



Request for Qualifications (RFQ) Design-Build Services for a Miniature Golf Course

The City of Hendersonville is requesting Statements of Qualifications from interested contractors for planning, design, and construction services.

Responses due by 5:00pm EST Friday February 18, 2022

PLEASE NOTE: This Request for Qualifications is being posted on the City's [website](#). It will also be advertised on the NC Department of Historically Underutilized Business's HUB website, and other minority trade websites and publications. **ANY ADDENDA ISSUED WILL ONLY BE POSTED ON THE CITY'S WEBSITE AND ON THE HUB WEBSITE. ALL PROPOSERS ARE RESPONSIBLE FOR CHECKING THESE SITES PERIODICALLY TO DETERMINE WHETHER ANY ADDENDA HAVE BEEN ISSUED. FAILURE TO COMPLY WITH THE TERMS OF AN ADDENDA MAY DISQUALIFY A PROPOSER FROM CONSIDERATION.**

Introduction and Project Details

In accordance with N.C. General Statute 123-128.1A, the City of Hendersonville, NC ("City") is seeking qualifications statements from a firm to complete planning, architectural and civil design, bidding, and construction services for a miniature golf course on the Edwards Park property 1001 N. Main St. Hendersonville, NC 28792, PIN #9569704782.

The City will require the design-build firm to work in conjunction with an architect and construction manager in coordinating the miniature golf course with the rest of the park amenities and development. The City has found that this coordination is the most cost-effective way to ensure a quality product is delivered at the conclusion of the entire park development. Due to the specificity and specialization of miniature golf course design and construction this approach is the most feasible.

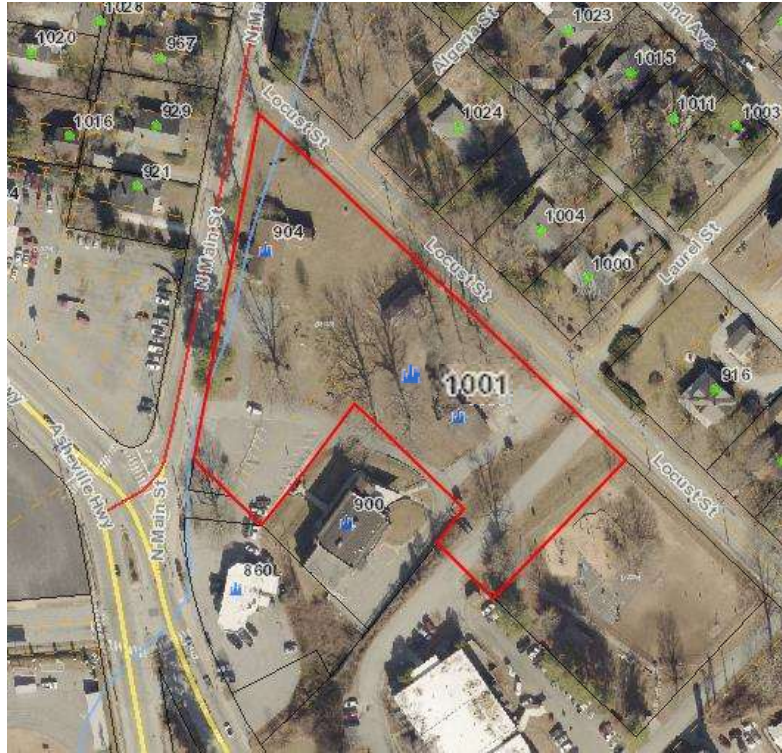
The City Council determined its intent to use the design-build delivery method at their regular January 6th, 2022 meeting. The resolution detailing this intent is incorporated as an attachment to this RFQ as Exhibit A.

It is the intent of the City to select the most qualified firm based on demonstrated competence and qualification for requested services. Firms interested in performing these services must exhibit relevant experience with this type of work, as outlined below and should emphasize both the experience and capability of the personnel who will perform the work.

As used herein, "firm" is intended to include business entities, including but not limited to sole proprietorships, corporations, limited liability companies, and partnerships, and also including joint ventures entered between any of the foregoing to provide the requested design-build services.

Edwards Park

The City currently owns a 2.46-acre property located at 1001 N. Main Street. The property is bordered by N. Church St., N. Main St., and Locust St. The physical location of the project site is outlined in the image below, in red. The property has a tax identification number, PIN #9569704782.



**Picture A – Edwards Park Aerial*

The property currently contains existing structures for boy scout huts (North and East), a girl scout hut (North), a parking area (West), and green space. A designated area for miniature golf will be identified in the project architect's drawings of approximately 20,000 (square feet). The City encourages designs incorporating local historical, architectural features, and modern sustainable design features, such as LEED. Other aspects and amenities in the park are conceptualized to include greenspace, a restroom and concessions facility, a playground, and art pieces. The girl scout hut (904 in Picture A) is expected to be demolished and the boy scout huts (1001 in Picture A) are expected to remain. A conceptual rendering of the proposed park is provided as Exhibit B to the RFQ. A picture of the existing miniature golf course is below in Picture B. There are features related to the local community that we would like to include in our new course.

The project budget is anticipated to range from \$500,000 to \$750,000. The project schedule is expected to begin with design-builder selection in March 2022, design through August 2022, and construction beginning in September of 2022. It is desired that the project will be completed by spring of 2023.

Picture of Existing Mini-golf



*Picture B – Existing Mini-golf

Project Scope

The project scope of work may include but shall not be limited to:

1. Compile and evaluate existing information regarding the project and site, including solicitation of input from City Staff.
2. Meeting with staff, community members, and City Council throughout the design and construction phases of the project.
3. Provide planning and evaluation services including but not limited to existing facilities surveys; site analysis, selection and development planning; condition assessment; economic feasibility studies; project financing; zoning review; on-site and off-site utility studies; and environmental studies and reports.
4. Perform all necessary field survey work to prepare necessary site plans and construction drawings.
 - a. Survey shall be performed by a currently licensed Professional Land Surveyor in the State of North Carolina.
5. Prepare and submit the necessary design of the projects to the City's project review team.
6. Firm will attend and prepare presentation materials for public meetings upon request.
7. Perform all necessary coordination with the City, Henderson County, NCDOT, utilities, and any other interested party.
8. Prepare construction drawings, bid documents, specifications, drainage reports, geotechnical and/or environmental reports, cost estimates, and other documents as required.
9. Obtain all necessary permits required to construct the project.
10. Prepare construction cost estimates throughout the design phase of the project.
11. Provide construction administration services, including but not limited to, bidding, advertising, site inspection, negotiating pricing changes, reviewing and approving pay applications and submittals, coordinating and leading progress meetings, developing punch lists, developing as-built drawings, and contract closeout.

Evaluation Criteria

At a minimum, all interested firms (or partnered firms) are required to submit a statement of qualifications and experience containing the following information:

1. **Summary.** A summary should provide a brief but thorough overview of how your firm can provide design-build services to the City. Include an introductory statement and a summary of your firm's experience with the work described above. Provide firm name, address, telephone number, email address, and contact person(s). Provide the year in which firm was established and any former names under which the firm operated, if applicable. Provide specific licensing information for each contractor, subcontractor and design professionals proposed to be used on the project. The design-builder must certify that each member of the project team was selected through the qualifications-based selection method required under the Mini-Brooks Act, where applicable.
2. **Capacity.** Provide a complete description of project staff in the form of a graphic organizational chart and a staffing summary that addresses individual roles and responsibilities. Provide a resume for each of the staff members that may be involved in this project. Identify the Project Manager(s) and key staff proposed for these projects. The Project Manager(s) should have extensive experience in related work to these projects, both in scope and extent. A resume of each member of the team is necessary and should detail relevant experience, length of service with the firm and job duties during his/her tenure, educational background and professional background. If the submitting firm is a joint venture, information required by this paragraph should be submitted for the participating staff of each participating joint venturer. If a contract is entered with the firm, the firm will be prohibited from substituting Identified key staff without the consent of the City.
3. **Contractors and Subcontractors.** Firms must submit with their proposal the following:
 - a. A list of licensed contractors, licensed subcontractors, and licensed design professionals whom the design-builder proposes to use for the project's design and construction. (Please note that if a contract is entered with the firm, the licensed contractors, licensed subcontractors, and licensed design professionals identified may not be substituted without the consent of the City.); and
 - b. If all the licensed contractors, licensed subcontractors, and licensed design professionals have not yet been selected by the firm, an outline of their strategy for selecting the contractors and subcontractors not yet selected based on requirement of Article 8 of Chapter 143 of the N.C.G.S.*

*Please note that all licensed design professionals proposed by the firm that are not on staff of the firm (or if a joint venture on staff of one of the participating joint venturers) must be selected using the qualifications-based selection process outlined in N.C.G.S. § 143-64.31. A certification of compliance with N.C.G.S. § 143-64.31 for the selection of these non-staff licensed design professionals must be submitted with the firm's proposal.
4. **Experience.** Provide a list of all projects of similar size and scope completed by the firm within the past five (5) years. This shall list the following as a minimum:

- a. Owner's name and contact information (mailing address, email addresses and phone numbers).
- b. Name, location, and detailed description of the project.
- c. Design and construction cost of each project and number of change orders, including monetary impact of each.
- d. Summary of project actual costs compared to original and revised project budget(s)/estimate(s).
- e. Project start and completion dates.
- f. Project staff and their role(s).
- g. Experience in incorporating local design features and history of the area, if applicable.
- h. Experience working with community stakeholders in design of the project, if applicable.

If the submitting firm is a joint venture, the joint venture must provide the above- listed information for the joint venture. If the joint venture has been in existence less than ten (10) years, the above-listed information must be provided for each of the participating joint venturers.

5. **References.** Provide at least three (3) references from the past five (5) years that the City may contact to verify your qualifications, experience and involvement in the stated activities and projects. Job title, telephone numbers, e-mail address and a physical address for each reference listed should be included in your statement of qualifications. Highlight any references with local government experience. If the submitting firm is a joint venture then the information requested by this paragraph must be provided for each participating joint venturer.
6. **HUB.** The City requires that all firms intending to utilize subcontractors for the Project, make a good faith effort to solicit firms certified as being a historically underutilized business by the North Carolina Office for Historically Underutilized Businesses. All proposers must include a statement of the good faith efforts the firm proposes to make to hire subcontractors that are historically underutilized businesses. Additionally, if the submitting proposer, or for joint ventures any participating joint venturer, is a certified HUB, the proposal should state this. The proposers statement of good faith efforts must include, at a minimum, advertisement of the opportunity on the website for the NC Office of Historically Underutilized Businesses and advertisement on at least two other minority trade publications or websites, together with proof of direct solicitation of qualified HUB firms.

Firms may NOT include price estimates for completing the work, nor may they submit any suggested or preliminary sketches or design work for the work described above. Doing so will disqualify the firm's proposal from consideration. However, firms are encouraged to submit examples of their previous work that would demonstrate their particular suitability for the City's proposed mini-golf facility as an appendix to their proposal. Joint ventures may submit examples of previous work for any participating joint venturer.

Directions

The attached qualification statement evaluation will be used in the selection process. If awarded, the City intends to award the design-build work for the project to the best qualified firm. If the firm is a joint venture, the work would be awarded to the joint venture. A single contract will be entered with the selected firm or joint venture. The AIA A141-2014 Standard Form of Agreement Between Owner and Design-Builder will serve as the basis for the contract, with changes as negotiated between the City and the selected firm. A fixed price will be determined for preconstruction services, and a design build amendment will be entered to establish a guaranteed maximum price for the construction of the facility.

During the evaluation process, the top three firms will be identified. These firms will then be ranked. The City may elect to conduct interviews with the top three firms before ranking them. Once the firms are ranked, a fair and reasonable price for the work will be negotiated with the highest ranked firm. If these negotiations are unsuccessful, the City will negotiate with the next highest ranked firm. The City will continue in like manner until negotiations are successful. The successful firm/partnered firms will be required to enter into the City's standard professional services agreement. Notwithstanding the foregoing, the City may elect to terminate the process at any time.

Submissions must be sent in PDF format and emailed to amurr@hvlnc.gov by 5:00 p.m. Eastern Time (EST) on Friday, February 18, 2022. PDF files must contain the signatures of company representatives who are authorized to execute documents on behalf of the firm. The total length of the qualification statement, excluding cover letter or appendices, shall be no more than thirty (30) pages. Qualification statements received after the deadline will not be considered. The City reserves the right to reject any and all proposals received and to waive minor informalities. Incomplete proposal responses will not be considered. Proposals will become a public record when submitted.

Under the design-build statutes a minimum of three responses must be received to award a contract. In the event that three responses are not received on the first submission, any proposals submitted will be returned and the City will hold a second submittal on February 25, 2022. The same criteria apply to this submission as listed above and throughout this RFQ.

Any questions regarding this request should be directed to Adam Murr, Budget Manager, City of Hendersonville, NC at (828) 233-2879 or amurr@hvlnc.gov.

The City expects that the selected firm will be notified by Friday, March 4, 2022. The selected firm will be expected to enter into an agreement with the City as soon as possible following notification.

The City of Hendersonville accepts no responsibility for any expense related to preparation or delivery of qualification statements.

Upon selection the design-builder will be required to provide performance and payment bonds under Article 3 of Chapter 44A of the N.C.G.S. for 100% of the contract amount for each contract.

It is the policy of the City of Hendersonville that all original documents, reports, studies and other data produced as a direct result of the services performed under the contract shall become the property of the City of Hendersonville. Any copyrighting of material produced, and data compiled as a result of the services performed by the successful firm shall be in the City of Hendersonville's

name. Where licensed material is incorporated as an integral component of the services provided the firm shall register the City as a licensed user and shall provide the City with one complete copy of the licensed material.

Per N.C. General Statute 143-64.31, Selection of a firm shall include the use of good faith efforts by the public entity to notify minority firms of the opportunity to submit qualifications for consideration by the public entity. It is the practice of the City to make a good faith effort to procure the submission of proposals by historically underutilized businesses as part of the in the selection process. The City seeks to provide all persons and businesses a fair and equal opportunity to participate in all aspects of its contracting and procurement programs and to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities. The City of Hendersonville is an Equal Employment Opportunity Employer.

QUALIFICATION STATEMENT EVALUATION

Name of Firm: _____

Location of Firm: _____

Contact Person: _____

Name of Reviewer: _____

Minimum Content Checklist

Summary:

- Introductory statement ☐
- Summary of work ☐
- Full contact information (name, address, phone numbers, email, contact person) ☐
- Year firm established & any former names ☐
- Proof of licensure ☐

Capacity to Perform Required Services and Qualifications:

- Roles & responsibilities of each ☐
- Resumes included ☐

Experience:

- List of all similar projects over last 10 years ☐
- Owner's name and contact information ☐
- Name of project ☐
- Location of project ☐
- Detailed description ☐
- Start & completion dates ☐
- Design and construction cost and number of change orders ☐
- Project staff and roles ☐

References:

- At least 3 references provided ☐
- Job title ☐
- Phone number ☐
- Email address ☐
- Physical address ☐

Evaluation Criteria	Possible Points	Points Given
Understanding of the City's required tasks and needs as demonstrated in the qualifications statement	15	
Experience working with multiple stakeholders through the design process	10	
Experience with similar projects comparable in type, size, and complexity	25	
Qualifications of the staff assigned to perform the work with this project	25	
Demonstrated ability to perform high quality work and control costs	15	
Demonstrated ability to complete the project within the stated schedule	10	

POINT TOTAL 100

**RESOLUTION BY THE CITY OF HENDERSONVILLE CITY COUNCIL TO
AUTHORIZE THE USE OF THE DESIGN-BUILD DELIVERY METHOD FOR THE NEW
LAURA E. CORN MINI GOLF PURSUANT TO § 143-128.1A**

WHEREAS, the City is relocating the Laura E. Corn Mini Golf from Boyd Park to Edwards Park and wishes to utilize the design-build construction delivery method to construct the new mini golf recreational facility within Edwards Park; and

WHEREAS, § 143-128.1A (b) requires the City to establish in writing the criteria used for determining the circumstances under which the design-build method is appropriate; and

WHEREAS, the City of Hendersonville wishes to utilize the design-build construction delivery-method for the following reasons:

1. The City wishes to construct an American with Disability Act (ADA) accessible eighteen-hole mini golf facility that will honor the legacy of Laura E. Corn and include design elements that represent the natural and cultural features of Western North Carolina.
2. The mini-golf facility must be seamlessly integrated into the greater design concept for Edwards Park, and the design-builder must be able to coordinate the delivery of the design-build services for the mini-golf component with the design and construction of Edwards Park.
3. It is the Cities desire to construct the mini-golf facility within an eight-month time window. The City desires to begin construction on September 1, 2022 and complete construction on May 15, 2023. This will ensure that residents and visitors can enjoy the mini golf facility without interruption.
4. The City has consulted with design consultants (ADW Architecture) and construction professionals (Edifice Contractors) who are providing the design and construction management at risk services for the greater Edwards Park and has determined that mini golf design and construction is a specialized service offered by few companies, that mini-golf design and construction is typically done through a design-build process rather than through traditional construction methods, and that in order to get a high-quality product the City should contract with one of these design-build companies to construct the new Laura E. Corn Mini Golf component of Edwards Park to include elements of the existing mini-golf.
5. The City will contract with ADW Architecture and Edifice Contractors to assist with the preparation of the request for proposals so that the project requirements are adequately and thoroughly defined and to assist with the management of the mini golf design-build process.
6. The City will make a good-faith effort to comply with § 143-128.2 (Minority Business Participation and § 143-128.4 (Historically Underutilized Businesses), as applicable, and to recruit and select small business entities. In additional to traditional project advertisement, the City will advertise on the State of North Carolina's Historical Underutilized Businesses website and in minority business publications.
7. The City has reviewed the criteria for separate-prime bidding, single-prime bidding and construction management at risks contracts and determined that due to project scope,

complexity, and time constraints that the design-build delivery method is appropriate for the construction of the new Laura E. Corn Mini Golf for the following reasons:

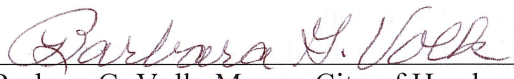
- a. The design and construction of mini-golf facilities is a highly specialized industry, with a limited availability of contractors performing this type of work.
- b. The traditional design-bid-build method would not allow the City to receive the specialized services necessary to deliver the highest quality mini-golf facility.
- c. The construction management at risk type of bid process would not allow the City to use the design-build process that is typical in the mini-golf industry.

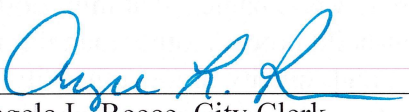
NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Hendersonville, North Carolina that:

1. The City Manager, City Attorney and Purchasing Manager are hereby authorized to issue a Request for Qualifications (RFQ) for a design-build contractor to construct the new Laura E. Corn Mini Golf course, to be integrated into the overall design and construction of Edwards Park.
2. The City shall make a good faith effort to comply with NCGS §§ 143-128.2 and 143-128.4, as applicable, and to recruit and select small business entities. Additionally, this RFQ shall be advertised in publications that attract minority business and historically underutilized business consideration and shall be sent to design professionals and contractors listed on the City's bid solicitation lists.

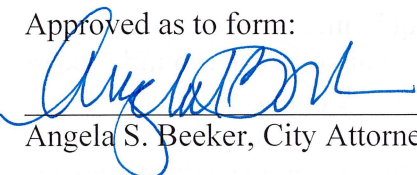
Adopted by the City Council of the City of Hendersonville, North Carolina on this 6th day of January 2022.

Attest:


Barbara G. Volk, Mayor, City of Hendersonville


Angela L. Reece, City Clerk

Approved as to form:


Angela S. Beeker, City Attorney



Hendersonville Edwards Park

CONCEPTUAL DESIGN | SEPTEMBER 2021

HENDERSONVILLE, NC

adwarchitects
environmentsforlife®





Corner of North Main St. & Locust St. conceptual design



North Main St. conceptual design

Aerial View



Corner view from North Main St & Locust St



View from North Main Street





Hendersonville Edwards Park | Hendersonville, N.C.
Conceptual Design - September 2021



Edwards Park View



Edwards Park View





Hendersonville Edwards Park | Hendersonville, N.C.
Conceptual Design - September 2021





Aerial View





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