



THE TOWN OF
BOILING SPRINGS
— NORTH CAROLINA —

Request for Qualifications

Professional Services for
Downtown Master Plan
Implementation

Town of Boiling Springs, NC

Contents

Notice 3

 Submission Information 3

Background 4

Scope of Services 4

Schedule 5

Evaluation 6

Requirements of Submittal 6

Notice

Submission Information

TO: ALL PROSPECTIVE BIDDERS
FROM: Justin Longino, Town Manager
SUBJECT: Request for Qualifications for Downtown Master Plan Implementation
DATE: August 1, 2021

The Town of Boiling Springs, NC is requesting Statements of Qualifications for professional management and design services for our conceptual Downtown Master Plan. These services include engineering, design, and construction administration of multimodal transportation improvement projects such as sidewalks, bicycle lanes, street improvements, infrastructure, downtown streetscape, and pedestrian safety improvements. The Town intends to retain one-firm to oversee the management of all activities.

Statements of Qualifications are due by 3 P.M. on September 10, 2021.

Please email the Statements of Qualification to the address below. If needed, a USB drive may be mailed.

For information related to the specifics of the proposal or for additional information, please contact:

Justin Longino, Town Manager
justin.longino@boilingspringsnc.net
704-434-2357
Town of Boiling Springs
PO Box 1014
Boiling Springs, NC 28017

All questions related to this RFQ must be submitted to the email address above by 5:00 P.M. on August 25, 2021. All responses to submitted questions will be published in the form of an addendum on the Town's website at www.boilingspringsnc.net on or before August 26, 2021.

The Town of Boiling Springs reserves the right to reject any and all proposals.

Published:

Background

In 2020, the Town of Boiling Springs adopted a plan that was developed out of a year-long process to determine the best way to improve the downtown area. The result was the Downtown Master Plan (DMP). The Town, in conjunction with residents and key community leaders, aimed to provide additional design guidelines within the 1/4 & 1/2-mile radius of the core intersection of College Avenue & Main Street. These recommendations support a pedestrian-oriented streetscape, prioritize pivotal pilot projects that alleviate broken connections, build a brand/identity, and promote shops and small businesses that define the “small town” feel by creating places with strong cultural identities. The goals of the Downtown Master Plan center around Land Use, Transportation/Parking, Economic Development, Parks and Recreation, and Planning and Zoning (*for the full document, see our website or [this link](#)*).

The DMP identifies several priority projects, offers policy strategies and general strategies for development, and highlights ‘top opportunities.’ The main goals of this next step are to implement these projects based on funding feasibility, provide construction documents that allow these projects to be sent out for competitive bidding, offer detailed recommendations on innovative financing opportunities, and provide overall management services to make the conceptual DMP a reality.

Scope of Services

The Town of Boiling Springs is soliciting statements of qualifications from professional firms to provide management and design services for various multimodal transportation improvement projects including bicycle and pedestrian safety infrastructure, sidewalk construction, streets infrastructure and downtown streetscape design.

Your submittal should include the cost of managing this DMP implementation process (overseeing funding opportunities (grants, bonds, loans, etc), bidding, and construction). The cost of plan design, engineering, and other hard deliverables will be assessed separately and managed by your firm. If your firm can handle all the management, design, and implementation of these various project aspects in-house, this should be stated in your submittal. If not, please state your approach to addressing this.

Work under the contract, may include, but is not limited to the following:

- Management of funding, bid, and construction processes
- Oversee design of multimodal transportation improvements to include such items as sidewalks, walkways, median islands, curb ramps, curb bulbs, and other intersection treatments
- Oversee design of greenways and other types of bicycle and pedestrian facilities
- Determination of ROW needs (both permanent and temporary)
- Assist with ROW and easement acquisition
- Temporary Construction Easement production
- Oversee aspects of plan design such as:
 - Signal/electric design

- Landscape Design
- Drainage and stormwater design
- Incorporate other plan recommendations (e.g. existing Capital Improvement Plans) into project implementation/construction
- Coordinate grant writing efforts to fund projects and reporting metrics if awarded
- Environmental documentation (NEPA and other environmental documentation/approvals as appropriate to the project)
- Public engagement/involvement at neighborhood meetings (as needed)
- Development of a business overlay or municipal service district and guidelines for future management
- Manage deliverables to include:
 - Approach and recommendation on project/policy implementation
 - Final construction documents (i.e., plans, specifications, and estimates) that meet Town of Boiling Springs/NCDOT standards
 - Funding source recommendations (grants, bonds, loans, etc.)
 - Detailed breakdown of costs for construction
- Consultation with individual property owners on design, location, and access questions
- Utility Relocation & Coordination
- Obtain all local, state, and federal permits/approvals (as needed)
- Right-of-Way & Easement Plats
- Preliminary Cost Estimates and Final Opinions of Probable Construction Costs
- Construction Administration
- Specifications & BID Document
- Record Drawings and Close-Out Documents
- Traffic Calming Plans
- Pavement Marking Plans

Schedule

8/4/2021	RFQ posted to Town website
8/25/2021	Deadline to submit questions related to the RFQ
8/26/2016	Responses to questions posted on the Town web site

9/10/2016	RFQ Response Due by 3:00 pm
9/17/2016	Completion of Town review of RFQ submittals
9/27-30/2021	Short List Interviews, if required
10/5/2021	Notification of Selected Firm

Evaluation

All Qualifications will be evaluated on the following criteria:

1. **Firm experience/reputation/workload** – Experience of the firm in similar work and record of successful completion of similar projects. A main component is the firm’s ability to immediately start work on projects and its overall capacity to handle a heavy workload as multiple projects will be assigned at the same time; demonstrated understanding of the Town’s goals and purposes for this project; specific management approach; and the firm’s ability to offer the breadth and quality of services anticipated for a wide range multi-modal transportation projects.
2. **Experience of the personnel assigned to this project team** – The Town will give considerable weight to the individual qualifications of the project team members who will be assigned to this project; additional consideration will be given to the main contact that will be working with the Town Manager on the development of this plan. This key contact will be considered part of the management team. Consideration will include qualifications of key personnel, project manager’s experience, and subconsultant (if any) experience and qualifications. If a teaming approach is proposed, please note how the teams have worked together on similar projects.
3. **Ability to understand, innovate upon, and complete the scope of work** – The proposed approach for performing the work for this project, including demonstrated understanding of the scope and project deliverables. General understanding of local conditions, permitting process, and proven experience delivering projects within budget. Extra emphasis should be placed on innovative solutions and approaches to project deliverables and implementation.
4. **Schedule** – Consideration will be given to the firm’s ability to meet and potentially accelerate schedules and responsiveness to Town of Boiling Springs.

Requirements of Submittal

The Statement of Qualifications should not exceed 15 pages (double-sided is allowed) in length and should include the following information:

- Letter of Interest
 - Explain why your firm is the most qualified to provide the requested services
 - Include brief firm overview
 - Include lead firm name, contact person, address, and phone number

- Evaluation Factors
 - Brief synopsis of project management experience with similar multimodal transportation improvement projects completed within the past five years (designing sidewalks, median islands, curb bulbs, curb ramps, intersections, pedestrian and bicycle facilities, roadway design, MSD, etc.)
 - Overview of past experience with the Town of Boiling Springs (if applicable)
 - Proposed personnel and role in the project
 - Unique qualifications of key team members
 - Any innovative design or schedule approaches to be utilized in the project

- Supportive Information
 - Capacity Chart noting ability to immediately handle assigned projects
 - Organizational Chart
 - Other information deemed appropriate

Prohibited Contract Terms: In no event shall there be any of the following unless Town's express prior written agreement is obtained: (1) any limitation on, or disclaimer of, implied or express warranties or the liability of Contractor; (2) any limitation of damages, including a limitation on consequential damages; (3) any requirement for arbitration or for mandatory mediation; (4) any requirement that Town officials or employees keep information confidential or any requirement that records be kept confidential by the Town, unless the requirement for confidentiality meets the requirements of the Public Records Law.