

Request for Qualifications

Design Options – E John Street Improvements

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Qualification Package Due Date: November 7, 2016

The Town of Matthews, NC is soliciting responses to a Request for Qualifications (RFQ) for professional design and engineering services from a multidisciplinary firm for a package of design concepts and feasible alternatives to specific elements of an upcoming road improvement project, U-4714. The Town intends to use the conclusions of this work to offer alternatives to NCDOT and their consultants for aspects of plans currently prepared for the U-4714 project. NCDOT and Town representatives have determined that the way to best resolve concerns about certain elements of the present U-4714 plans is to have the Town provide NCDOT with clear documentation of the desired revisions.

The RFQ will be posted on the Town website at www.matthewsnc.gov under the What's New! tab on the Planning and Development Department page. For questions relating to this solicitation, please contact Susan Habina Woolard, P.E., Town Engineer, at shwoolard@matthewsnc.gov or 704-708-1243.

The deadline for submission of a complete Qualifications Package is Monday, November 7, 2016 by 3:00 PM (EST) at Matthews Town Hall, 232 Matthews Station Street, Matthews NC 28105, (2nd Floor). Packages must include an original signed print copy plus a digital copy in MS Word and PDF formats, both contained in a sealed envelope marked clearly "RFQ Response: Design Options - E John Street Improvements."

The Town reserves the right to reject any offer for failure to comply with the requirements of this notice; however, the Town may waive any minor defects or information at its discretion. The Town further reserves the right to reject all offers or award a contract which, in its judgement, is in the best interest of the Town.

INTRODUCTION AND PROJECT OVERVIEW

The Town of Matthews seeks firms to submit qualifications for consulting services that will provide several categories of improvements to the proposed corridor:

- visual examples of options for the upcoming road widening project on a regional road that also serves as a gateway to the historic downtown core;
- alternatives for traffic calming methods for a gateway street transition between I-485 interchange and downtown;
- determine bicycle and pedestrian locations and accommodations at various locations along the corridor;
- and will present these to NCDOT at a formal meeting.

The selected firm will show demonstrated proven excellence in completing projects that encompass the following elements:

- experience in creating design concepts for landscaping, pavement and hardscape treatments, and related amenities that will influence driving speed and provide a sense of security for pedestrians, while enhancing the visual branding of the downtown area;

- experience in traffic engineering analyses to determine best placement of pedestrian and bicycle crossings, possible signalization to pace traffic, and related options;
- ability to accomplish proposed timetable to complete project elements;
- knowledge of NCDOT requirements for placement of landscaping, lighting, median breaks, signalization spacing and timing, and similar standards;
- and, qualifications of identified team members to be assigned to this project, their availability to work on this project, and how their background experience directly correlates with the Town's needs in this project.

Evaluation of these five elements will be the primary criteria used for ranking the qualifications packages.

SCOPE OF SERVICES FOR E. JOHN STREET AND SURROUNDING AREA INCLUDED IN THIS RFQ

Between Mecklenburg/Union County line and I-485:

- Identify locations for safe pedestrian/bicycle crossing(s) with or without signals; include general design layout.
- Landscaping, lighting, and related design ideas for center median and planting strip beside curbs (to be viewed in conjunction with staff projects listed below).

Between I-485 and Charles Buckley Way:

- Identify location(s) and design of for safe and signalized pedestrian/bicycle crossing where multi-use trail changes from south to north side of widened roadway.
- Offer alternatives that may assist in discouraging vehicular speeding.
- Offer options for linear park setting on north side where all houses are shown as to be removed – lighting, and relocation of overhead electric wires and poles; may include underground electric, provision of buffer against established Fullwood Trace neighborhood.
- Offer landscaping, lighting, and related design ideas for center median and planting strip (to be viewed in conjunction with staff projects listed below).

Between Buckley Way and Ames Street:

- Provide center median treatment options, including: possible ground cover in places; patterned/colored alternate paving material; narrow vertical elements to create a sense of boundary; lighting fixtures (pedestrian level and street lighting).
- Identify alternatives to large truck turn-around bulb area across from Buckley Way/Post Office.
- Develop options for treatment of space between curb and sidewalk pedestrian flow area to create a sense of separation without an in-ground planting strip.
- Offer treatment options for crosswalks at Trade Street, including protected pedestrian refuges mid-way across John Street.

Concurrent with the consultant services described above, Town and NCDOT staff will be working on additional features of this project. These features include design options for center median landscaping with lighting, design planting strip (between curb and sidewalk or multi-use path) landscaping treatment to increase the sense of separation between motorized vehicles and pedestrians/bicycles; design options for center median landscaping with lighting to indicate a transition area into historic downtown area; planting strip (between curb and sidewalk or multi-use path) landscaping treatment; and design aspects to be included in a memorandum of understanding between the Town and NCDOT including options for treatment of 4-way intersections, to allow full movement: future McKee Rd, Greylock Ridge Rd, and Charles Buckley Way.

TIMING FOR COMPLETION OF THIS DESIGN OPTIONS PROJECT

To meet NCDOT's deadline, the project must be completed by the end of March 2017. Below is a conceptual schedule for this project:

- The Town will review all submitted Qualifications Packages the week of November 7 – 11, with the expectation a finalist can be determined.
- Town staff will bring a recommendation to the Town Board of Commissioners at their regular meeting on Monday, November 14, 2016 at 7:00 PM. If the Board of Commissioners agrees to a contract, Town staff will work to get it signed the week of November 14 -18.
- Town staff and the selected consultant team will schedule to meet together before the end of November to review the scope of services, proposed schedule, and any additional background information as may be requested and available.
- The selected consultant team will conduct studies and prepare draft illustrations and reports during the month of December 2016, providing Town staff with a weekly summary of activity completed/underway.
- Consultant team members present their findings and recommendations to the Town Board of Commissioners at their regular meeting on Monday, February 13, 2017, with draft documents from to be provided to Town staff at least two weeks prior to the Board meeting.
- Up to two additional meetings to Town committees may be required in February prior to the final presentation to the Town Board on February 27, 2017.
- Consultant team present their final recommendations to NCDOT in March 2017.
- Town staff and the consultants incorporate NCDOT feedback into project documents by the end of March 2017.

While offering this schedule, Town staff recognizes it is unlikely every step can be completed in this exact timing, and we also recognize consultant teams will have other time pressures. The application package therefore should include a schedule with specific dates as to when these elements can be completed and presented to staff, to the Town Board of Commissioners, and to NCDOT.

REQUIRED ELEMENTS OF A COMPLETE QUALIFICATIONS PACKAGE

Proposals are limited to a maximum of sixteen (16) single-sided numbered pages or eight double sided pages. Required forms, resumes, tabs/dividers, and coversheet do not count toward the page limit.

Proposals shall be printed on 8-1/2" x 11" paper; although pages containing organizational charts, matrices, or large diagrams may be printed on larger paper in order to preserve legibility. Type size shall be no smaller than 11 points for narrative sections, but may be reduced for captions, footnotes, etc. as required while maintaining legibility. Submissions that do not conform to the requirements listed herein may be removed from consideration at the sole discretion of the Town.

In order for a response to this RFQ to be considered, it must include the following items:

- A description of the consultant firm(s), and what previous work the firm(s) have done that is similar in scope to what is described in this RFQ.
- Information about each member from the consultant team who will participate in this project, including where they are physically located (if more than one firm office location), their proposed responsibilities in the project, their available capacity to work on this project, and their background experience in similar projects.
- An explanation of the firm's approach to accomplishing the tasks within this request for qualifications, what the firm views as critical aspects to be determined, and what steps the firm anticipates taking to complete their research, calculations, studies, etc. to arrive at conclusions.
- A description of the team members' familiarity with NCDOT design requirements along thoroughfares, and any recent experience in presenting design alternatives to a pending NCDOT project.

- Explanation of how the design alternatives will be presented to the Town, outlining any innovative methods to visually communicate the team's recommendations.
- A proposed schedule for completion of the elements of this project, including progress meetings, which meets the milestones described above.
- Provide a client list, highlighting clients with similar projects.
- Sample contract, including Town and consultant responsibilities, expected time and frequency of invoicing, and final payment.

SELECTION PROCESS

Town staff may choose to review all submissions and then interview firms. Interviews may be done via phone, SKYPE, or in person, and would be scheduled in November. Following the interviews, Town staff involved in the design alternative process will evaluate the information provided, jointly rank submissions, and check references. Town staff will then request cost proposals from the top rated firm, including specific detail on direct labor costs, miscellaneous fees, overhead, etc. in order to finalize details of a contract. If Town staff and the preferred firm come to an agreement on the contract details, that applicant firm's proposed contract will then be brought to the town Board of Commissioners for acceptance. In the event Town staff and the top rated firm cannot come to agreement within a reasonable amount of time as determined by the Town, negotiations will be terminated and the next most qualified firm will be contacted.

MISCELLANEOUS PROVISIONS

Ownership of Qualifications Package: Upon delivery to Town Hall, all RFQ responses will become the property of the Town of Matthews.

Public Disclosure of Qualifications Packages: All proposals received by the town in response to this RFQ shall be considered public record documents.

Reasonable Inquiry: The Town may conduct any reasonable inquiry to determine the responsibility of the firm and its team members. The submission of a Qualifications Package constitutes permission by the firm for the Town to verify any information incorporated into the package. If deemed necessary, the Town may request follow-up details from the consultant firm. Failure to comply with such a request may disqualify the firm from consideration.

Addenda: Any Addenda determined by the Town as necessary to clearly explain the Town's request, or to outline a complete response will be posted to the What's New webpage of the Planning & Development Department at www.matthewsnc.gov. It will be the responsibility of submitting firms to verify if any Addenda are announced there.

Changes: The Town Manager will be authorized to change or expand any of the identified tasks within the scope of services after a contract is negotiated. Such changes must be in writing and within the general scope of the contract. The contract may be modified to reflect any time or money adjustment the selected consultant firm is entitled to receive. No change for any extra work or material will be allowed, except as provided here.

Documents, Materials, Graphics, and Data: All documents, illustrations, graphics, charts, cross sections, report findings, traffic counts, calculations, background research, and other related data that was developed or obtained as a result of this contract becomes the Town's property, unless specifically provided for in the contract. The Town has the right to use, display, and reproduce any documents and data. The Town may use this information for its own purposes, especially to offer it as recommended revisions to elements of NCDOT plans for E John Street widening project U-4714 within the Town limits.