

FORSYTH COUNTY
BOARD OF COMMISSIONERS

**BRIEFING
DRAFT**

MEETING DATE: SEPTEMBER 14, 2017

AGENDA ITEM NUMBER: 12

**SUBJECT: RESOLUTION SELECTING A LANDSCAPE ARCHITECTURE AND CIVIL
ENGINEERING FIRM AND AUTHORIZING EXECUTION OF A CONTRACT TO
PROVIDE DESIGN SERVICES FOR PARKS PLAYGROUND REPLACEMENTS AND
IMPROVEMENTS PROJECT**

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:

SUMMARY OF INFORMATION:

ATTACHMENTS: YES NO

SIGNATURE: _____ DATE: _____
COUNTY MANAGER

**RESOLUTION SELECTING A LANDSCAPE ARCHITECTURE AND CIVIL
ENGINEERING FIRM AND AUTHORIZING EXECUTION OF A CONTRACT TO
PROVIDE DESIGN SERVICES FOR PARKS PLAYGROUND
REPLACEMENTS AND IMPROVEMENTS PROJECT**

WHEREAS, Forsyth County staff publicly announced the County's requirements for landscape architecture and civil engineering services for parks playground replacements and improvements project pursuant to the provisions of N.C.G.S. 143-64.31; and

WHEREAS, Forsyth County staff advertised and submitted a Request For Qualifications in order to identify qualified firms to provide landscape architecture and civil engineering services on the basis of demonstrated competence and qualification to provide these professional services without regard to a fee pursuant to the provisions of N.C.G.S. 143-64.31; and

WHEREAS, Forsyth County staff's efforts to identify the best qualified firm included the use of good faith efforts to notify minority firms of the opportunity to submit qualifications for consideration; and

WHEREAS, four responses were received in response to the Request For Qualifications; and County staff reviewed and evaluated the proposals; and

WHEREAS, Forsyth County staff identified Jordan Consultants, ASLA, PA as the best qualified firm and thereafter negotiated a contract with Jordan Consultants, ASLA, PA for landscape architecture and civil engineering services at a fair and reasonable fee, subject to approval by the Forsyth County Board of Commissioners;

NOW, THEREFORE, BE IT RESOLVED that the Forsyth County Board of Commissioners hereby selects Jordan Consultants, ASLA, PA to provide landscape architecture and civil engineering services for parks playground replacements and improvements project.

BE IT FURTHER RESOLVED that the Forsyth County Board of Commissioners hereby authorizes the County Manager and the Clerk to the Board to execute a contract for landscape architecture and civil engineering services, on behalf of Forsyth County, with Jordan Consultants, ASLA, PA as provided in the attached fee proposal dated July 14, 2017, at a negotiated amount not to exceed \$68,000, including a design fee of \$60,500 and other services in the amount of \$7,500, subject to a pre-audit certificate thereon by the County Chief Financial Officer, and approval as to form and legality by the County Attorney.

Adopted this 14th day of September 2017.

Playground Replacements & Improvements Project

RFQ's were advertised by WSFC Purchasing in February, 2017.

RFQ's were returned on March 8, 2017.

4 companies responded to the RFQ,

1. Jordan Consultants or Winston-Salem,
2. CLH Designs of Cary, NC,
3. MLA Design of Winston-Salem, NC, and
4. Kompan Inc. of Tacoma, Washington.

Jordan Consultants and MLA Design submissions were scored nearly equally.

Jordan Consultants and MLA Design were subsequently interviewed in person by the evaluation team on April 13, 2017

Final decision on selected firm was unanimous

- **Selected Firm** - Jordan Consultants, ASLA, PA – Lloyd Eric Jordan
- **Location** - Forsyth County – Winston-Salem
- **HUB Certified – YES**, by the NC DOA Office for Historically Underutilized Businesses
 - **2 FT employees – 1 PT employee**
 - **1 FT African-American Male – (Registered Landscape Architect)**
 - **1 FT African-American Female – (Landscape Architect Tech)**
 - **1 PT Caucasian Female – (Registered Landscape Architect)**
- **Total Project Estimate** - \$800K (eight hundred thousand dollars)
- **Design Fee** - \$60.5K (Sixty thousand five hundred dollars)
- **Design Fee Percentage** = 7.56%
- **Project Elements** – Services will include surveying, site analysis including site layout/planning & improvements, conceptual and schematic designs, construction documents, construction observation & administration for the replacement of all equipment and surfacing at;
 - (five) 5 playground locations (421 River, Horizons, Walkertown, Kernersville Lake, Union Cross),
 - installation of one (1) new playground and surfacing (CG Hill);

JORDAN CONSULTANTS, ASLA, PA

Master Planning · Landscape Architecture · Site / CMI Engineering

SCOPE OF SERVICES, BASIC COMPENSATION & TIME SCHEDULE FOR LANDSCAPE ARCHITECTURAL DESIGN SERVICES

May 19, 2017

Christopher S. Weavil, Assistant Director of Park Operations
Forsyth County Parks & Recreation Dept.
Governmental Center
201 North Chestnut Street
Winston-Salem, NC 27101

ARTICLE 1: ADDRESSES

That the Owner does hereby employ the Landscape Architect to render professional landscape architectural services at the seven existing park sites owned by the Forsyth County Parks & Recreation Department. Compensation for this service is estimated to be Sixty Eight Thousand, (\$68,000.00) dollars [+/- 600 hrs.] Jordan Consultants shall provide limited design development plans and limited construction documents for the demolition of each of the existing play structures and redevelopment, renovations and upgrades to the play equipment at (1) 421 River Park, (2) C.G. Hill Memorial Park, (3) Horizons Park, (4) Walkertown Park, (5) Kernersville Lake Park, (6) Union Cross Park and (7) Joanie Moser Park. Site upgrades, renovations & redevelopment to include and are limited to the universally designed play structures for each park site referenced above. Associated construction details, sediment erosion control & grading recommendations will also be a part of the scope of services. The proposed sites are located throughout Forsyth County.

ARTICLE 2: SERVICES/SCOPE OF WORK

The professional services of the Landscape Architect shall be as follows:

DESIGN PHASE

2. A. Jordan Consultants will have a licensed land surveyor prepare a partial topographic survey of the existing play equipment area or sites, located (1) 7695 Old Yadkinville Rd., (2) 5600 Balsam Rd., (3) 2835 Memorial Industrial School Rd., (4) Darrow Rd. (5) 6408 Old Valley School Rd (6) 1935 Union Cross Rd. and (7) 601 Lewisville-Clemmons Rd.
2. B. ABBREVIATED SITE ANALYSIS AND RESEARCH:
 1. Site visit and visual inspection
 2. Topographic study
 3. Vegetation and elevation study
 4. Drainage and erosion control study
2. C. CONCEPTUAL/SCHEMATIC DESIGN FOR: *Preliminary Site Plan Concepts for the Existing Parks*
 1. Preliminary site plan to be based on the Forsyth County Parks & Recreation criteria for the removal and replacement of the existing play structures with universally accessible play structure items and per Jordan Consultants' standards for site design.
 2. Jordan Consultants will provide preliminary design sketches (plan view) of the (7) overall universally accessible locations with recommendations.
 3. The preliminary schematic design will be presented to the Forsyth County Parks & Recreation dept. for their input, to be considered for the final design.
 4. Restrooms are not a part of this contract.

2. D SITE PLAN: Prepare a site plan to be submitted to the Forsyth County Parks & Recreation dept. for review & approval on the existing parks' redevelopment features.

1. The site planning process will include Jordan Consultants working closely with the Forsyth County staff to integrate information taken from the site analysis, the initial planning information program by the F.C. Parks & Recreation dept.
2. Final site plan will include a final rendered schematic level color design concept document. This document will be supported by a detail of logical project phasing and the costs of development associated with those phases. Any potential cost efficiency options that may be available through combining phases will be noted.
3. The final site plan will be presented to the parks & recreation department for review and approval.

2. E DESIGN DEVELOPMENT DOCUMENTS FOR: SITE IMPROVEMENT ITEMS

1. Review the final site plan.
2. Review prior budget for site improvements
3. Design development documents to include:
 - a. Fix and describe all of the elements, features, technical information regarding special systems that may be incorporated into the project.
 - b. Outline specifications and detailed drawings to establish the size and character of the projects including the removal and replacement to the existing play equipment with new universally accessible designed play structures.
 - c. Fix and describe the size and character of the project, as to the selection of materials, location of any surface storm drainage and items in "b" above.
 - d. Based on the approved site plan and items 2.A, 2.B, 2.C and 2.D above, and any adjustments authorized by the owner in the program schedule or construction budget, Jordan Consultants ASLA shall prepare for approval by the owner, design development plans for the site improvements.
4. A preliminary cost opinion to be generated at this time to reflect the current design development documents.

2. F CONSTRUCTION DRAWING /DOCUMENTS FOR SITE IMPROVEMENTS AT EACH PARK SITE

1. Based on the approved design development documents and any adjustments in the scope or quality of the project or in the construction budget authorized by the owner, the designer shall prepare for approval by the owner, construction documents consisting of drawings and specifications, setting forth in detail the requirements for the construction of the projects.
2. Construction documents for sites to include:
 - a. Demolition plan for existing items in conflict with proposed redevelopment park features.
 - b. Prepare layout plan and details for installation of the proposed park features.
 - c. Prepare grading and drainage plans for said items in 2.b above and other areas identified on site.
 - d. Prepare sediment erosion control plan for drainage area identified on site.
 - e. Prepare construction details for all plans listed above, a-d.
 - f. Technical specifications for items listed above, a-d, to be placed on plans.
 - g. Assist owner and coordinate any request for information on drawing interpretation by contractors/owner.
 - h. Preliminary cost opinion updated to reflect current construction documents, if required.
 - i. Storm water retention/detention design for @ C.G. Hill Park if required.
 - j. Amendments to submittals/ drawings required by jurisdictional reviews (D.O.T., city, county, township or state) such as permitting review, public hearings & variances. Jordan Consultants will review on a park by park basis, and modify submittals accordingly, per Article 4 of this agreement, if required.
 - k. Coordinate and design of site specialty items such as benches and trash cans only.

2. G REVIEW AND APPROVALS

1. Review all construction documents with all other consultants and client's/owner agents.
2. Assist the owner with approval and permitting process and procedures [zoning, building codes, etc.], at the time deemed necessary.

2. H CONTRACT ADMINISTRATION & CONSTRUCTION OBSERVATION FOR SITE IMPROVEMENTS:

1. Conduct periodic site observations visits
2. Prepare observation reports for site improvements.
3. Advise on change orders.
4. Authorize construction payments, when deemed necessary.
5. Act as client's agent in all matters concerning interpretation of the plans and contract document, prepared by Jordan Consultants, ASLA, PA.

ARTICLE 3: PAYMENT & TIME SCHEDULE

The Owner agrees to pay the Landscape Architect for professional services indicated in the Scope of Work/Article 2 of this agreement, Sixty-Eight Thousand, (\$68,000.00) dollars [the equivalent of +/- 600 hrs.]. Payments to be made as follows:

▪ \$ 18,500.00	Due at the end of base map plan, site analysis, conceptual design phase; items 2.A, 2.B & 2.C	+/- 6 Weeks
▪ \$ 6,500.00	Due at the end of the site plan phase, item 2. D	+/- 4 Weeks
▪ \$ 6,500.00	Due at the end of design development documents phase; item 2.E	+/- 5 Weeks
▪ \$ 32,400.00	Due at the end of construction documents phase; item 2.F	+/- 8 Weeks
▪ \$ 4,100.00	Due at the end of review and construction observation; items 2.G & 2.H	+/- 16 Weeks
▪ Jordan Consultants, ASLA, PA will submit requests for payment at the end/completion of each phase or on a monthly basis.		

ARTICLE 4: ADDITIONAL / EXTRA SERVICES AND ITEMS SUPPLIED

- 4.A The Landscape Architect and/or his design consultants shall be reimbursed for blueprinting and duplication of other documents at the cost of reproductions, "times" 1.5, excepting, however, the first five sets which shall be furnished.
- 4.B The Landscape Architect shall be reimbursed for authorized travel at a rate of .52 cents per mile and living expenses related to this Agreement, if required by Owner.
- 4.C If during the progress of the development of plans or during construction, the Owner finds it desirable or necessary to cause the Landscape Architect and/or his consultants to perform additional services (Article 5) other than those defined in Article 2 [and Article 4, if applicable], the payment for such additional work shall be done at a rate of \$125.00/hr. for principal time, \$120.00/hr. per licensed landscape architect, \$100.00/hr. per landscape architect technician, \$120.00/hr. for a licensed architect & \$120.00/hr. for a licensed engineer and .52 cents per mile for travel time by car, if required.
- 4.D Payment of extra services and reimbursable costs will be billed by/with monthly invoice.
- 4.E Maintenance is not included or implied as part of this contract unless specifically noted.

ARTICLE 5: ITEMS NOT INCLUDED IN THIS CONTRACT BUT COULD BE ADDED IF REQUIRED DURING THE DESIGN OR CONSTRUCTION PHASE (AT AN ADDITIONAL COST)

The following list contains supplemental services that may or may not be requested/required during the completion of this project. These services could be coordinated or performed by our office if requested at our hourly rates per Article 4.4.

- Amendments to construction documents required because of building footprint changes or owner directed modifications after preliminary site plan approval.
- Off-site work not incidental to on-site development (i.e. street extensions, road widening).
- Signage and HVAC equipment elements to be shown on site plan and landscape plan for location purposes only, designed by others)
- Structural detailing of on-site retaining walls will be required if retaining walls are higher than 5 feet.

- Irrigation plan
- Construction staking/field engineering for site.

ARTICLE 6: ABANDONMENT OF IMPROVEMENT

If the Owner finds it necessary to abandon the project, the Landscape Architect shall be compensated for all work completed under Article 2 [and Article 5 if required] according to the schedule of payments designated under Article 3. *Scheduled items not completed, but upon which work has been performed shall be paid for based upon the estimated extent of completion.*

ARTICLE 7: OTHER PARTIES

- 7.A It is mutually agreed that this Agreement is not transferable by either signatory to a third party without the consent of the other principal party.
- 7.B Original plans and specifications are instruments of service and remain the property of the Landscape Architect and its' consultants. The Owner may obtain an original reproducible set or as many copies as needed.

ARTICLE 8: MISCELLANEOUS ITEMS

- 8.A. DOCUMENT USAGE: (See Article 7 and construction document sheets regarding ownership and use). Construction documents are site specific and may be used only for the project named and specified on the construction drawing/plan.
- 8.B. DISPUTES: (See Article 9) In the event either party in this agreement reaches a point of dispute regarding items covered (or not covered) in said agreement, said dispute shall be addressed in a manner mutually agreeable to both parties.
- 8.C. SUB CONSULTANTS to Jordan Consultants ASLA PA will provide an insurance certificate to Jordan Consultants, ASLA PA and the City of Winston-Salem Parks and recreation department upon request.

ARTICLE 9: TERMINATION

- 9.A. This Agreement shall be terminated at any time by the Owner or the Landscape Architect upon giving ten days' written notice. Termination by the Owner shall comply with Article 6.
- 9.B. This Agreement, unless previously terminated by written notice, shall be terminated by the final payment for the finished work.

ARTICLE 10: IN WITNESS WHEREOF THE parties hereto have executed this Agreement as of the day and year first above-written. Signing of this proposal/agreement will indicate agreement of all parts and will serve as notice to proceed with the design phase/Article 2.

Landscape Architect Jordan Consultants, ASLA, PA <i>Lloyd E. Jordan</i> <u>5/19/2017</u> Date	Forsyth County Parks and Recreation Parks and Recreation Representative _____ Date
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JORDAN CONSULTANTS, ASLA, P.A.
 MASTER PLANNING • LANDSCAPE ARCHITECTURE
 SITE-CIVIL ENGINEERING



July 14, 2017

Supplemental information:
 Jordan Consultants ASLA, P.A. SOQ for the Forsyth County Parks & Recreation Dept.

Fee Structure:

Proposed Fee Total:		\$68,000.000
• Design Fee	\$60,500.00 (7.56%)	
• Surveying Fee	\$6,500.00 (.81%)	
• Reimbursables:	\$1,000.00 (.12%)	

Staffing:

2.5 Employees	2 Full Time	1 Part time
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Diversity:

- | | |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| L. Eric Jordan (African American male) | <ul style="list-style-type: none"> • Registered Landscape Architect: NC & SC • Registered Landscape Contractor: NC • Full Member of the Council of Landscape Architectural Registration Board (CLARB) |
| Cheryl Carter (African American woman) | <ul style="list-style-type: none"> • Landscape Architect Tech. |
| Janice Lewis (Caucasian woman) | <ul style="list-style-type: none"> • Registered Landscape Architect: NC |

- Jordan Consultants, ASLA, P.A. is one of only a handful of minority landscape architecture design firms in North and South Carolina. JCASLA has maintained certification with the State of NC Dept. of Administration, Statewide Uniform Certification (HUB) and the NC Unified Certification Program (DBE)



P.O. BOX 16037 WINSTON-SALEM, NC 27115 TEL: 336-777-1936 jordanla@bellsouth.net

County of Forsyth, NC
Parks & Recreation Department

Request for Qualifications (RFQ)
Playground
Replacement & Improvements Project

The County of Forsyth Parks & Recreation Department seeks to retain a firm to provide services for conceptual through final design of the proposed Community Parks Playground Replacement & Improvements Project. The services generally include, but are not limited to: conceptual plans, preliminary design & development, final design, construction/bidding documents, architectural/engineering design schedules, opinion of costs including hard and soft costs and maintenance budgets, and construction administration and observation services.

Only written responses 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. Please submit *five (5) copies and one (1) electronic version* of the Cover Letter and response to the RFQ to the Forsyth County Parks & Recreation Department office no later than 4:00pm on Wednesday March 8, 2017. No responses will be accepted after this time. Proposals may be hand delivered or sent through the US Post Office, FedEx, or UPS.

Proposal Submissions shall be addressed as follows;

Forsyth County Parks & Recreation
Attn: Chris Weavil, Asst. Director of Operations
201 North Chestnut Street
Winston-Salem, NC 27101

General questions regarding this project should be directed to the following prior to noon Wednesday February 15, 2017;
WS/FC Purchasing – Darren Redfield, Construction Specialist –
336.747.9636
darrenmr@cityofws.org

I. PROJECT DESCRIPTION

This project (the "Project") includes upgrades, additions and/or improvements to; 421 River Park, CG Hill Memorial Park, Horizons Park, Walkertown Park, Kernersville Lake Park, and Union Cross Park. Project Intent is to design and install code compliant, universally accessible structures, with compliant, accessible safety surfacing at each site. The project shall be completed in a maximum of three (3) phases.

Phase 1 - Design services for all locations including installation of structures and surfacing at 421 River Park, Walkertown Park, and Union Cross Park.

Phase 2 - will include bid documents and services along with construction administration and observation for the installation of structures at Horizons Park, Kernersville Lake, and CG Hill Memorial Park.

Phase 3 - (if needed) will include bid documents and services along with construction administration and observation for the installation of structures at CG Hill Memorial Park.

421 River Park – 7695 Old Yadkinville Road

- Design and replacement of the existing accessible swing structures with new universally designed structures and universally accessible safety surfacing.

CG Hill Memorial Park – 5600 Balsom Road

- Design and installation of a new universally accessible play structure with universally accessible safety surfacing at a suitable site near the existing restroom facilities and parking area.

Horizons Park – 2835 Memorial Industrial School Road

- Design and replacement of the existing accessible play and swing structures with new universally designed structures and universally accessible safety surfacing.

Walkertown Park – 2701 Darrow Road

- Design and replacement of the existing accessible play and swing structures with new universally designed structures and universally accessible safety surfacing.

Kernersville Lake Park – 6408 Old Valley School Road

- Design and replacement of the existing accessible play and swing structures with new universally designed structures and universally accessible safety surfacing.

Union Cross Park – 1935 Union Cross Road

- Design and replacement of the existing accessible play and swing structures with new universally designed structures and universally accessible safety surfacing.

Please note that all playgrounds that are to be renovated or constructed as part of this project shall be designed and engineered in a manner to ensure that all cushioning materials are encapsulated below a solid surface and provides for proper accessibility for persons with disabilities. An emphasis of this project is to offer amenities that are compliant with the Americans with Disabilities Act (ADA) while also providing universal design at each site that inherently allows access for older people, people without disabilities, and people with disabilities.

II. SCOPE OF SERVICES

Task 1: Site Evaluation & Surveying

- Perform an investigation of each site
- Conduct all necessary surveys needed for design

Task 2: Schematic Design

- Prepare preliminary schematic layout(s) for the improvements.
- Prepare preliminary construction cost estimate and schedule.
- Present these project concepts with recommendations to Parks & Recreation Administration

Task 3: Detailed Design Development and Preparation of Contract Documents.

- Preparation of contract bid and construction documents consistent with the approved schematic design, including complete working plans and specifications in sufficient detail to permit firm bids in open competition for construction of the Project. Complete geotechnical investigations and wetlands delineation, as required. At a minimum, the Project plan set will include cover sheet, existing conditions, demolition and erosion control, layout and materials, grading and drainage, landscape plans, signage and striping, site utilities plan, sections and profiles, compliance measures and design features and mechanisms included for persons with disabilities access, and all related detail sheets and specifications found necessary to adequately construct the project. The Project manual will include the County's front end, non-technical requirements and required technical specifications.
- During the Project design development phase, attend up to five project team progress meetings, including meetings at the 50%, 90% and 100% design submissions.

Task 4: Permitting Services.

- Identify and assist in obtaining any and all required local, state and federal permits as may be required.

Task 5: Bid and Award Services.

- Assist the County with the bid and award process, including preparation of the final construction contract documents and advertising for receipt of bids from construction contractors, and prequalification of contractors and sub-contractors (if necessary).
- Prepare and distribute all addenda, and conduct a pre-bid conference.
- Attend bid opening meeting and compile bid sheet.
- Review all bids and determine whether bids are responsible and responsive.
- Check references and make a written recommendation of award

Task 6: Construction Period Services.

- Provide standard construction period services, including preconstruction conference and general administration of the construction contract.
- Reconcile existing conceptual estimates, design development, and 50% construction documents.
- Prepare a master project schedule and preliminary construction schedule.

- Monitor critical layout for proper compliance with specifications.
- Monitor each phase of construction for proper compliance with plans and specifications.
- Review and comment on all samples, schedules, and shop drawings submitted by Contractor.
- Recommend condemnation of all Project work that fails to conform to the contract documents.
- Decide all questions regarding interpretation of or compliance with the construction documents, except as the County may, in writing, otherwise determine.
- Review and act on all requests for changes in the plans, specifications or contracts for the Project.
- Weekly site review and participation, on-site, in weekly project meetings with General Contractor, subcontractors, and others as required by the County.
- Review and submit Contractor payment requests.
- Develop final punch list.
- Conduct final walk through and acceptance with Owner.
- Secure all guarantees and warranties.

III. RFQ REVIEW AND EVALUATION

A selection committee will be established to review and evaluate all documentation submitted in response to this Request for Qualifications. The committee will conduct a preliminary evaluation of all documentation to determine the most qualified firms. Based on the results of the evaluations, the selection committee may invite up to four qualified firms to interview and meet key members of the proposed project team. The firm(s) should be prepared to present a project proposal and short presentation at the interview session. Times and dates to be determined.

IV. QUALIFICATIONS SUBMISSION REQUIREMENTS

The qualified package shall be submitted on 8 1/2" x 11" papers, side bound with Table of Contents and reference tabs for key sections. The package submittal shall not exceed twenty (20) pages double sided (front & back covers, Table of contents and tab pages are excluded from these totals). The proposal must clearly address the requirements outlined in the RFQ. The proposing firm must ensure that all proposed work will meet all applicable Local, State and Federal requirements.

Firms interested in the project are required to submit five (5) copies and one (1) electronic version of the Cover Letter and RFQ which addresses the criteria listed above and include the following:

A. Cover Letter

B. Personnel and/or Team

Provide the proposing firm's name, address, contact name(s), and telephone number(s). Identify certified Minority Business Enterprises (MBE) or Women Business Enterprises (WBE) firms, if any.

C. General Profile and Qualifications

Provide a general profile of your firm. Also provide the qualifications of the personnel the firm possesses in order to prepare the services outlined in this RFP. Provide names of principals, key persons, or associates who would be involved in the project and their

qualifications. Provide a list of similar projects completed by the person/firm, giving names, addresses, and phone numbers of clients.

D. Scope of Services

Provide an outline of the understanding of each task of the project. Summarize the basic approach to providing the services, and any recommendations on improving the efficiencies in the process. Provide the names of the staff that will be assigned to complete each task.

E. References

Please provide at least five professional references of similar work completed over the past five (5) years

F. Examples of Previous Playground Architectural or Design Work

Please provide examples of previous playground architectural or design work over the past five (5) years.

V. GENERAL COMMENTS

A. COSTS: Any cost incurred by respondents in preparing or submitting the response to this Request for Qualifications for the Project shall be the Proposer's sole responsibility.

B. COMMUNICATION: Respondents are advised to refrain from contact with Selection Committee members. Any specific questions regarding the Request for Qualifications should be directed in writing to the Forsyth County Parks & Recreation Director. The questions should be RFQ procedural or likewise. If a question of general concern is asked by any firm with regards to this Request for Qualifications, a copy of the written response shall be sent to all firms.

C. OWNERSHIP OF DOCUMENTS: All responses, inquiries or correspondence relating to this Request for Qualifications will become property of Forsyth County when received. Drawings, tracings, specifications, reports, models, computer discs, renderings, copyrights, and all other documents to be prepared and furnished by the Proposer pursuant to specific projects undertaken by the successful Proposer, are the sole property of Forsyth County, whether the project for which they are made is executed or not, and may be used by Forsyth County as it sees fit.

D. ACCESSIBILITY: All work shall comply with the Americans with Disability Act and the North Carolina Accessibility Code including all Amendments.

F. PERMITS: Forsyth County expects that the firm shall work with all of the various permitting agencies throughout the design process in order that code and permit related issues can be identified, resolved, and incorporated into the final contract drawings and specifications prior to being advertised for construction bids. The County wishes to eliminate or prevent construction change orders that may be necessitated as the result of the permitting process. The Consultant shall obtain all permits and / or resolve all permit requirements prior to the completion of 100% Construction Documents and award of the construction contract. It is Forsyth County's goal to accelerate the issuance of permits so that construction can start at the earliest possible date after award of contract.

G. COMPLIANCE: All work shall be in compliance with all local, state, and federal codes.

H. ALTERNATIVES: If required, the Consultant shall develop bid documents with add or deduct alternatives, and shall clearly identify these alternatives in all estimates of probable cost.

I. EQUAL EMPLOYMENT OPPORTUNITY: Forsyth County does not discriminate in any of its programs and activities. The firm awarded the eventual contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, on the basis of race, sex, religion, age, national origin, or disability. In addition to these requirements, since state/federal funds may be used to finance this project, the successful consultant shall comply with all civil rights requirements applicable to transportation-related projects.

J. Forsyth County reserves the right to reject any or all proposals or to waive any and all formalities and the right to disregard all non-conforming or conditional proposals and to award the contract to the firm that will serve in the best interest of Forsyth County.

K. Forsyth County is not legally required to enter into a contract as a result of this RFQ.

L. Insurance: The Architectural / Design Firm is expected to have and maintain during the life of the contract comprehensive general liability, professional liability, and other insurance as is appropriate for the work being performed.