

# Town Common Phase I Renovations



## RFQ – Pre-submittal Conference

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*Find yourself in good company*

## 2. Purpose of RFQ

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- Why Design Development Documents and not full construction documents?



## ***2. Purpose of RFQ***

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- 1). Phase I needs to be refined for budgeting.
- 2). Cost analysis will determine construction cost, and will be the basis for CDs.
- 3). Evaluate the effects of design standards on the master plan.
- 4). Recommend construction phases based on DDs cost analysis and CIP budget.

### 2.1. Background

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\*\*\*Master plan should be used as a reference and as background information. **Appendix C** is intended to show the scope of Phase I and the design/construction limits.

<http://www.greenvillenc.gov/government/recreation-parks/park-plans-and-studies/>

“Town Common Master Plan” folder

## 2. Scope of Services



- Memorial Tower /Plaza
- 1<sup>st</sup> St. Streetscape
- Open Greenspace
- ADA Pedestrian Circulation
- Signature Sprayground

- Multi-purpose building (4,500)
  - Restrooms
  - Vendor Space (s)
  - Mechanical room
  - Storage

- New Parking and Vehic. Circ.
- New boat ramp design
- Adventure playground
- Signature Sprayground

## ***2. Scope of Services***

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2.2.1. Contract Deliverables – Designer shall include a landscape management plan taking into consideration LEED design requirements and CPTED principles.

2.2.2. Construction Budget - **\$3,474,7000**; refer to Appendix E

2.5.1. Americans With Disabilities Act – 2010 ADA Standards for Accessible Design.

- Site Design including walks, approaches to park features and buildings.
- Building Design including restrooms, counters, walking clearance, door closure weights etc.

## ***2. Purpose of RFQ***

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2.5.2. LEED Design – All new construction, renovation, or addition of City owned buildings from 5,000 to 10,000 square feet will meet minimum of LEED Certified and will be certified by the U.S. Green Building Council.

2.5.3. Crime Prevention Through Environmental Design (CEPTED) – The goal is to prevent crime by designing a physical environment that positively influence human behavior.

Contact Niki Cates, CEPTEB Certified Officer, GPD @ [ncates@greenvillenc.gov](mailto:ncates@greenvillenc.gov)

<https://www.bja.gov/evaluation/program-crime-prevention/cpted1.htm>

# ***Submittal Requirements***

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**NOTE:** Any SOQ larger than 10 megabits cannot be emailed. SOQs due on or before 2 pm local time. ***No Qualification Package will be accepted after this deadline.***

## **3.2. Submittal Timeline**

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Submittals due_____	September 8, 2015
Evaluations_____	Sept. 9 <sup>th</sup> – Sept. 18 <sup>th</sup>
Short Listed Interviews_____	September 28 <sup>th</sup>
Contract Approval_____	October 19 <sup>th</sup> , 2015

**\*\*\*\* Schematic Plans due by January 8<sup>th</sup>, 2016 for CC Retreat**



## ***3. Submittal Requirements***

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***\*\*\*\*\*No longer than 6 pages, front and back.***

Requirement excludes MWBE documents, resumes, references, and examples of work experience.

### **3.3.2. Non-Collusion**

Must be included and worded verbatim. **Failure to include this statement automatically makes your SOQ nonresponsive.**

### **3.3.3. Non-Collusion**

Must be included and worded verbatim. **Failure to include this statement automatically makes your SOQ nonresponsive.**

**TIP:** Respond to requirements in same sequence as RFQ and under the required tab for easy compliance review.

## ***3. Submittal Requirements***

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### **3.3.6. Minority and Women Business Enterprise (Tab 4)**

Denisha Harris, *MWBE Coordinator*

### **3.5. Communication Guidelines and Questions**

Written ONLY via email to [lmorrison@greenvillenc.gov](mailto:lmorrison@greenvillenc.gov)

**No questions answered after 5 p.m. on September 2, 2015.**

## ***3. Submittal Requirements***

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### **3.7.2. Point-Scoring Schedule**

-95 Total Points based on criteria in 3.7.2.

**- 5 extra percentage points (5 points) for compliance with local preference policy.**

**RESOLUTION NO. 031-15** – Resolution Adopting the City of Greenville Local Preference and Retention of Professional and Other Services Policy.

## ***Resolution No. 031-15***

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When the request seeking proposals is based upon qualifications for a service contract without a price being submitted as a bid when the proposal is submitted, in order for a bidder to be considered as an Eligible Local Bidder, the bidder must either:

- (a) Have an office from which all or a portion of its business is directed or managed and which is located within the corporate limits or extraterritorial jurisdictional area of the City of Greenville consisting of at least 500 square feet of floor area within a building on property having a non-residential zoning classification; or
  
- (b) Have an office located within the corporate limits or extraterritorial jurisdictional area of the City of Greenville and have at least three (3) employees who are based and working out of said office; or

of (c) Have an office from which all or a portion of its business is directed or managed and which is located within a residence within the corporate limits or extraterritorial jurisdictional area of the City of Greenville as allowed by the Zoning Ordinance for a period of at least one (1) year; or

(d) Have an arrangement with one or more firms or companies that qualify as an Eligible Local Bidder pursuant to (a), (b), or (c) above to subcontract with said firms or companies to perform at least twenty five percent (25%) of the dollar value of the work to be performed pursuant to the service contract, if the bidder is awarded the contract.

# Questions & Discussion