



**TOWN OF WOODFIN, NORTH CAROLINA**  
**REQUEST FOR PROPOSALS**  
**PARK DESIGN SERVICES**  
**March 12, 2018**

To All Interested Parties:

The Town of Woodfin cordially invites you to submit a proposal for providing professional engineering and landscape architecture services for Silver-Line Park: design development and construction documents for the design that will lead to the implementation of the park in accordance to the attached Scope of Services.

Proposal and Qualifications will be received by Jason Young, Town Administrator, Town Hall, 90 Elk Mountain Road, Woodfin, NC 28804 until 5:00 p.m. on Monday, May 14, 2018.

All questions shall be directed in writing to Jason Young at [jasonyoung@woodfin-nc.gov](mailto:jasonyoung@woodfin-nc.gov) by Monday at 3 p.m., April 30, 2017 in order to be considered for a response. Any changes or additions will be posted as Addendums on the Town's webpage. The Town will interview no more than the top three (3) highest ranking firms based on the criteria described below and following review of the submittals. The highest-ranking firm will be selected for negotiations for a contract. The Town reserves the option of awarding contracts on any, all, or none of the portions of the project for which firms are selected under this RFP.

For the submittal response include a proposal response and a separate sealed envelope with a cost estimate to complete the design and engineering services as outlined in the submittal material heading of this RFP. The sealed envelope shall contain the project name and firm submitting on the outside of the envelope. **The cost estimates for the top three (3) firms that are the highest-ranking based on the selection criteria will be opened for review.**

**SCHEDULE & TIMELINE**

Request for Proposals issued – March 12, 2018  
Pre-Bid Meeting-April 2, 2018  
Receive submittals- May 14, 2018  
Submittal review – May 16, 2018  
Interviews – Week of June 4, 2018  
Negotiate Contract– June 12, 2018  
Begin contract – July 9, 2018  
Begin construction No Later Than – October 1, 2018

## **INTENT**

The Town of Woodfin is seeking to contract with a consultant led by an engineer or landscape architect for the design of Silver-Line Park in Woodfin, NC. An existing Master Plan has been crafted and should be used as a reference guide as the Town of Woodfin with assistance from the public and key stakeholders have helped craft the overall vision for the park. Full construction documents for construction shall be provided to the Town of Woodfin.

## **PROJECT DESCRIPTION**

The Town of Woodfin proposes to establish a park along the French Broad River located at 1050 Riverside Drive. The main purpose of the park is to provide both a destination and link within the Town of Woodfin Greenway and Blueway system that provides access for water-based recreation, connections to the French Broad River, pathways, and serves as a recreation resource for a diversity of residents in the community and the region. The project will feature a portion of greenway that is part of the larger 251 Greenway Project along the French Broad River. Careful coordination of the greenway portion contained within the park with the 251 Greenway design team will be a required component of the park design and construction.

Situated along the French Broad River and a greenway corridor that will link Woodfin to the River Arts District in Asheville, this park has great potential to provide increased recreational use for the residents of Woodfin and Buncombe County. In addition to lying along a greenway corridor, the park will provide access for water-based recreation and help draw active users of the river into Woodfin. Additionally, the Town of Woodfin is moving forward with a Whitewater Wave Park to be located down river of this site so there will be increased demand for river access for boaters of all kinds. One of the elements of the park will be the river access and boat launch features. It has been a long-term initiative of the Town of Woodfin to utilize its riverfront and provide safe access to the French Broad River. The park will also serve as a place to gather passengers for the Craggy Mountain Line Railroad tour excursions providing a key location to help support this local business. The park also aims to provide play areas for children, areas to view and enjoy the French Broad River and a pavilion for local events and gatherings. A Master Plan for a PARTF Grant Application was developed in early 2017. Please see the Silver Line PARTF Park Master Plan at [www.woodfin-nc.gov](http://www.woodfin-nc.gov)

In addition to the primary objective of providing a safe and aesthetically pleasing river access point, there will also be features incorporated in to the park that aid in increasing public awareness of native wetlands and wildlife habitats. This park will have an impact on how our citizens interpret the importance of water quality for both current and future generations. Specifically, by including educational signage depicting the onsite wetlands and associated wildlife the park will be providing an educational interface for users to learn about the importance of healthy functioning riparian areas on-site.

The 4.48-acre portion of Silver-Line Park is owned by the Town of Woodfin and is adjacent to an existing 0.93-acre site which has been recently acquired by the Town of Woodfin, which is situated between Riverside Drive and the French Broad River at 1054 Riverside Drive. There is an existing building on the 0.93-acre site which is not included in the scope of this park project and will be a future phase, hereinafter referred to as Phase 2. Future uses may include bathrooms, commercial uses and other indoor activities that are compatible with the park. Phase 2 of the Park will encompass the .93-acre site and building renovation and is currently being assessed to guide the Phase 2 design process.

## **SCOPE OF SERVICES**

The following are anticipated as part of the design process:

1. Park & Greenway Design;
2. Design Development (60%) and final Construction Documents (100%) with cost estimates at the end of each phase;

3. Hydraulic modeling and flood study;
4. Any encroachment permits required;
5. Coordination with utilities (Duke Energy, MSD) including any necessary relocation and utility design;
6. Required permitting/approvals from agencies/municipalities including but not limited to: NC DENR, US Army Corps of Engineers, FEMA, and NC DOT;
7. Riverbank stabilization and restoration;
8. Public Open House and Town Board presentation to share Design Development plans;
9. Illustrative depiction of the plan;
10. Jurisdictional wetland delineation and stream delineation;
11. Architectural design for train platform and pavilion with stage;
12. Landscape enhancements;
13. Coordination with Craggy Mountain Rail Line; and

The consultant shall have proven experience in the following skills:

1. Water/River access design experience;
2. Surveying;
3. Wetlands, stream and buffer permitting;
4. Geotechnical engineering services;
5. Erosion and sediment control design;
6. Stormwater and drainage design;
7. Riverbank stabilization and restoration;
8. Wetland (approximately 0.5 acres) and stream delineation;
9. Boardwalk and bridge design;
10. Hydraulic modeling;
11. River/Streambank stabilization;
12. Wetland enhancements;
13. Greenway design;

The selected firm shall provide complete Design Development and Construction Documents for the 4.48-acre portion of Silver-Line Park based on the Master Plan. The design will include:

- Concrete boat ramp
- Asphalt parking for cars and trailers with boats (approximately 50 cars and 8 trailer spaces)
- 10-12' asphalt greenway trail within the park. Note that the other portions of the greenway are being designed currently by a design team working at the direction of Buncombe County Recreation Services. Coordination of the in-park greenway design and alignment is to be coordinated with that team. Also note that alignment of the greenway through the park has changed from that indicated in the referenced mast plan. The revised alignment is included in Attachment A to this RFP.
- Greenway trailhead kiosk
- Boardwalk through the wetlands
- Concrete sidewalks and pathways
- Temporary restroom screening structure for positioning of Porta Johns. Permanent restrooms will ultimately be included in the commercial building on the adjoining site, and design of those is not included under this RFP but will be contained in Phase 2.
- River access areas (to include stepped boulders along the riverbank and re-grading the bank to remove a section of the existing berm)
- Bench & Swing
- Picnic tables on concrete pads
- Playground
- Lawn area
- Pavilion with stage
- Train platform for Craggy Line railroad excursions

- Water spigot
- Bike rack on concrete pad
- Garbage & recycling receptacle on concrete pad
- Dog waste collection station
- Benches
- Grills
- Interpretative signage design for three signs- (themes may include wetlands, French Broad River, railway).

The consultant shall provide a topographical survey depicting 1ft contour intervals of the entire site and property boundary (the 4.48-acre and 0.93-acre owned land). This survey will be used to develop the proposed upgrades and to establish benchmark elevation and control points for the construction activities. The survey will need to identify any existing utilities both above ground and underground, including power poles, guy wires, storm, sewer and water structures and manholes, guardrails, streams, ditches, significant trees (16" dbh or larger) as well as any other significant features that may be located in the proposed construction area. The consultant shall conduct an underwater topographical survey. An in water survey at the location of the proposed boat ramp is also required for this project.

The consultant will need to work to obtain all necessary permits and provide hydraulic modeling and flood study as necessary. Coordination with utility providers will be critical. Selected consultant to coordinate with Playworld to determine spatial needs and direct selection of play equipment in conjunction with the Town of Woodfin. An open house to provide an update to the public and a presentation to Town Council will be needed. An estimated two steering committee meetings will help aid in the decision-making process throughout design. Cost estimates shall be provided to the Town of Woodfin at the end of the Design Development phase (60% completion) and at the end of final design (per the DESIGN DRAWING AND SPECIFICATIONS). Plans shall be provided to the Town of Woodfin at the end of the Design Development for review and approval before moving forward with Construction Documents (per the DESIGN DRAWING AND SPECIFICATIONS). Any changes to the design by the Town will be made at this time. Depending on cost, the project may be implemented in phases and the Town of Woodfin will expect the consultant to advise and develop the plans as needed. Bid documents will need to be prepared and the consultant will assist with bidding the project. Construction observation is also part of the scope of services to be provided.

### **DESIGN STANDARDS AND GUIDELINES**

The most recent edition of the following design standards and guidelines shall be utilized in preparation of the project.

- NCDOT – Roadway Design Manual, Standard Specifications and Provisions
- AASHTO and NCDOT Bicycle Facilities Planning and Design Guidelines as well as pertinent federal, state, and municipal environmental and planning guidelines and regulations relevant to greenway development.
- States Organization for Boating Access (SOBA) – Design Handbook for Recreational Boating & Fishing Facilities
- Americans with Disabilities Act Accessibility Guidelines
- All erosion and sediment control planning and design, roadway and pavement design and the design of any and all amenities at the access areas shall be designed in accordance with the State or County ordinances, guidelines and specifications where applicable utilizing the latest edition of the applicable Specifications.
- Ohio Boating Facilities Standards and Guidelines
- US Army Corps of Engineers, Engineering and Design – Recreation Planning and Design Criteria

- National Recreation and Park Association – Better Beaches: Management and Operation of Safe and Enjoyable Swimming Beaches by Tom Griffiths
- U.S. Department of the Interior, National Park Service – Logical Lasting Launches, Design Guidance for Canoe and Kayak Launches

If a discrepancy exists between a design standard or guideline, the more conservative method shall be utilized. Based on past experience of amenities provided at the access areas, the Owner may elect to utilize an alternate design methodology which varies more conservatively from the design standards and guidelines.

## **DESIGN DRAWING AND SPECIFICATIONS**

The following submittals are to be provided by the Consultant for the Town of Woodfin's review:

- Design Development Drawings in AutoCAD.
- "Progress" drawing sets as the consultant deems necessary for Town of Woodfin's review and comment in preparation for Issued for Permitting Drawings and Specifications
- Construction Drawings, Specifications and Quantities

The Consultant should allow for a 15-day review period by the Town of Woodfin for each submittal review. The Project Manager or designated Town of Woodfin representative may elect to modify the submittal process specified below by requesting files only be submitted electronically and requiring a CD.

Each review submittal will consist of a full size hard copies of the drawings, a copy of the specifications (when applicable), one (1) hard copy of the quantities (when applicable) and a CD or email with an electronic copy of the drawings, specifications (when applicable) and quantities (when applicable).

- The full-size drawings are to be 24" x 36" and produced using AutoCAD. The electronic copy of the specifications is to be in both .pdf and Microsoft Word format. The electronic copy of the quantities is to be in Microsoft Excel.
- The CD with the electronic files will contain three main folders titled "Drawings", "Specifications" (when applicable) and "Quantities" (when applicable). Under the Drawings folder two sub-folders titled AutoCAD and PDF will be created with the appropriate drawings files saved into each sub-folder. Under the Specifications folder a .pdf file containing the specifications will be provided. Under the Quantities folder an .xlsx file containing the quantities will be provided. An exception will be the submittal of any "Progress" Drawing sets. For these submittals only, electronic versions of each drawing sheet are required.
- The CD will have a label adhered to it referencing the Design Package, the corresponding Design Project, the type of submittal, the date, and the Consultant. The CD will be provided in a jewel case with a label insert providing similar information as provided on the label adhered to the CD.

The Consultant shall provide to the Town of Woodfin a Quantities submittal at the Issued for Construction stage of the design. The Quantities will detail the amount of materials required to complete construction of the project and have the corresponding appropriate units. This information shall not be included on the drawings. The Quantities should be prepared using Microsoft Excel.

The Issued for Permitting Drawings and Specifications are to be signed and sealed by the Professional Engineer/Landscape Architect in responsible charge of the design.

Upon project award the Town of Woodfin will work with the Consultant to determine an appropriate submittal schedule timeframe.

## **PERMITS**

The Consultant will file the Issued for Permitting Drawings and Specifications to obtain all applicable permits. Obtaining applicable building permits at the time of construction will be the responsibility of the Contractor in a joint effort with the Town of Woodfin. As part of the permitting process the Consultant will also be required to make any changes or revisions to the design documents the permitting agencies require for permit approval.

Approved permits should be obtained within an appropriate timeframe such that the permits will not expire prior to the beginning of construction. When possible, all approved permits should be obtained a minimum of **30 days** prior to the start of construction. All regulatory permits required (Federal, State and Local) - The Consultant will be responsible for completing all necessary forms, submitting and paying for any associated fees for all permits.

## **CONSTRUCTION ADMINISTRATION**

Construction Administration is included within the scope of this RFP. The Consultant shall visit the site at intervals appropriate to the stage of construction, but with no less than one visit per 30 days, to become generally familiar with the progress and quality of the portion of the work completed, and to determine, in general, if the work observed is being performed in a manner indicating that the work, when fully completed, will be in accordance with the Contract Documents. However, the Consultant shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. On the bases of the site visits, the Consultant shall keep the Town of Woodfin reasonably informed about the progress and quality of the portion of the work completed, and report to the Town of Woodfin (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the work. It is anticipated the Town of Woodfin will coordinate with the Consultant to schedule site visits so both parties can visit the project at the same time.

The Consultant shall review and respond to request for information (RFIs) about the Contract Documents. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific drawing or specifications in need of clarification and the nature of the clarification requested. The Consultant's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, the Consultant shall prepare and issue supplemental drawings and specifications in response to the requests for information. If applicable, the Town of Woodfin will be responsible for responding to requests for information regarding color or the use of alternative or substitutions for the amenities specified in the Contract Documents.

It is anticipated the Consultant will need to perform ten (10) to fifteen (15) site visits for Construction Administration which does not include the pre-bid meeting, pre-construction or substantial completion meetings.

## **SUBMITTAL**

Written submittals must be received by no later than 5:00 p.m. May 14, 2018. Submittals received after this deadline will not be considered.

## **SUBMITTAL MATERIAL**

Consultants interested in providing services as described in this RFP shall submit one (1) digital copy of the submittal and three (3) hard copies. A separate sealed envelope with cost estimate shall also be provided. At minimum the written RFP response should include:

**Cover Letter.** Briefly introducing the consulting firm and their interest in the project.

**Firm Information.** Briefly provide firm profile and any sub-consultant information including an organization of the project team that lists key individuals involved, the role they will perform (principal-in-charge, project manager, etc.) and which firm will perform each of the desired services if not all provided by the prime contractor.

**Similar Project Experience (Graphics & Narrative).** Submit a minimum of five (5) projects completed during the last five (5) years that demonstrate experience, by the primary consultant, with projects of similar character and scope completed by the primary firm. Submit additional project examples from any sub consultants.

Include for each project:

- Specific project name, location and client
- Description of the work- services rendered, public involvement process and key design challenges and solutions.
- Name, telephone number and email of individuals to contact for references.

**Individual Qualifications/Experience.** Provide a description of the qualifications and experience of the key individuals who will be actively involved in the work (including registration numbers of landscape architects, engineers, etc.). Clearly identify each key individual's experience with similar type projects, the specific role that individual performed, and the firm they were employed by at the time of the project work.

**A Proposed Project Approach.** Provide a short and concise summary of the approach and steps that the firm recommends accomplishing the key project tasks (3-4 pages max.).

**References.** List at minimum 3 references with contact information including phone number.

**Cost Estimate.** To be provided separately in a sealed envelope. The cost estimate should be broken into the following:

- Surveying,
- Geotechnical,
- Hydraulic Modeling & Flood Study,
- Riverbank Design & Engineering
- Park Design, Engineering & Permitting
- Architecture
- Bidding & Construction Administration

#### **NOTIFICATION**

The selected firm will be notified by phone. Firms not selected will be notified via email.

#### **CONTRACT AGREEMENTS**

Contract agreements with the selected firm will be negotiated and executed immediately after selection.

#### **EVALUATION**

Firms submitting an RFP to perform services on this specific project will be evaluated based upon the following considerations:

- **Qualifications and Experience.** Past performance of consultant firm, as well as project manager and other team members and sub consultants; availability of consultant team members; extent of other completed projects of similar scope and magnitude. This includes demonstrated abilities specifically by the prime firm with all the following: greenways, parks, riverbank stabilization and river access.
- **Proposed Project Approach.** Completeness of the project approach to meet the project goals.
- **Quality of the firm's proposal.** Organization/completeness of response; writing skills, as demonstrated through the submission.
- **Project team location and availability.** Preference will be given to firms that have demonstrated responsiveness and have strong staff availability to implement the project.
- **References.** Confirmation that consultant has performed similar work in past; assessment of ability to produce quality product within time frame of scope; assessment of ability to run effective meetings; assessment of ability to work with staff and stakeholders.
- **Cost.** Cost for professional services.

#### **GENERAL PROVISIONS**

**Costs.** All costs for development of the written submittal and the oral presentation are entirely the obligation of the Consultant and shall not be remunerated in any manner by the Town of Woodfin.

**Non-Warranty of Request for Qualifications.** Due care and diligence has been used in preparing this RFP. However, the Town of Woodfin shall not be responsible for any error or omission in this RFP, nor for the failure on the part of the Consultants to ensure that they have all information necessary to affect their submittals.

**Request for Clarification.** Town of Woodfin reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either orally or in writing.

**Acceptance/Rejection of Submittals.** Town of Woodfin reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in the Town's judgment, best serve the interest of Town of Woodfin. Town of Woodfin reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services and consultant team any time during the period of contracts which result from this RFP.

#### **INSURANCE AND INDEMNITY REQUIREMENTS**

The selected consulting firm agrees to keep and maintain for the duration of this Agreement including but not limited to commercial general liability, auto liability, professional liability, workers' compensation and employer's liability coverage with at least the minimum limits shown below.

- **Comprehensive General Liability:** Bodily injury and property damage liability insurance as shall protect the Consultant from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for



product/completed operations and contractual liability assumed under the indemnity provision of this contract. TOWN OF WOODFIN shall be listed as an "Additional Insured"

- **Workers' Compensation and Occupational Disease Insurance:** Coverage A - Worker's Compensation: Meeting the statutory requirements of the State of North Carolina. Coverage B - Employer's Liability: \$100,000 each accident / \$100,000 disease - each employee / \$500,000 disease - policy limits. Certificates of such insurance will be furnished to the Town of Woodfin and shall contain the provision that the Town of Woodfin shall be given thirty days written notice of any intent to amend or terminate by either the Consultant or the insuring company.