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text and red text.**

City of Trinity

Request for Qualifications



Request for Qualifications

**Parks and Recreation Master Plan, Design, Engineering, Landscape
Architecture, and Related Professional Services**

Issued: February 14, 2024

Submission Deadline: ~~March 8, 2024~~ **March 13, 2024 by 4:00 pm**

Contact Person: Jay Dale, Planner

Phone Number: (336) 431-2841

Email: planning2@trinity-nc.gov

PROJECT SUMMARY

The City of Trinity seeks proposals from qualified professionals to provide consulting services for the Trinity community to develop a Master Plan for Parks and Recreation as well as the design of facilities and offerings. The mission of the Master Plan is to preserve and enhance the public's quality of life with dynamic and accessible programs, facilities, and services. The Master Plan will strive to create a strong sense of community by impacting the individual, environmental, social, and economic structures of the City by using knowledge, creativity, passion, and dedication.

The plan should create a road map for ensuring equitable proximity and connections to develop a new park and green space, trails, greenways, recreational facilities in the community now and into the future. The City of Trinity is seeking a system-wide approach to develop goals, policies, guidelines and to prioritize strategies based on current and future funding scenarios. This will include the implementation of the first phase of the development of the park.

The Parks and Recreation Master Plan will be a guiding document for future development of the community's system of parks and green space, recreation, and programs over the next 10 years.

PURPOSE

The City of Trinity invites the submittal of responses to this Request for Qualifications (RFQ) from firms in the State of North Carolina not only with experience in policy development but also with the ability to provide engineering, landscape architecture, and related professional services. The City intends to develop an aesthetically pleasing and accessible new park facility on a site previously designated to be used as a park. The newly reimagined space will be known as Community Park with a Veterans Memorial and will be developed consistent with the adopted Vision Trinity Comprehensive Land Use Plan (**Appendix A**). Furthermore, the City Council has stated that the development of a community park greenways, and trails system as a priority in the Fiscal Year 2022 – 2023 and Fiscal Year 2023 – 2024 adopted Capital Improvement Plans (**Appendix B and C**).

BACKGROUND

The City of Trinity is a thriving suburban community of approximately 7,100 residents located just 8 miles from the center of High Point. Trinity is a growing community that will likely have a population of over 10,000 people within the next five years. The 17-square-mile City borders the Cities of High Point, Archdale, and Thomasville in Randolph County. Trinity is divided by I-85.

PROJECT DESCRIPTION

The project site is located at 6703 NC Highway 62 in Trinity, NC 27370. The City acquired the 33.1 acre site in 2001. The Recreational Master Plan from 2009 recommended that a City Park be constructed in the center of the City. (*Reference: Vision Trinity Comprehensive Land Use Plan 2023 – pg. 73.*) Included in this RFQ is a copy of 2009 Recreational Master Plan that was completed. (**Appendix D.**)

The City strategically acquired these parcels in anticipation of creating a public park with a walking trail. (*Reference: Vision Trinity Comprehensive Land Use Plan 2023 – pg. 75.*) In the 2009

City of Trinity Comprehensive System-Wide Parks and Recreation Plan, the residents stated that walking trails were the number facility for recreational activity. Furthermore, this plan referred to the construction of a planned park with walking trails connecting to the historic Bathing Rock and Trinity High School. (Reference page 14 of Appendix D.)

Over the course of 2 or more phases, the project site is anticipated to include:

- Picnic Shelter/restrooms/storage building
- Playground space
- Green space
- Asphalt paved walking trails and ADA concrete sidewalks
- Paved parking area(s)
- Small picnic shelter(s)
- Lawn Games
- Accessories such as benches, trash cans, bike racks, workout equipment
- Storybook walk
- Library Kisok

SCOPE OF SERVICES

The City of Trinity seeks Statements of Qualifications (SOQ's) from firms with multi-faceted experience working with Parks & Recreation projects, but may also consider a team of qualified firms, including sub-consultants. Such experience includes, but is not limited to the following:

- Conceptual Design, Design Development, Construction Documents
- Architectural Services
- Landscape Architecture Services
- Civil/Structural Engineering
- Hydraulic/Environmental Engineering
- Wetland Delineation
- Bid Preparation/Bid Review
- Permitting/Construction Contract Administration
- Utility Coordination
- Detailed Cost Estimating
- Grant Management/Project Reporting

Questions about the project or RFQ must be submitted via email (planning2@trinity-nc.gov) by 12:00 PM on **March 1, 2024**. Responses to questions may result in the issuance of an addenda to the RFQ. Any addenda will be posted no later than 5:00pm on **March 4, 2024**, on the Bid Opportunities page of the City's website (www.trinity-nc.gov).

Sealed responses to this RFQ shall be submitted by 4:00pm on **March 8, 2024**. Five (5) bound hard copies of the SOQ submission AND one (1) digital copy on a USB drive should be delivered in a sealed envelope and clearly marked:

“Trinity Parks and Recreation Master Plan and Design RFQ Response – Firm’s Name”

Submissions should be mailed or delivered to the appropriate address below:

Mailing and Physical Address:

City of Trinity

ATTENTION: Jay Dale, Planner

P.O. Box 50

5978 NC HWY 62

Trinity, North Carolina 27370

Any proposals received after the deadline will not be considered but will be retained in the project file for documentation. The City encourages all qualified businesses, including Minority and Women Owned Business Enterprises to respond to this RFQ.

ANTICIPATED SCHEDULE

Advertisement of RFQ:	February 14, 2024
Pre-Bid Conference	February 28, 2024 at 10 AM
Deadline for Questions about the project:	March 1, 2024 by 12:00pm
Addenda posted (if needed):	March 4, 2024
Deadline for receipt of SOQ's:	March 13, 2024 by 4:00pm
Interviews (if needed):	March 18 – 19, 2024
Contract negotiation with chosen firm(s):	March 2024
City Council approval:	April 1, 2024

The ***Pre-Bid Conference*** is mandatory, We encourage each firm to schedule a preliminary site visit to of the proposed project site prior to submission of your firm's Statement of Qualifications. The City reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

SUBMISSION REQUIREMENTS

The selection of the firm(s) will be based on the totality of the qualifications of the firm(s) as presented in the detailed qualifications statement. The presence or absence of one or more of the items listed below, except for those items required by law, shall not be totally disqualifying but shall be taken into consideration as a portion of the totality reflecting positively or negatively on the qualifications of the firm. Qualification statements should clearly and concisely address the following with a maximum of twenty (20) pages:

- ✓ Firm name and location of office where work will be performed.
- ✓ Brief overview and history of the firm.

- ✓ The project manager, key personnel, and any sub-consultants who will be involved with this project; their qualifications and experience as related to the scope of work detailed above as well as their anticipated assignments related to this project, including specific information on their experience with similar projects.
- ✓ A statement of the firm's availability, other project commitments of key personnel, and proposed schedule of the project if firm is selected.
- ✓ Relevant experience in parks, facilities, and greenway design, and other experience as listed in the scope of services. Understanding of the importance of sequencing on a multiphase project (**Appendix B**).
- ✓ Experience in designing accessible facilities and parks consistent with the Americans with Disabilities Act (ADA), as amended.
- ✓ Experience in designing publicly funded and/or governmental projects in North Carolina, especially with grant funding/reporting requirements.
- ✓ Detailed documented experience on all comparable projects completed over the past five years with client references and contact information.
- ✓ Management of projects in communities with required MWBE/HUB programs.
- ✓ Documentation or statement regarding any history of litigation associated with project performance, professional liability, or safety.
- ✓ Provision of an hourly rate sheet for all team members

SELECTION CRITERIA

Pursuant to North Carolina General Statute 143-64.31, the City of Trinity will utilize a qualifications-based selection process without consideration of fees during the initial phase in hiring firms for professional design services.

The considerations below will be utilized when selecting a firm. The selection will be made after a thorough review conducted by a panel consisting of City staff and support staff. The City of Trinity reserves the right to interview any or all firms if desired.

The following criteria and weighting will be used for evaluation purposes:

- ✓ Firm experience and qualifications (25%)
- ✓ Project understanding and technical approach (35%)
- ✓ Experience with similar projects and clients (30%)
- ✓ Statement of Qualifications (SOQ) quality and responsiveness (10%)

CONDITIONS AND RESERVATIONS

The City reserves the right to reject any or all responses to this RFQ, to advertise for a new RFQ, or to accept any RFQ response deemed to be in the best interest of the City.

A response to this RFQ is not to be construed as a contract, nor indicate commitment of any kind. The RFQ does not commit the City to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract.

It is an absolute requirement of the City that the project work site and workforce be drug free and that associated individuals, including subcontractors, working on the project be free of prior or pending felony convictions, the qualifications statement should include a commitment to this requirement and an indication of the plan of the firm to ensure compliance with this requirement.

NONDISCRIMINATION

The City of Trinity does not discriminate in administering any of its programs and activities. As such, the selected firm, nor any subcontractor or person acting on the firm's behalf, shall discriminate against any person because of race, sex, age, creed, religion, national origin, or disability.

ADDITIONAL NOTES

Any contract developed for this work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Randolph County, North Carolina.

On any contract developed for this work, the selected firm will represent and covenant that it and its subcontractors and suppliers comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (NCGS). In this E-Verify Compliance section, "contractor," "its subcontractors," and "comply" shall have the meanings intended by NCGS 143-133.3.