

TOWN OF WRIGHTSVILLE BEACH

REQUEST FOR QUALIFICATIONS (RFQ) FOR

**CONSULTANT ARCHITECTURE SERVICES, PERMITTING, BIDDING
OVERSIGHT AND CONSTRUCTION OVERSIGHT OF THE SALISBURY
STREET OCEAN ACCESS PARK PROJECT**



BOARD OF ALDERMEN

**William Blair, III, Mayor
Darryl Mills, Mayor Pro-Tem
Elizabeth King, Alderman
Hank Miller, Alderman
Ken Dull, Alderman**



Town of Wrightsville Beach, NC

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The Town of Wrightsville Beach is requesting that licensed architectural firms submit qualifications with expertise in park design, permitting, bidding and construction oversight.

A. PROJECT OVERVIEW

Background on the Town of Wrightsville Beach

The Town of Wrightsville Beach is a full-service coastal community of 2,500 full-time residents located in southeastern North Carolina. Located along the Atlantic Ocean, the population of Wrightsville Beach expands to an estimated 30,000 per during summer weekends.

The Town is bordered by the Atlantic Ocean to the east, Banks and Motts Channel, the Atlantic Intercoastal Waterway, and Lees Cut and adjacent marsh and spoil islands. In addition, the Town has a variety of voluntarily annexed properties to the west of the intercoastal waterway.

General Existing Site Description

The existing project area (**see attached photos**) is in poor condition and in need of a total facelift. The current amenities have aged out and they are over-utilized. The entire area has outdated lighting and overhead power. West Salisbury Street and North Lumina are NCDOT rights-of-way. East Salisbury is a Town Street. The park will be constructed in the general vicinity of the existing amenities on a tract that is 100 feet by 130 feet. There are currently 84 parking spaces on West Salisbury and 114 parking spaces on East Salisbury with the goal to maintain or increase the number of spaces. The site has a number of challenges such as the VE Flood Zone, AE Flood Zone, maintaining handicap accessibility, and the development requirements of the Division of Coastal Management.

General New Project Description

The Town is soliciting a RFQ from qualified architectural firms to design, permit, bid and oversee construction of a large scale park project located on the oceanfront next to Johnnie Mercer's Pier. The total streetscape portion of the project is roughly 1,400 feet. The ocean access park is located adjacent to the Atlantic Ocean on a tract that is roughly 100 feet by 130 feet. West Salisbury Street and North Lumina are NCDOT rights-of-way. East Salisbury is a Town Street.

The Town has already solicited the work of a local surveyor to capture all needed data for the project. The Town will review and update any needed water, sewer or stormwater prior to the project beginning.

The project involves funding of approximately \$1M from private donations, \$500,000 from New Hanover County, an estimated \$650,000 from a Shoreline Access Grant and a NCPARTF Grant and funding for the Town of Wrightsville Beach.

Attached is a conceptual site plan for the project.

Scope of Services

1. Design, permitting, bidding and construction oversight of the structural elements of an oceanfront access park.
2. Architectural firm shall collaborate with the engineering firm and landscape architect and any other design professionals needed for the project on the project.
3. Firm must be able to provide all relevant services from design, to bidding, to construction oversight.
4. Firm must be able to meet on a regular basis (to be determined) to update the Town on the progress of the project and work through any issues that may arise during the project.
5. Firm must be able to develop a good rapport with all permitting and oversight agencies and navigate through the permitting process for the project (DEQ, DCM, NCDOT, etc).
6. Firm should be able to process pay requests and keep good record keeping so that the Town can be reimbursed from grant agencies.
7. While the Town has completed a conceptual site plan, the firm must be able to translate the conceptual plan to a real world project. The plan is conceptual and the Town would be open to any suggestions that might improve the project or make the project more efficient.

Key Project Elements and Improvements

Project Elements

- Surveying
- Civil Engineering
- Landscape Architecture
- Architect, Mechanical, Electrical, Plumbing
- Playground Design
- Landscaping
- Duke, Phone and Cable Design, Engineering and Permitting

Preliminary Design Meeting

- NCDOT
- DCM
- Duke, Cable, Phone
- All Department Heads and their Supervisors
- Engineering Firm
- Architecture Firm

Permits

- NCDOT
- CAMA-Variance needed for current design
- Stormwater
- Building, Electrical, Plumbing, Mechanical

Project Improvements

- Water, Sewer and Stormwater will be upgraded prior to construction of the project
- Resurfacing of West and East Salisbury and restriping
- Underground power, phone and cable on East Salisbury and as financially feasible on West Salisbury
- Decorative stamped asphalt walkways at intersections and other key areas
- Improved islands and sidewalks
- Landscaping and irrigation
- Decorative Lighting
- Street Furniture
- 2 restroom facilities (male and female)
- Handicap Decking for passive beach observation
- Kid Park
- Educational Markers
- Handicap Accessible beach matting

Potential Project Timeline

- End of July 2018. RFQ Out for Architect. RFQ for engineering, surveying and landscape architect work (30 days).
- Sept. 2018 Board Meeting – Select Firms from RFQ submittal
- October 1 2018 (5 months) – Begin Design Permit Phase
- March 1, 2019 – Complete Design Work
- April 1, 2019 (30 days) – All Permits in Place
- May 1, 2019 (60 days)– Formal Bid Project
- July 2019 Board Meeting – Accept and Award Bid
- August 2019 – Notice to Proceed
- Sept. 30, 2019 – Begin Project on West Salisbury with East Salisbury to follow.
- Complete entire Project by March 1, 2019

C. PROPOSAL REQUIREMENTS

The proposal shall explicitly include, at a minimum, the following elements:

1. **Cover Letter and Executive Summary of the Approach that the Firm Will Take to Fulfill the Goals and Objectives of the Project:** A cover letter by an individual who is authorized to bind the responding firm contractually shall be attached to the proposal. Within that cover letter, the respondent shall give a summary of those elements and approaches that the firm proposes to fulfill the goals and objectives of the contract.
2. **Statement of Qualifications and Level of Experience:** The firm shall present a statement of qualifications as to their prior history with similar projects to include references. A brief summary of those similar projects is encouraged. The statement of qualification should include:
 - A statement of qualification and experience;
 - Identification of the staff to be assigned to this project;
 - Resumes of all key staff to be employed on the project;
 - A Project Manager having overall project management authority;
 - An outline of your team's general approach to undertaking this project demonstrating an understanding of the project goals and a capability to successfully complete the project;
 - References for projects similar in nature and scope completed within the last five (5) years;
 - For each referenced project, identify the project name including contact information and describe the scope of work undertaken by your company/team;
 - Technical information on the process and protocols proposed to be used and an hourly charge rate for key staff to be assigned to the project
3. **Detailed Timeline:** In addition to the submittal of the firm's approach to the project, the firm shall include a detailed timeline of events that correspond with approach that the firm will be taking to complete the project.
4. **Deliverables:** The firm shall detail the deliverables that will be expected following the completion of the project.
5. **Proof of Insurance and Disclosure of any Litigation:** The firm shall provide proof of insurance with an original insurance certification naming the Town as additional insured if selected. In addition, the RFP should disclose and describe all publicly recorded legal actions stemming from performance of professional

responsibilities in which the firm or individuals assigned to this project have been named. Specifically describe the outcome of all actions or declare the current status if litigation is pending.

6. **Preliminary Cost Proposal:** Please provide a standard rate schedule for all those participating in the project. The cost will be one of many evaluation criteria that will be considered in the recommendation for the award of this contract.

D. PROPOSAL SUBMITTAL

At a minimum, the information as requested in Section C. of this RFP shall be submitted and can include additional information if it will further qualify the approach and qualifications of the firm making the proposal. The proposal shall not exceed 30 single-sided page.

Following the selection of the successful team, a turn-key scope of work including tasks, man-hours, fees and schedule will be developed and submitted to the Town for review and approval and consideration at a later Board meeting.

E. DEADLINE FOR SUBMISSION OF PROPOSALS:

Interested firms should submit sealed proposals no later than 5:00 PM on Wednesday, September 5, 2018 to:

Proposals shall be Mailed or Hand Delivered to:

MAILED TO:

Salisbury Street Ocean Access Park RFQ
Attn: Town Manager
Post Office Box 626
Wrightsville Beach, NC 28480

HAND DELIVERED TO:

Salisbury Street Ocean Access Park RFQ
Attn: Town Manager
321 Causeway Drive
Wrightsville Beach, NC

Proposals received after the required deadline will not be accepted. Proposals will be opened on **September 6th** at the Wrightsville Beach Town Hall at 11am. Proposals will be discussed at a subsequent Town Council meeting and will be awarded to the most qualified and responsible bidder(s). The Board of Aldermen reserves the right to approve

proposals, deny proposals, negotiate proposal or re-advertise for additional proposals for the project if deemed necessary by the Board of Aldermen or Town Manager. The Board of Aldermen and Town Staff reserve the right to interview any or all of the applicants to help aid in determining the most qualified firm. The Bidding requirements of the North Carolina General Statutes will be considered when reviewing and approving the final firm.

F. CONTACT, QUESTIONS AND CORRESPONDENCE

All contact, questions, and correspondence regarding the project and proposal shall be directed to the following:

Town Manager
Tim Owens
Post Office Box 626
Wrightsville Beach, NC 28480
(910)256-7900
towens@towb.org

Note – All written correspondence and e-mails are considered public documents in the State of North Carolina

Existing Conditions

West Salisbury



East Salisbury



Future Park Site

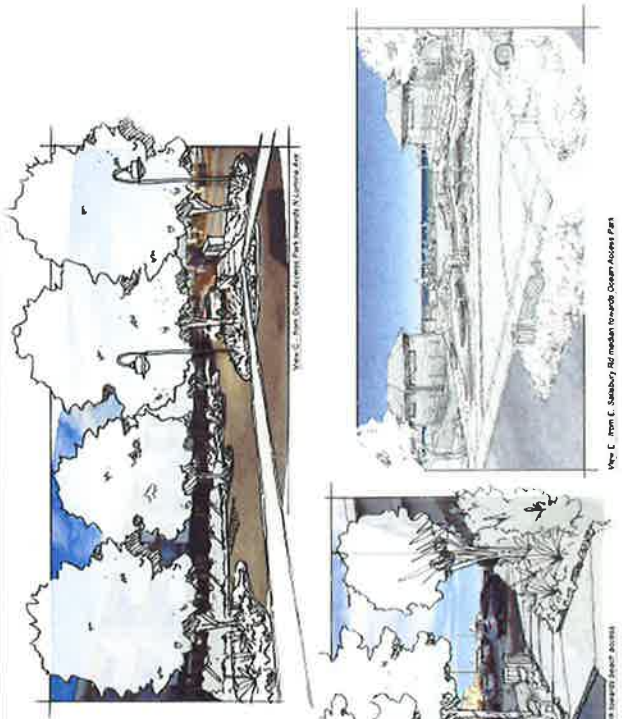


Conceptual Plan



Ocean Access Park Legend

- 1. Ocean Access Park Building
- 2. Ocean Access Park Parking
- 3. Ocean Access Park Walkway
- 4. Ocean Access Park Green Space
- 5. Ocean Access Park Stormwater Management
- 6. Ocean Access Park Utility
- 7. Ocean Access Park Security
- 8. Ocean Access Park Signage
- 9. Ocean Access Park Landscaping
- 10. Ocean Access Park Fencing
- 11. Ocean Access Park Lighting
- 12. Ocean Access Park Seating
- 13. Ocean Access Park Art
- 14. Ocean Access Park Amenities
- 15. Ocean Access Park Other



View A - Ocean Access Park, showing N. Lumina Ave

View E - from E. Salisbury Rd median towards Ocean Access Park



West Salisbury Street Legend

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- 15. West Salisbury Street Other

**Concept Plan
Ocean Access Park
Wrightsville Beach, North Carolina**

March 1, 2015

Project: Ocean Access Park, Wrightsville Beach, North Carolina

Client: Wrightsville Beach, North Carolina

Architect: [Firm Name]

Scale: 1/8" = 1'-0"