



**REQUEST FOR QUALIFICATIONS
DESIGN SERVICES FOR VILLAGE OF PINEHURST, NC**

Project: Magnolia Road Streetscape Design Project

I. PROJECT SCOPE

The Village of Pinehurst (hereinafter called the “Village”) is seeking a statement of qualifications for providing design services to develop a Streetscape Plan for improvements to Magnolia Road (from McCaskill Road to Community Road). This should include stormwater management, provision and organization of on-street parking, moving overhead power underground, the addition of irrigated landscape islands, establishment of decorative street lighting locations, brick curbing and sidewalk layout, and site amenities placement (benches, trash receptacles, etc.) as well as bid management and on-call construction plan consulting and design conflict resolution.

The selected firm will also be requested to provide design services for Magnolia Road (from Chinquapin Road to Azalea Road). This should include organization of on-street parking on both sides of the road, landscape designs to border between existing sand/clay pathway and on-street parking areas as well as between existing sidewalk, on-street parking and the road edge, identify locations for new tree plantings, and provide recommendations/designs that will limit the amount of maintenance and erosion of the sand/clay path surface.

II. SCOPE OF BASIC SERVICES TO BE PROVIDED BY SELECTED FIRM

The firm hired for this project will be expected to provide the following;

- Deliver a concept site plan for review by the Village within 60 days of receiving signed contract showing the proposed improvements and additions per the project scope;
- Resolve any and all reviewer comments to the satisfaction of the appropriate reviewing Village department;
- Deliver final design and construction documents within 45 days of approved concept plan;
- Resolve any and all reviewer comments to the satisfaction of the appropriate reviewing Village department in order to receive final plan approvals;

- All other services customarily furnished by a design team and its consultants on similar projects including but not limited to survey, geo-technical work, material testing, etc.;
- All plans shall be in accordance with the Pinehurst Development Ordinance and the Village's Engineering Standards and Specifications Manual;
- Up to two (2) meetings with property/business owners in the design area to review concepts and receive feedback.

III. QUALIFICATIONS SUBMISSION REQUIREMENTS

The submission should be printed single-sided on 8-1/2" x 11" paper. Statements of Qualifications should clearly and concisely (quality of information over quantity please) include the following:

- A. Organization, Staffing and Approach
 - 1) Firm name, address, telephone number, fax number, e-mail address, and contact person.
 - 2) Name and office location of all personnel who will be assigned to this project.
 - 3) Specific and concise information on their experience with similar projects should be included
 - 4) Verification of your understanding of the scope of work including tentative plan and time line

- B. Experience
 - 1) Summary of up to three (3) similar projects for which the designer was responsible. Please provide a reference's contact information for each of these projects.

- C. Other
 - 1) List of hourly rates for Principal and associates;
 - 2) Listing of any pending or settled lawsuits or claims during the past three (3) years in which any designer to be involved in this project was involved in the design of those projects that resulted in legal action.

Please limit the overall submittal to no more than 10 pages including cover page.

IV. SUBMISSION OF PROPOSAL

If the respondent is selected, a Certificate of Insurance must be furnished to the Village that meets the statutory requirements of the State of North Carolina in regards to Workers Compensation and must include Professional Liability and Commercial General Liability Insurance in an amount of not less than \$1M per occurrence.

One (1) submittal from each respondent must be received by 2:00 p.m. on Wednesday, September 25, 2019 via email, mail, or may be hand-delivered.

Email Submittal: jbatton@vopnc.org

Hand-delivered or US Mail Submittal:

**Village of Pinehurst
Attn: Jeff Batton
395 Magnolia Road
Pinehurst, North Carolina 28374**

Any cost incurred by the respondents in preparing or submitting a Statement of Qualifications for this project shall be the respondents' sole responsibility. All responses, inquiries or correspondence relating to the Request for Qualifications will become the property of the Village of Pinehurst when received. The Village reserves the right to request additional information it feels necessary to make a qualified judgment on a Firm's ability to perform the work. The Village also reserves the right to award this contract in part or whole, in the best interest of the Village, and to reject any or all submissions.

Any specific questions regarding the Request for Qualifications should be directed to Jeff Batton, Assistant Village Manager at 295-1900 x) 1102 or via email at jbatton@vopnc.org. **All questions must be received by 12 pm on September 20, 2019 to ensure a response.**