

Issued By: Cleveland County  
311 E. Marion St.  
Shelby, NC 28150

RFQ Name: Foothills Public Shooting Complex Shotgun Range Expansion

Pre-Proposal Meeting: N/A

Questions Due Date: June 15th, 2018 no later than 2:00 PM

Direct Inquiries To: Brian Epley  
County Manager  
704-484-4800  
Brian.epley@clevelandcounty.com

Proposal Due Date: June 22nd, 2018 @ 2:00 PM

Deliver Submissions:

By Mail:

Kim Ogle, Cleveland County Finance  
P.O. Box 1210, Shelby NC 28151

Hand-delivery:

Kim Ogle, Cleveland County Finance  
311 East Marion St, Shelby NC 28150

## **PROJECT PURPOSE AND BACKGROUND**

### **Introduction**

Cleveland County invites engineering design firms to submit qualifications for consulting services to perform engineering design and construction administration for the expansion of the existing Foothills Public Shooting Complex. The consulting services will include conceptual and schematic design, design development, construction documentation, permitting with local and state agencies, bidding assistance, construction administration and project closeout.

### **Existing Facility Design**

The Foothills Public Shooting Complex is a public facility providing a variety of firearm and archery ranges. There are currently two skeet/trap ranges, however they do not provide the ideal shooting layout.

The Shooting Complex is located on property managed by the Cleveland County Landfill. A portion of the landfill is being designated for use for the new shotgun ranges. Excess cut material from this area is planned for use by the landfill.

### **Scope of Work**

The County is seeking qualified, experienced Consultant teams to provide design and construction administration services for the expansion of the existing shooting complex with the addition of shotgun ranges. The project will include various site improvements including a total of four shotgun ranges (combination of skeet, trap and/or 5-stand), structures housing clay target throwers, a picnic shelter, access road and parking lot. The project will also require an extension of electric service to the project site. The project will need to meet ADA accessibility requirements and meet design standards as shown in the NRA Range Source Book, latest edition. The following is a minimal list of project requirements:

#### **1. Site Visits**

#### **2. Schematic Design**

- a. Meet with County Staff on a regular basis to finalize project scope, review design opportunities and constraints and implement the project.
- b. Obtain a field survey (Note: All work shall be performed in accordance with GS 47-30 appropriate and applicable standards.) for the areas of work, which shall include property boundaries (if needed), topography, built features, utilities, wetlands, stream buffers, other natural features.
- c. Identify regulatory agencies and permits required for the project.
- d. Assess programming, parking, and spatial needs with staff and any potential partners.
- e. Review current shooting range equipment and construction standards to allow County staff to make proper material/equipment selections based on programming, cost, and maintainability.
- f. Develop conceptual options for site and range layout with preliminary cost estimate including construction contingency of 10% for evaluation with staff and other project

- partners. Attend staff review meeting and finalize preliminary concept.
- g. Prepare schematic drawings for review. At a minimum, this submittal shall contain a specification outline, a preliminary site plan, grading concepts, storm drainage concepts, determination if Storm water Control Measures or SCMs will be required, and an estimate of probable cost.
  - h. Attend staff design review meeting and provide written response to staff review comments.

### 3. Construction Document Services:

- a. Prepare construction drawings and specifications (project manual).
- b. Reviews by the staff project team of the drawings at 50% completion (design development), and at 90% completion.
- c. Coordinate with Cleveland County to provide technical specification for the project. Cleveland County will provide front end documents.
- d. Prepare a construction cost estimate and keep up to date thru life of project. Critical times will be 50% and 90%.
- e. Complete pre-design geotechnical services as needed.
- f. Provide electrical design to extend underground electric lines from the existing terminus to the proposed range location.
- g. Provide structural design services for any target thrower structures and the picnic shelter.

### 4. Construction Administration

- a. Bidding – Coordinate with Cleveland County to advertise and bid the construction project. Includes attendance at a pre-bid meeting and bid-opening. Work with the County to review and approve construction contracts, and issue Notice to Proceed to the contractor.
- b. Construction Observation – refer to the construction schedule for estimated construction period. Includes attending pre-construction conference; attending monthly progress meetings; provide weekly site inspections; attend other meetings as needed; review and approval of all submittals and RFI's; approval of pay applications; review of change order; attending punch-list inspections at both substantial and final completion; and addressing design questions (RFI's) that arise during construction. In addition, consultant shall keep minutes of all meetings.
- c. As-Built – At the completion of the construction project provide a digital set (AutoCAD) and one sealed set of PDF's of as-built plans.

### 5. General Requirements and Deliverables

- a. Provide all necessary equipment and support personnel for the requested services.
- b. Professional shall obtain all necessary permits. Copies of such permits shall be provided to Cleveland County. Any permit fees shall be paid by the County.

**Project Description**

The project will include clearing and grading as necessary to construction the shotgun range expansion. This will include an access road tying to the existing parking lot at Range 3, a new parking lot, combination of shotgun ranges and picnic shelter. The proposed access road will involve one stream crossing and a crossing of a Duke Energy easement. The project will also include removal of material for use by the County Landfill. Additional scope of work related to the shooting range may be added based on needs and availability of funding and included in this project or later phases.

**Project Schedule**

The project schedule will be reviewed and set with the selected Consultant for each project phase. The current expectations of deliverables are listed below:

Negotiate/Issue Design Contract:	30 days
Schematic Design:	45 days
Provide 50% Progress Submittal:	20 days
Provide 90% Progress Submittal:	20 days
Plan review and permitting:	90 days
Estimated Construction Time for CA:	150 days
Close out and provide as-builts:	30 days

**PROPOSAL SUBMITTAL REQUIREMENTS**

The Respondent shall submit three (3) copies of their proposal in a sealed envelope in the submission to the County. No facsimile or email responses will be accepted or considered. Responses must be received no later than 2:00 P.M., local time, on June 22, 2018. Submittals may be mailed or hand-delivered, see specific address below and any submittal received after the deadline by any delivery method will not be considered.

The proposal packages should be enclosed in a sealed envelop marked: REQUEST FOR QUALIFICATIONS – CLEVELAND COUNTY – Foothills Shooting Complex Shotgun Range Expansion – and delivered via either of the following methods:

By Mail:	Hand-delivery
Kim Ogle, Cleveland County Finance	Kim Ogle, Cleveland County Finance
P.O. Box 1210, Shelby NC 28151	311 East Marion St, Shelby NC 28150

**RFQ QUESTIONS**

Questions concerning this RFQ shall be submitted in writing to Brian Epley via email to [brian.epley@clevelandcounty.gov](mailto:brian.epley@clevelandcounty.gov) no later than 2:00 P.M., local time on June 15, 2018. Indicate RFQ name in the subject heading of the email.

Only emailed questions will be addressed and answered. The issuance of such written responses is the only official method by which interpretation, clarification or additional information will be given by the County. Only requests answered by formal written responses will be binding. Oral and other interpretations or clarifications will be without legal effect.

## **PROPOSAL SUBMITTAL FORMAT AND CONTENTS**

The instructions below provide guidance and information to Respondents to prepare and submit concise responses to this RFQ. The purpose is to establish the format and contents of the proposal so that responses are complete, contain all essential information, and can be easily evaluated.

### **Proposed Format**

The qualifications proposal should be no longer than 7 pages in length. Proposals shall be presented in a well-organized and concise manner and is preferred with one staple for ease of recycling. Please provide a cover including the Project Name. Cover, resumes, Certificate of Insurance and tabs are not included in the page count.

### **Proposed Content**

The following items must be addressed in your package:

1. **Introductory Letter**: Respondents shall submit a clear concise response identifying the following:
  - a. Name of firm
  - b. Primary contact person working on the Project and his/her contact information
  - c. Firm's contact information
  - d. What specifically most qualifies your firm for this engagement.
  - e. Acknowledgment of any RFQ Amendments (if any) provided by the County.
2. **Qualifications and Experience**: Respondents shall submit the following information to demonstrate their experience and qualification. Only include those projects in which the project team members have actively participated or led:
  - a. Provide similar experience, no more than five (5), illustrating similar projects or work related to the technical aspects and processes described in the scope of work. Include sub-consultant (if any) capabilities as related to the scope of work. Site specific projects of a similar nature to the Project described herein and list a reference with contact information for each project cited.
  - b. Provide minimum of three (3) references related to similar projects. Include name of project, brief description of project, and primary contact information of reference.
3. **Project Approach and Schedule**: A summary description of how your firm proposes to approach this Project. Include a summary discussion of proposed methodologies, techniques, and procedures for each work item. Also include a proposed time schedule for completion of the key tasks for each phase.
4. **Project Team(s)**: Provide an Organization Chart of the project team specifying the dedicated Project Manager, key personnel, and sub-consultants assigned to the team and the availability of backup personnel that will support this Project. Include a brief summary identifying roles and responsibilities and general qualifications (i.e., professional registrations, certifications and/or

licenses) of each team member (including sub-consultants) in disciplines appropriate to the Project, as well as education, availability to work on this Project, experience, and years of experience. Please do not list firm staff that is not directly working on the Project team.

5. Insurance and Contract Statement: Provide a statement that the firm will provide insurance as specified in Appendix A – Draft Professional Services Agreement and provide a copy of the current Certificate of Insurance. Include a statement that the Draft Professional Services Agreement has been reviewed; that the firm is willing to meet all of the requirements set forth therein; and that the firm is prepared to sign the County’s agreement as written. (Any requested amendments to the Draft Professional Services Agreement must be specifically requested in the Proposal. Such requests will be taken into account as one of the evaluation factors when reviewing the Proposal and may be denied by County in its discretion if Respondent is awarded the Project).
6. Identification of Lawsuits and Administrative Claims/Fines: Consultants must identify all lawsuits, administrative claims or fine proceedings Consultant has been a party to in the past five (5) years. Include any fines levied by any governmental unit relating to the proposed work in this RFQ such as fines from the EEOC, Department of Labor or other unit of government.

## **EVALUATION METHOD**

### **Evaluation Criteria**

All Proposals will be evaluated based on the following criteria:

1. Firm experience/reputation/workload: The firm’s experience in similar work and the record of successful results of that work. Consideration will be given to the firm’s ability to take on additional work, demonstrate understanding of the County’s goals and purposes of this Project, specific management approach, approach to managing the County’s budget and time, and the firm’s ability to offer the breadth and quality of services required for this Project.
2. Response to the project objectives outlined in the scope of work: The proposed approach for performing the work for this Project, including demonstrated understanding of scope of work for this Project and Project deliverables.
3. Experience of the personnel assigned to this project team: A firm provides the resources but the individuals assigned to a project are how the job gets done. Consideration will include the Project Manager’s individual qualifications, experience, and location, which key personnel will be assigned to the Project, and any sub-consultant’s individual experience, qualifications and location. The Project Manager’s past and/or current experience working on similar County projects will be given consideration.
4. Schedule: Consideration will be given to the firm’s ability to meet schedules and responsiveness to Cleveland County staff. The County anticipates the design work to begin as soon as possible and would require designer availability within a short period of time of awarding this work.

## **Selection Procedure**

The County will review the Proposals and all of the information provided in the submittal package. A selection committee comprised of County staff will be convened to review the proposed packages. The County reserves the right to reject any/or all proposals. Respondents that are deemed competitive by County may be asked to attend an interview and should make themselves available for a presentation of their proposal to the selection committee. Each firm will be responsible for all costs (e.g. travel and presentation materials) related to the presentation.

The selected firm will be notified by the County and will enter into contract negotiations for receiving this work. If no agreement can be reached with the selected Consultants, then the County will negotiate with another qualified firm.

The County anticipates initial approval of the selected Consultant within 30 days following the submission deadline and a goal to begin immediately after a final Professional services Agreement is negotiated and approved.