



## Request for Qualifications

### Design Services for Tanglewood Park Renovations and Upgrades

Parks & Recreation Department  
County of Forsyth, NC

Issue date: 11/21/2017

Forsyth County Parks and Recreation Representative:

Chris Weavil  
Assistant Director, Park Operations  
201 N. Chestnut Street  
Winston-Salem, NC 27101  
336-703-2501

The County of Forsyth Parks and Recreation Department seeks to select a firm for design services for multiple renovation and upgrade projects at Tanglewood Park and is accepting Qualifications Packets in response to this Request for Qualifications. The County desires to retain a qualified source to provide design services for conceptual through final design of a list of proposed renovation and upgrade projects. The services generally include, but are not limited to: conceptual plans, preliminary design & development, final design, construction/bidding documents, opinion of costs, and construction administration and observation services. Bidding will be handled by City/County Purchasing.

Only written responses accompanied by the required electronic version will be accepted and considered and must be received by **3:00 pm, January 8, 2018**. No responses will be accepted after this time.

#### Request for Qualifications Packets

***Scope of Services:***

To provide professional services for any required demolition, schematic design development, construction documentation, bid preparation and evaluations, construction plans, all permitting, construction supervision, and pre-bid construction estimates, furnish all plans, specification books, and necessarily documenting including all printing fees for all copies for the entire job. Selected architect may be required to make presentations to Parks staff and/or County Commissioners regarding plans, bids and details for the job from conceptual through construction.

***Proposal Submission Requirements:***

A packet must be provided that is not more than **twenty (20) pages maximum** (single or double-sided). Packets must be signed by a representative that is authorized to commit the company.

***A. Qualifications:***

Firms must be a registered architect and have a minimum of ten (10) years of renovations experience. Firms must have demonstrated experience in design and construction administration of similar recreational facilities.

***B. Packet Contents:***

Statement of Qualifications (Proposing Architectural or Engineering firm and, if applicable, subconsultants)

Detailed statement of Firm's proposed approach to conducting renovation projects.

Brief resumes of parties assigned to conduct the work.

***C. Summary of Similar Projects:***

Include a list of projects similar in nature to those set out herein.

Project summaries, which should include (but not necessarily limited to) the following information:

Project Description, Location, size, functions, year completed, Budget vs. Actual Cost

Role and level of involvement of the Firm within each project

Project references – Owner, User (if different), name, address, telephone number.

***Job Elements:***

The projects listed below may be completed as a whole or in phases. **This is a proposed project list, noting key elements of the proposed job. They are not all inclusive and could include projects not at Tanglewood Park.** The objective is for the design firm to provide any or all of the scope of services listed above, as requested by the County, for each individual project.

**-Guest House Interior/Exterior Remodel**

Construction/removal of interior walls, construction of exterior deck, demolition of kitchen interior and remodel, demolition of bathrooms and remodel, floor covering, wall covering, fixtures, roofing and chimney repair, site amenities

**-Manor House Interior Repairs/Upgrades**

Interior repairs/upgrades to common area public restrooms, front porch design and renovations

**-Campground Restroom Roof Replacement**

Installation of a pitched roof over the existing flat roof of the Campground restroom.

**-Campground Restroom Interior Remodel**

Renovation of restroom interiors including shower facilities

**-Walnut Hall Interior/Exterior Remodel**

Renovations to the main room and existing warming kitchen, renovations and upgrades to the deck, interior/exterior lighting design, electrical upgrades, site amenities

**-Red Barn Interior/Exterior Remodel**

Renovations of the restroom facilities, interior lighting, floor coverings, wall covering, front entry renovations, exterior lighting, electrical upgrades, site amenities

***Evaluation Factors:***

Forsyth County Parks and Recreation Department will rate Qualifications Packets based on the following factors:

1. Responsiveness to the requirements set forth herein.
2. Experience/Abilities of staff who will be assigned to projects.
3. Experience with similar projects – list current projects or those within past 5 years.
4. Approach to the work – briefly describe your due diligence and design thought process.
5. Firms proximity to the project – list design office who will carry out the contract.
6. History/Experience of the firm managing previous projects of similar type and size.

***Selection Process:***

Proposals will be reviewed by the County’s Selection Committee from Parks & Recreation, Construction Services and possibly City/County Purchasing.

Schedule:

Evaluation – January 2018

Interviews, if offered – January, February 2018

Approval and Contract – March, April 2018

Begin Work – May 2018

***Receipt of Proposals:***

**Only written responses accompanied by the required electronic version will be accepted and considered.** Any materials submitted will become a part of the response and could be included in subsequent contract(s) between Forsyth County and the selected firm. Qualifications Packets may be hand delivered or sent through the US Post Office, FedEx, or other carrier to:

**Forsyth County Parks & Recreation  
Attn: Christopher S. Weavil  
201 North Chestnut Street, Suite 200  
Winston-Salem, NC 27101**

Five (5) complete copies of the qualifications packet, including cover letter, along with an electronic version (provided on a jump drive or emailed to [weavilcs@forsyth.cc](mailto:weavilcs@forsyth.cc)) must be received by **3:00 pm, January 8, 2018**. No responses will be accepted after this time.

**To ensure receipt of any addenda to this RFQ, please RSVP with your firm name, contact name and email address to Darren Redfield by e-mail: [darrenmr@cityofws.org](mailto:darrenmr@cityofws.org) (preferred), phone 336-747-6936, or in person at City/County Purchasing, 101 North Main Street, Room 324 City Hall, Winston-Salem, NC 27101. The City of Winston-Salem and Forsyth County are not responsible for providing updated information/changes to firms who do not RSVP.**