

COUNTY OF GRANVILLE

REQUEST FOR QUALIFICATIONS

Granville County is seeking Letters of Qualifications from Design Firms interested in assisting the County with the design of its Phase III recreation / athletic park expansion. The Granville Athletic Park is located at 4615 Belltown Road, Oxford, NC and was originally developed in 2003 and expanded in 2007. The phase III expansion will encompass a tennis facility along with a playground area, walking trail, and other recreational elements. The scope of work, evaluation, submission format, schedule, and other relevant information are provided below. Firms having the capability to perform this work are invited to submit their letters of interest and qualifications by **5:00 PM; November 10, 2017**.

SCOPE OF WORK

The Design firm shall provide engineering, architectural, and landscape services and construction administration services related to Phase III expansion. This work will include, but not limited to:

- Work with County Staff in developing the schematic design; elements to include 4-6 tennis courts (w/ expansion capacity), picnic shelter / restrooms, two volley ball courts, three horseshoe pits, approximately ¼ mile of paved walking trail, and parking area.
- Design development
- Cost estimate
- Construction Documents
- Bidding services
- Construction Administration

EVALUATION

Firms submitting Letters of Qualifications will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized to select a minimum of three firms from those submitting letter of qualifications:

1. Firm's experience, knowledge, familiarity and past performance with recreational / athletic facilities – 30%
2. The experience of the firm's proposed staff to perform the type of work required – 30%
3. Firm's understanding of the specific issues related to utilization of state and federal grants – 40%

SUBMISSION FORMAT

All letters of qualification are limited to 15 pages, inclusive of the cover sheet, and shall be typed on 8 ½" x 11" sheets, single-spaced, one-sided. Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. Letters of qualifications containing more than 15 pages will not be considered.

Cover/Introductory Letter:

The introductory letter should be addressed to Scott Phillips, Director, Granville County Development Services and should be limited to 2 pages. Said letter should contain the following elements:

- Expression of the firm's interest in the work
- Statement regarding firms' possible conflict(s) of interest for the work; and
- Summation of information contained in the letter of interest

Evaluation Factors

This section is limited to 7 pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous services focused on the type of work advertised for services;
- The number of employees within the firm;
- A brief description of the firm's approach to the services requested, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery;
- The proposed personnel to be assigned to the work by discipline;
- Identify personnel/subconsultants' qualifications and experience as related to this work; and
- Unique qualifications of key team members

Supportive Information

This section is limited to 6 pages and should contain the following information:

- Organizational chart indicating personnel to be assigned by discipline
- The resumes of key personnel – Engineers, Technicians, etc.; and
- Other information

SUBMISSION

Letters of Qualifications must be submitted to the county no later than **5:00 PM on Friday, November 10, 2017**. Letters of qualification received after this deadline will not be considered. Firms are asked to **submit 4 hard copies (stapled at the top left position) and 1 electronic copy**.

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of qualifications do not meet ALL of these requirements, or to any address other than shown below they may be disqualified. Proposals should be clearly marked as "Design Services / GAP III" and may be mailed or delivered to:

Attn: Scott Phillips, Director
Granville County Development Services
P.O. Box 877
122 Williamsboro Street
Oxford, NC 27565

Any questions concerning the advertisement should be directed to Scott Philips at scott.phillips@granvillecounty.org or by telephone at 919-603-1425.

The County reserves the right to reject any and all Letters of Qualification.

PROPOSED SCHEDULE

Advertise Request for Qualifications -	October 16, 2017
Letters of Qualifications due -	November 17, 2017
Short-List Interviews-	December 6, 2017
Commissioner Award of Contract (expected) -	January 2, 2018

Women and Minority-Owned businesses are encouraged to apply.

This information is available in Spanish or any other language upon request. Please call (919) 693-5240 or visit 141 Williamsboro Street, Oxford, NC, 27565-3317, for accommodations for this request at least 48 hours prior to the hearing.

Esta información está disponible en español o cualquier otra lengua a petición. Entre en contacto con por favor la oficina del vendedor en (919) 693-5240 o en 141 Williamsboro Street, Oxford, NC, 27565-3317, para las comodidades para esta petición por lo menos 48 horas antes de la audiencia.

Citizens with disabilities requiring special needs for this Request for Proposals should contact the County Manager's Office three (3) days prior to the deadline at (919) 693-5240 or the North Carolina relay number for the hearing impaired at 1-800-735-8262.

Should you have any questions regarding this Request for Qualifications, please contact the Granville County Development Services at 919-603-1425.