firm shall work with all of the various permitting agencies throughout the design process in order that code and permit related issues can be identified, resolved, and incorporated into the final contract drawings and specifications prior to being advertised for construction bids. The County wishes to eliminate or prevent construction change orders that may be necessitated as the result of the permitting process. The Consultant shall obtain all permits and / or resolve all permit requirements prior to the completion of 100% Construction Documents and award of the construction contract. It is Forsyth County's goal to accelerate the issuance of permits so that construction can start at the earliest possible date after award of contract.

G. COMPLIANCE: All work shall be in compliance with all local, state, and federal codes.

H. ALTERNATIVES: If required, the Consultant shall develop bid documents with add or deduct alternatives, and shall clearly identify these alternatives in all estimates of probable cost.

I. EQUAL EMPLOYMENT OPPORTUNITY: Forsyth County does not discriminate in any of its programs and activities. The firm awarded the eventual contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, on the basis of race, sex, religion, age, national origin, or disability. In addition to these requirements, since state/federal funds may be used to finance this project, the successful consultant shall comply with all civil rights requirements applicable to transportation-related projects.

J. Forsyth County reserves the right to reject any or all proposals or to waive any and all formalities and the right to disregard all non-conforming or conditional proposals and to award the contract to the firm that will serve in the best interest of Forsyth County.

K. Forsyth County is not legally required to enter into a contract as a result of this RFQ.

L. Insurance: The Architectural / Design Firm is expected to have and maintain during the life of the contract comprehensive general liability, professional liability, and other insurance as is appropriate for the work being performed.