

**Request for Qualifications**  
**Engineering Design for**  
**Cleveland County Water Greenway Trail Project**  
**Lawndale, North Carolina**

***Proposal # CCW004-2019***

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**Advertisement Date: November 15, 2019**

## Overview

Cleveland County Water (CCW) is requesting statements of qualifications from qualified professional Civil Engineering firms for the design, bidding, and construction oversight of a proposed Greenway Trail located in Lawndale, NC from the bridge on Main Street in Lawndale heading north along the First Broad River for approximately 2 miles.

Cleveland County Water is a Sanitary District form of local government organized under the laws of the State of North Carolina. Since 1980, Cleveland County Water has been the regional supplier of drinking water to the residents of Cleveland County. CCW has owned a 71-acre tract of land (Cleveland County GIS tax parcel ID: 71001) since it was formed in 1980 and is where the water treatment plant, water intake and administrative offices currently reside. The property is also located in a WS-IV protected watershed. Along this 71-acre tract exists approximately 5,400 linear feet (1.02 miles) of river frontage. Over the past few years, CCW has had many requests from the public for access to the river for canoeing, kayaking and recreational opportunities. Due to the number of requests, the Board of Commissioners were agreeable to exploring the idea of creating a Greenway Trail with other points for public access such as Canoe/Kayak points, fishing, swimming and other recreational opportunities along the First Broad River near the property in Lawndale and along Casar Lawndale Road.

The Town of Lawndale is a historical mill town located in northern Cleveland County with a population of approximately 650. In the early 1990's, the Cleveland Mills closed leaving the town without a major employer. As such, the town has seen a decline in it's housing population over the last three decades and left many buildings vacant.

In early 2019, the CCW Board of Commissioners authorized the General Manager to begin assembling property for the purposes of a Greenway and Blueway Trail from Lawndale heading north along the First Broad River. To date the following properties have been purchased by CCW and can be seen via the Cleveland County GIS system and are referenced as the following tax parcel ID's: 71117, 71802, 34739, 64418, and 36391. The assemblance of these parcels allows for an additional 5,800 linear feet (1.1 miles) of trail and river frontage. With an overall length of 2 miles, this potential Greenway/Blueway corridor can connect and will allow for direct access to the sidewalk system and public streets in the Town of Lawndale and provide sidewalk/walking access to the Piedmont Park located about a ½ mile east of the Town center. This corridor will also be a portion of the Carolina Thread Trail as depicted on Figure B, ID "H" of the Carolina Thread Trail Master Plan for Cleveland County Communities completed in January 2010. This corridor will lead to additional connection opportunities for the Towns of Fallston, Polkville, Casar and Belwood. It will also provide recreational and educational opportunities for numerous schools such as Casar Elementary, Union Elementary, Fallston Elementary, Burns Middle School and Burns High School, all of which are located within 10 minutes of the corridor.

Please reference Project Site Map for Detailed Corridor Plan located at the end of this RFQ.

## Description of Services Requested

### I. Scope of Work

This portion of the Greenway/Blueway Corridor shall consist of two separate phases.

Phase I of the project shall be a Detailed Corridor Plan. Cleveland County Water has applied for a \$5,000 grant from the Carolina Thread Trail to assist with the creation of a Detailed Corridor Plan. The required services may include, but are not limited to, the following:

- a. Observing/walking the entire existing corridor to identify the proper location of the various recreational points of interest to include beach access, fishing access, observatory/overlook points, waterfalls, public roadway access, trail layout, etc. The purpose of this portion will be to photograph and/or document the many natural features and potential obstacles that will need to be incorporated or accounted for within the future design plans.
- b. Public Input: It is anticipated that there will be considerable public interest in this project given the rural nature of the area. CCW anticipates holding a minimum of two public meetings to allow the public to review and provide input into the features they would like to see incorporated into the Corridor Plan.
- c. Prepare a base map and presentation quality slides reflecting public feedback of improvements to be anticipated for the Corridor Plan as well as high level preliminary cost estimates for construction planning purposes. The purpose of the preliminary cost estimates will be to develop manageable phases for construction and to identify various agencies that may be willing to participate in the various recreational features. It is also anticipated that as part of the Detailed Corridor Plan, the consultant will assist CCW with the identification of the required permits from any local, state and federal agencies if required as well as identifying potential stakeholders that would be suitable to partner with CCW for funding assistance for the design, construction and implementation of the project.
- d. Presentation: A formal presentation of the expectations of funding, design, and construction timeline obstacles to the Cleveland County Board of Commissioners will be a part of this Phase prior to submission of the Detailed Corridor Plan to the Carolina Thread Trail.

Phase II fully designed construction plans. The required services may include, but are not limited to, the following:

- e. Preparing a base map showing contours, and property lines of the general area of the specified phases of the project.
- f. Preparation of field topographic surveys suitable for plans preparation for trail construction. Gather property information and prepare a concept plan showing

the proposed route with any future easements that may be required for the trail.

- g. Performing all project management and quality control/quality assurance duties for the survey, design, bidding, and construction oversight (if applicable) as well as coordinating with jurisdictional agencies, utilities, and obtaining all necessary permits and approvals.
- h. The project involves developing and implementing the most cost-effective plan for the construction of non-motorized mode of transportation improvements that include sidewalk reconstruction, curb, ramps, striping, signing, trail access, and ancillary work. While the functionality of the design is critical, utilizing creative design and aesthetically interesting features is important.
- i. Prepare drawings that identify and locate all existing utilities and their impact on the project.
- j. Prepare drawings that adequately address stormwater drainage along the corridor.
- k. Prepare sealed engineering specifications and construction documents for the trail that comply with all applicable codes, standards, and specifications.
- l. Prepare detailed cost estimates for review by Cleveland County Water.
- m. Prepare all necessary applications to secure required permits and approvals for construction of the trail by NCDOT or any other necessary permitting agencies.
- n. Provide assistance during the construction bidding process to include participation in the pre-bid conference, replying to Requests for Information, preparing a certified bid tabulation, and preparing a formal recommendation for award.
- o. Construction Administration (if utilized by CCW) shall include conducting a pre-construction conference, review of project progress, review of shop drawings and submittals, certification of contractor requests for payment, preparation of pre-final and final punch lists and project close out. Conduct a one-year warranty inspection.

## Proposal Instructions

### I. Deadline

- a. Proposals must be received by 4:30 PM eastern time on December 20, 2019.

### II. Submittal Instructions

- a. Four hard copies of the proposal should be mailed or delivered to:

Cleveland County Water  
Attn: Ginger Fern  
PO Box 788  
Lawndale, NC 28090

### III. RFQ Contact

- a. The contact regarding this RFQ process is Ginger Fern, Finance Director for the Cleveland County Water. Prospective applicants may make inquiries to obtain clarification of the requirements contained in this Request for Qualifications (RFQ). All inquiries must be submitted in writing by email to the following address: [ginger@clevelandcountywater.com](mailto:ginger@clevelandcountywater.com) . All inquiries must be received by 5:00 PM on Friday, December 13, 2019. No inquiries after this date and time will be granted a response.

### IV. Proposal Format

- a. Proposals should be limited to 20 numbered pages. Please include a cover letter that identifies a contact person and all call information. The following format is not required but is encouraged to provide consistency between proposals, aiding in evaluation and comparison. If the format is modified, please include the following information at a minimum:
  - i. **Project Approach:** Describe your team's approach to successfully delivering the project. Provide details on how each task will be completed. Include any recommendations for maximizing effectiveness and efficiency.
  - ii. **Relevant Project Experience:** Provide a summary of your experience with similar projects, including location and client contact information. Specify the services provided, the office location from which the work was performed, and staff members' responsibilities. Web links to recent plans and past work, if available, may be included in addition to project summaries. Please list only projects that have been completed by the current firm/team that the staff is proposing under.
  - iii. **Project Team:** Provide an organizational chart identifying all staff assigned to the project, including any sub-contractors, defining roles, responsibilities, and task assignments of each member for the duration of the project.
  - iv. **Qualifications of Personnel:** Provide relevant experience and qualifications of all personnel assigned to the project.
  - v. **Scope of Work:** Provide an outline for keeping the project on schedule and within budget. Include projected workloads and staff

availability, as well as a projected schedule for completion of significant milestones and the draft and final Design Plans.

- vi. **References:** Provide contact information for at least three references for clients familiar with your work.

## Evaluation Criteria

Proposals should address all aspects of the RFQ and clearly express an understanding of the requirements and qualifications to conduct these services in a thorough and efficient manner. Evaluation of proposals will be performed by a review team assembled by Cleveland County Water. The review team may consist of current CCW staff, staff with other governmental agencies and community stakeholders. Proposals will be evaluated on the firm's ability to meet the requirements of this RFQ. Some evaluation criteria, among other factors, will include:

- I. Project approach and demonstrated understanding of the goals for the Plans;
- II. Creativity and vision for overall project;
- III. Familiarity with and understanding the nature and challenges of the region and stakeholders;
- IV. Qualifications and availability of staff assigned to the project;
- V. Relevant project experience;
- VI. References.

Candidate firms most likely will be asked to present their proposal to a proposal review team before the final selection is made. Please note that interviews/presentations by candidates is at the sole discretion of the review team and if needed.

## Design Schedule

It is anticipated that the Corridor Plan associated with this project will begin in Spring 2020 with the selected firm being notified in February 2020.

## Administrative Information

- a. All proposals become the property of the Cleveland County Water upon submission.
- b. The cost of preparing, submitting and presenting a Proposal is the sole expense of the consultant. Cleveland County Water is not liable for any costs prior to issuance of a signed contract.
- c. Cleveland County Water reserves the right to accept or reject any and all Proposals, to consider alternatives, to waive irregularities and to re-solicit a Request for Proposals.
- d. Cleveland County Water reserves the right to cancel the RFQ in part or in its entirety. This solicitation of Proposals in no way obligates the CCW to award a contract.
- e. Cleveland County Water makes no guarantees to any proposing firm until such time CCW approves the negotiated contract.

## **Nondiscrimination**

Cleveland County Water complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal and state financial assistance. Cleveland County Water does not discriminate on the basis of race, sex, color, age, national origin, religion or disability. Cleveland County Water encourages small, minority and female-owned businesses to submit qualifications.