



**TOWN OF WOODFIN, NORTH CAROLINA  
REQUEST FOR QUALIFICATIONS  
PARK DESIGN SERVICES**

**November 30, 2020**

To All Interested Parties:

The Town of Woodfin (Owner) cordially invites you to submit qualifications for providing professional landscape architecture and engineering services for ***Riverside Park Improvements & Expansion and the Whitewater Wave*** (Project) to develop design and construction documents leading to the implementation of the Project in accordance to the Scope of Services requested by the Town of Woodfin.

Qualifications will be received by Eric Hardy, Town Administrator, Town Hall, 90 Elk Mountain Road, Woodfin, NC 28804 until 5:00 p.m. on Thursday, December 31, 2020.

All questions shall be directed in writing to Eric Hardy at [erichardy@woodfin-nc.gov](mailto:erichardy@woodfin-nc.gov) by 5:00 p.m., December 4, 2020 in order to be considered for a response. Any changes or additions will be posted as Addendums on the Town's webpage by December 11, 2020. 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 RFQ.

For the submittal response, include evidence of qualifications based on the Scope of Services within this RFQ.

**SCHEDULE & TIMELINE**

Request for Qualifications issued – Monday, November 30, 2020.

Last date to receive questions – Friday, December 4, 2020.

Answers to questions posted – Friday, December 11, 2020.

Receive submittals– Thursday, December 31, 2020.

Submittal review – Thursday, January 7, 2021.

Interviews begin – Thursday, January 14, 2021.

Contract award – Tuesday, January 19, 2021.

Begin contract – Wednesday, January 20, 2021.

Design and permitting completion – June 30, 2021.

Target date for substantial Project completion – December 31, 2022.

## **INTENT**

The Town of Woodfin is seeking to contract with a Consultant for the design of the Project in Woodfin, NC. An existing Riverside Park Master Plan and Whitewater Wave Conceptual Design (Plans) have been crafted and should be used as the primary reference guides for the Project. The Plans, informed by the public and key stakeholders, provide the overall vision for the park.

Full construction documents and permitting for construction of the Project shall be provided by the Consultant to the Town of Woodfin.

## **PROJECT DESCRIPTION**

The Town of Woodfin proposes to Expand Riverside Park (located at 1630 Riverside Drive) south along the French Broad River, adding an additional 3.35-acres to the existing park. The main purpose of the park expansion is to create the central node for the Town of Woodfin Greenway and Blueway system that provides access for land- and water-based recreation, connections to the French Broad River, and a greenway network connecting southward to the River Arts District in Asheville and eastward to Reynolds Village. The entire park system serves as a recreation resource for a diversity of residents in the community and the region. The Owner intends for the Project to extend a welcoming and safe experience for the community and region.

The expanded Riverside Park provides complementary facilities and features for, and access to, the Whitewater Wave, which is an integral component of the Project. The most suitable site among several considered for the Whitewater Wave is located just north of the Craggy Bridge. This site was preferred due to several criteria including a) expected hydraulic conditions favorable to the creation of a whitewater feature, b) its adjacency to an expanded Riverside Park designed to mitigate flood risk, and c) its utilization of a pool created by the former Craggy Dam that will enhance user safety. The foundation of the former dam provides backwater flooding behavior suitable for a natural fixed grouted rock structure installed with a No-Riser Certification structure. Depending on river flow, users may experience waves, eddies, deflectors, and other features conducive to rafting and recreational, instructional, and often competition-level kayaking. Bypass channels are envisioned in the conceptual design as well as convenient onshore access ramps, paths, and staging areas for users and viewing areas for observers.

In addition to the primary objective of becoming a premier whitewater and blueway destination this park will tell a broader story of the history of the river. Through design (explicit and implicit) and interpretation, the park will showcase the ecological and cultural history of the river.

Park construction is expected to occur in two phases, as outlined generally in the Riverside Park Improvements & Expansion Master Plan. The Consultant should produce design and construction documents that reflect this strategy. The Consultant is expected to collaborate with the Owner and the public to determine which park elements are included in each of the respective phases.

With Silverline Park and a boat ramp under construction 1.1 miles upstream of this park, there will be increased demand for river access for boaters of all kinds. The Town envisions the Project to be a regional park with facilities including, but not limited to, restroom/changing facilities, a grand pavilion, river and wave overlooks, river access, stream restoration, and stormwater and flood improvements. Plans may be viewed online, and the successful Consultant will address stakeholder and public feedback comments unambiguously in the submittal. Click on the links to view the Plans:

- [Riverside Park Improvements & Expansion Master Plan](#)

Or enter this URL in your browser to view the plan:

<https://www.woodfin-nc.gov/downloads/Greenways/Riverside%20Park.pdf>

Public feedback begins on page 21

- [Whitewater Wave Conceptual Design](#)

Or enter this URL in your browser to view the plan:

<http://woodfingreenwayandblueway.org/wp-content/uploads/2017/04/Woodfin-WW-Wave-Final-Feasibility-Study-Report-9-19-2016.pdf>

- [Whitewater Wave Hydraulic Analysis](#)

Or enter this URL in your browser to view the plan:

<https://riverlink.org/wp-content/uploads/Preliminary-Hydraulic-Analysis-WAVE-2017.pdf>

Because the Project is linked to other park system assets by the Highway 251 Greenway\* and Beaverdam Creek Greenway, careful coordination with the firm to be contracted for the design of these greenways segments will be a required component of the Project design and construction.

*\*Highway 251 Greenway is also referred to in various records as (Woodfin) French Broad River Greenway (Sections or Phases 1 and 2), STIP Project EB-5774 (NCDOT), or Riverside Greenway*

## **SCOPE OF SERVICES**

The following are anticipated as part of the design process:

### **OVERALL PROJECT**

1. Coordination with utilities (Duke Energy, MSD) including any necessary relocation and utility design;
2. Required permitting and approvals from agencies, counties or municipalities including, but not limited to NC Dept of Environmental Quality, US Army Corps of Engineers, FEMA, Buncombe County, NC Wildlife Resources Commission, and NC Dept of Transportation;
3. Public Open House and Town Board presentation to share Design Development plans;
4. Project bidding participation
5. Construction oversight and Inspection

### **RIVERSIDE PARK EXPANSION**

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. Illustrative depiction of the plan;
6. Jurisdictional wetland delineation and stream delineation;
7. Utility Design (Electrical, Water and Sewer);
8. Architectural design for Grand Pavilion and all other site work and structures; and
9. Landscape Design

### **WHITEWATER WAVE**

1. Whitewater Wave U-Structure design to standards defined by the Colorado Board of Professional Engineers

2. Design Development (60%) and final Construction Documents (100%) with cost estimates at the end of each phase;
3. Physical 3D. scaled model of the Wave, developed during permitting phase, to ensure maximum utility;
4. Geotechnical, scour and piping analyses to assess riverbed conditions;
5. Course commissioning and testing to fine tune wave characteristics and features.

The Consultant shall have proven experience in the following:

1. Water/River access design;
2. Surveying;
3. Wetlands, stream and buffer permitting;
4. Geotechnical engineering services;
5. Erosion and sediment control design;
6. Stormwater/Stormwater Control Measures (SCM) and drainage design;
7. Riverbank stabilization and restoration;
8. Wetland and stream delineation;
9. Boardwalk and bridge design;
10. Hydraulic modeling;
11. Park design;
12. Greenway design;
13. Planting Design using native plants;
14. Sustainable Design; and
15. Signage and Interpretation
16. Whitewater wave design conforming to or following standards set by the Colorado Board of Professional Engineers, to include:
  - a. Plan specifications and calculations containing the following information:
    - i. Existing and proposed topography and bathymetry;
    - ii. Exact dimensions and proposed elevations and distances for any improvements;
    - iii. Methods of water control and erosion control during construction;
  - b. Calculations containing the following:
    - i. Structure calculations;
    - ii. Stability analysis;
    - iii. Seepage analysis;
    - iv. Backwater calculations;
    - v. Analysis of sequent depths and hydraulic jump movement tendencies for smaller or larger flows;
    - vi. Calculations for smaller or larger flows other than the design flows;
  - c. Technical specifications including the following:
    - i. Stability analysis
    - ii. Backfill
    - iii. Water control
    - iv. Erosion control
    - v. UngROUTED rock, rip-rap or landscaping

The selected firm shall provide complete Design Development and Construction Documents for the Project based on the Plans, which provide Initial Cost Estimates. The estimates for both Riverside Park Expansion and the Whitewater Wave must be taken into consideration to prevent significant a Value Engineer Phase later in the engagement.

The design will include:

- Entrance sign
- Asphalt parking for cars (> 70 spaces) with consideration of
- Entrance plaza
- Maintenance building
- 10-12' asphalt greenway trail within the park with stream crossing. Note that the other portions of the greenway will be designed in the future and it will be critical for the greenway to tie into the preliminary engineering design for the greenway as it enters and leaves the park site. Coordination of the in-park greenway design and alignment is to be coordinated with the Town of Woodfin and Buncombe County Recreation Services.
- Large angular pavilion
- Restrooms/changing rooms (family, single occupancy)
- Stair and ramp access down slope
- Cut slope to accommodate flood storage and designed to accommodate access, boulder terracing, and play (future phase)
- Concrete sidewalks and pathways
- Terraced wave overlook
- River access areas (to include stepped boulders along the riverbank)
- Lower Plaza (Wave adjacent)
- Benches, boulders and seating integrated into the plaza designs
- Stormwater feature integrated into entrance plaza
- Stormwater design and SCM including best practices for Low Impact Development
- Pathway connection linking ends of park
- Grading improvements to reduce sedimentation in the original park
- Landscape improvements, clearing underbrush, and improving lines of sight
- Water spigot
- Bike rack on concrete pad
- Canoe/Kayak racks
- Garbage & recycling receptacle on concrete pad
- Dog waste collection station
- Signage and interpretation

The Consultant shall provide a topographical survey depicting 1ft contour intervals of the entire site and property boundary. 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 river access and Wave 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 and NCDOT will be critical. 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 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 and General Contractor selection for the Project.

### **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
- Colorado Board of Professional Engineers – whitewater park standards
- Urban Storm Drainage Criteria Manual

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 Owner'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-sized hard copy 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 OBSERVATION**

Construction Observation is included within the scope of this RFQ. 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. Change orders from the General Contractor will be approved by the Consultant and the Owner during construction. Consultant will also be involved in the pay application approval process to ensure specifications are met prior to Owner's disbursement of funds.

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 fifteen (15) site visits for Construction Observation which does not include the pre-construction or substantial completion meetings. The contractor may be asked to provide full Construction Administration services.

#### **SUBMITTAL**

Written submittals must be received by no later than 5:00 p.m., Thursday, December 31, 2020. Submittals received after this deadline will not be considered.

#### **SUBMITTAL MATERIAL**

Consultants interested in providing services as described in this RFQ shall submit one (1) digital copy of the submittal and three (3) hard copies. At minimum the written RFQ 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 description 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.

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

#### **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 RFQ response to perform services on this Project will be evaluated based upon the following considerations:

- **Qualifications and Experience.** Past performance of Consultant firm, as well as project manager and other landscape design and engineering 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.
- **Quality of the firm's response.** 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 local 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 and within agreed upon budget; assessment of ability to run effective meetings; assessment of ability to work with staff and stakeholders.

#### **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 RFQ. However, the Town of Woodfin shall not be responsible for any error or omission in this RFQ, 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 per each occurrence. 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 on the Certificate of Insurance as a Certificate Holder and 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: \$500,000 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.