

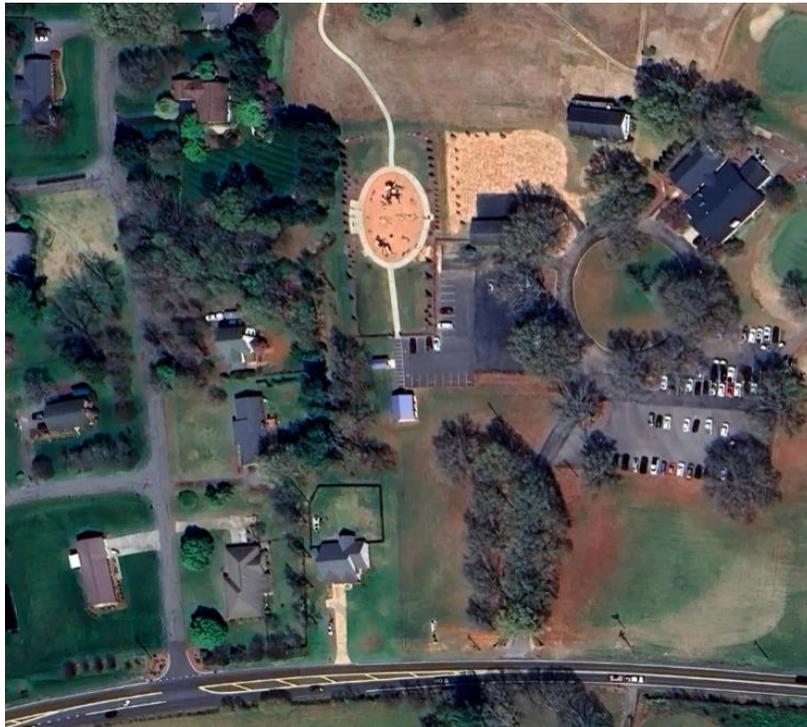


REQUEST FOR QUALIFICATIONS (RFQ)

PROFESSIONAL DESIGN, CONSTRUCTION, AND GRANT MANAGEMENT SERVICES FOR THE LAKE LOUISE PARK PROJECT

Issue Date: November 21, 2025

Submission Deadline: January 7, 2026, at 1:00 p.m. EST



1.0 Introduction

Davie County Recreation and Parks, herein referred to as "DCRP," is seeking a qualified firm to deliver comprehensive design planning, engineering, landscape architecture, grant management, and construction administration and oversight services for the enhancement of Lake Louise Park.

The project focuses on site sustainable placement, construction and installation of recreation facilities including and are not limited to fitness stations, gazebo, gaga ball pit, corn hole, walking trail, sidewalks, site amenities, entrance signage, and associated site costs/improvements. These components are associated with a site-specific master plan, Parks and Recreation Trust Fund (PARTF) approved site plan, and project costs (Exhibits "A", "B", and "C"). The scope of work will identify all proposed site plan elements and may include future proposed elements.

For the purposes of this RFQ, the terms "Consultant" and "Firm" shall be considered synonymous.

2.0 About Lake Louise Park

Lake Louise Park is a 2.06-acre parcel/park, which has historically served the community and currently features a playground, fitness stations, a picnic shelter, a restroom, and a walking trail.

The park opened in 2020 as a public-private partnership led by Dr. Joel Edwards and his wife, Beth, who aimed to preserve part of a former golf course and transform it into a health-focused park. Using their personal funds, along with contributions from private and corporate donors, the Edwards developed the recreational amenities that exist on the site today. Since its creation, the park has been offered to the community as a gesture of the Edwards' commitment to community well-being and their love for the area.

In 2023, the Edwards family initiated a transition plan to ensure their ongoing commitment to the community by preserving Lake Louise Park as a public space and establishing it as a County park. As a result, the County successfully secured a North Carolina PARTF grant to further invest in and expand the park's recreational offerings. Through the Edwards family's donation of the private park, PARTF funds will now be used to enhance this valuable community asset, allowing it to continue growing in the legacy and spirit created initially in good faith.

3.0 Purpose

DCRP is requesting the submission of a Statement of Qualifications (SOQ) from firms to provide professional services for the referenced project.

4.0 Qualifications

The selected firms assigned project staff must be experienced in all phases of planning, design, construction, PARTF grant management/reporting, and regulatory compliance requirements of similar types of public facilities. Must have extensive knowledge of the regulations governing the design and construction in the State of North Carolina; and have a proven capability to effectively and efficiently produce a successful project consistent with, and meeting the needs of, the goals

outlined by the Davie County and State of North Carolina PARTF fund. The selected firm shall be properly licensed in the State of North Carolina.

5.0 Scope of Services

The intent of this Request for Qualifications (RFQ) is to have professional firms specifically address the services required and provide the Owner with a well-considered response for those services. It is anticipated that a contract will be negotiated with the successful firm, properly licensed in the State of North Carolina, on the basis of demonstrated competence and qualifications for the type of professional services required. Based on the understanding of the project, the following services are expected to include, and are not limited to, the following, arranged in a logical sequence:

5.1 PARTF Grant Management

- A. The County has received official written approval from the State of North Carolina, Department of Parks and Recreation to use an existing parking, access, and sign easement, which works with the County’s current PARTF agreement. This access easement ties together the existing entry point and driveway between Colin Creek Golf Course and Lake Louise Park. This written approval will allow the selected firm to:
 - Propose removal of the new entry and parking lot from development as part of the approved Lake Louise Park PARTF site plan.
 - Propose development of recreational elements already designated in the approved Lake Louise Park PARTF site plan as “future proposed elements” that are equal in total value to the project cost of the entry and parking lot.
 - Recreational elements designated in the Lake Louise site plans as “proposed” and colored in green shall be developed per our PARTF agreement.
 - Submit a change request form and all necessary documentation to PARTF Authority via the Recreation Resource Service representative for approval.

- B. In accordance with the County’s PARTF agreement and PARTF grant manual for local government, the selected firm shall:
 - Prepare PARTF requests for reimbursements and ensure the County receives full reimbursement amount as indicated in the PARTF agreement.
 - Prepare PARTF detailed expenditure reports.
 - Prepare paid planning and construction invoices and receipt documentation to accompany all PARTF requests for reimbursements.
 - Work with the County representative to prepare for PARTF final closeout inspection.

5.2 Final Design Planning

- A. This task consists of all services necessary to take the project from site-specific master concept through pre-construction, and includes:
 - Project kick-off: Project team shall meet with County staff to review and detail the project's concept, site plan, and project cost change request, timeline, and scope.

- Prepare an agenda, facilitate, take minutes, and distribute minutes of all scheduled meetings.
- Civil engineering evaluation and design for proper placement of proposed recreational elements and landscaping.
 - Verification of existing conditions: adjacent facilities, property boundaries, and infrastructure capacity (water, sewage, gas, and electric). This assessment shall include, but is not limited to: structural, mechanical, project site ingress/egress, code/permitting compliance and ADA analysis of project site area(s).
 - On-site Investigation of Existing Utilities
 - Recommendation of any repairs of existing grey matter (parking lot/sidewalks).
 - Mechanical and electrical engineering design for potential water misting-water element, and other infrastructure needs, if any.
 - Cost estimating through final design.
 - Facilitate value engineering if needed.
 - Develop a complete set of construction documents, specifications, and drawings;
 - Attend submittal review meetings with County staff (up to 2-3 meetings);
 - Prepare documents for any and all permits or approvals, as needed;
 - Assist with addendum generation, as needed.
 - Review any approval by County representatives.
 - Deliverables
 - Provide one (1) hard copy of the complete construction documents (plans, specifications, site rendering, etc.) to the Davie County Recreation and Parks Director (1 copy) and General Services Director (1 copy);
 - Provide digital copies of all construction documents on a Thumb drive (example - .doc, .dwg, .xls file types) to the Davie County Recreation and Parks Director and General Services Director;

5.3 Project Construction Services

- A. This task consists of all services necessary for the administration of the project construction stage through project completion, and may provide the following services:
- Bid and construction document preparation
 - Provide written clarification regarding drawing and specification questions
 - Pre-construction bid letting and conference(s)
 - Contract document preparation
 - Construction contract administration, including scheduling, implementation, and permitting
 - Provide recommendations to address changed or unknown conditions that may appear during construction.
 - Prepare and submit pay application/invoice requests to Davie County Recreation and Parks.

- Review and make recommendations to Davie County Recreation and Parks/General Services/Development Services on shop drawings, product submittals, test results and other submittals.
- Attend construction progress meetings in-person or virtual, as necessary.
- Change and extra order services (if any and as necessary) for the contractor and make recommendations for their approval.
- Construction Close Out and Warranty
 - Prepare and submit project completion punch list items to the Contractor, General Services, and Recreation and Parks, and oversee its completion;
 - Ensure contractor provides "As-Built" plans, specifications and certified warranties for element developed for the project. "As-Built" plans and specifications shall be submitted as hard copies and on a thumb drive (e.g., .doc, .dwg, .xls file types) in a compatible format.

6.0 Project Budget

At this time, the total project budget is \$500,000. Breakdown of these costs include \$400,000 for building and development, \$80,000 for planning, and \$20,000 for contingency. There are no other County funds appropriated or budgeted for the project.

7.0 RFQ Submittal Requirements

Qualification package shall be submitted on 8.5" x 11" paper in 12-point font. Submittals shall not exceed fourteen (14) pages single-sided, or seven (7) pages double-sided (**Front/back covers, table of contents, tab pages, and photographs are excluded from these page totals).

All respondents to the request for qualifications shall address the following, as a minimum, and should conform to the numbering system used below:

1. Letter of transmittal, identifying contact person.
2. Form of organization. Whether the firm is a partnership, corporation, or sole proprietorship and where it is organized. The respondent shall provide documentation evidencing that the respondent is authorized to do business in the State of North Carolina.
3. Statement substantiating the firm's understanding of project scope and task assignments.
4. A brief background and history of the firm.
5. Resumes of principals.
6. List of similar design/construction administration work performed by the company over the last five years. Include as a minimum scope, size, cost, location, dates, time adherence, and owner contract.
7. List projects performed under the Design-Bid-Build (DBB) delivery method, if any.
8. Identify the proposed Project Representative (person directly responsible for the design and production of working documents) and proposed Principal-in-Charge and/or Project Executive, if different from the Project Representative.
9. Include resumes of Project Representatives and Project Executive.
10. Provide three (3) client references. Park Development project references are preferred.

11. Describe your design/construction/grant administration workload in terms of project size, percent complete, and completion dates. Indicate the percentage of time devoted to this project by each staff member.
12. Provide the fee structure of the firm, including fees that may be charged.
13. Describe your firm's approach to construction management. How will you work to ensure the project meets the Owner's objectives in terms of schedule, cost control, and quality control?
14. State any history or present condition that would put the firm in a conflict of interest in the design and/or construction of the project.
15. Attach any other supporting material to your response.

8.0 Submission of Qualifications and Proposals

Qualification submittals must include five (5) written, bound responses and one (1) electronic copy of PDF format on a USB Drive. To be considered, Statements of Qualifications must be received by 1:00 p.m. EST on Wednesday, January 7, 2026. Responses received after this time will not be accepted. Written responses should be delivered in a sealed envelope/package, clearly marked on the outside with the following:

"RFQ Lake Louise Park Project"
Paul A. Moore, CPRP
Recreation and Parks Director
Davie County Recreation and Parks
151 Southwood Drive
Mocksville, NC. 27028

** Proposals may be hand-delivered to the DCRP Administrative Team designee at the address listed above.

Questions and Clarifications

Questions related to the process for submitting qualifications for the Lake Louise Park project should be directed to Paul Moore via email at pmoore@daviecountync.gov or by phone at (336) 753-6748.

9.0 Selection Process

Pursuant to North Carolina General Statute 143-64.31, Davie County utilizes a qualifications-based selection (QBS) process without consideration of fee during the initial phase in hiring architects/engineers/landscape architects/surveyors. The selection process will be as follows:

Once the proposals are submitted, a Selection Committee will review the qualifications. Selected firms may be invited to present their proposals to a review committee at a future meeting, anticipated no later than three (3) weeks post RFQ submittal deadline. Davie County reserves the right to reject any and all submittals.

9.1 Evaluation Criteria

The following criteria will be the basis on which firms will be selected for further consideration (in no particular order):

- Team organization and structure.
- Personnel qualifications.
- Specialized experience of the firm and related experience with similar projects, with emphasis on design and construction management, and grant management.
- Proposed project approach, delivery and methodology, and schedule for completion.
- Proximity to and demonstrated knowledge of the area where the project is located.
- Current workload and firm capacity.
- Client references.
- Quality of the proposal.
- Other factors relevant to the project as note in the submittal requirements.

9.2 Notification

A preferred firm and one or more alternates will be selected and notified of their status at the completion of the selection process.

9.3 Board Approval and Contract Execution

A designated Davie County representative will request the Board of County Commissioners' authorization to negotiate and execute a contract with the preferred firm. If, after discussion and negotiation, the parties do not agree on a mutually acceptable fee, the designated Davie County representative will terminate negotiations with the selected firm and, at its sole discretion, enter into negotiations with the alternate firm. The County reserves the right to withhold the award for any reason, elect not to proceed with any of the respondents, modify the scope of the work, or re-solicit RFQs.

9.4 Team Composition

Davie County reserves the right to request a change in the project team composition. The request may pertain to a specific member(s) of the consultant team or their sub-consultants. Failure to come to agreement on specific team members may result in the County electing to exclude the firm from consideration. If this request occurs during contract negotiations, County may terminate negotiations and commence negotiation with the alternate firm.

10.0 General Conditions/Comments

Submittal Ownership and Costs: Upon submission, all information becomes the property of Davie County, which has the right to use any or all ideas presented in any submission in response to the RFQ, whether or not the submittal results in a contract with the submitting firm. All costs for development of the written submittal and the oral presentation is entirely the obligation of the firm and shall not be remunerated in any manner by the County.

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

Acceptance/Rejection of Submittals: Davie County 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 County's judgment, best serve the interest of the County. The respondent acknowledges that this RFQ is a solicitation for Qualifications and is not a contract or an offer to a contract.

Consideration of Submittals: Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFQ. The Project Team must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the County.

Americans with Disabilities Act (ADA) Compliance: Davie County will comply with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of a disability. Davie County will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Davie County programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify County Staff.

Minority/Women and Small Business Enterprises: It is the policy of Davie County to provide minorities, women, and small business enterprises equal opportunity for participating in all aspects of the County's contracting and procurement programs, including but not limited to employment, construction, development projects, and materials/services, consistent with the laws of the State of North Carolina. The policy of Davie County prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of Davie County to conduct its contracting and procurement programs so, as to prevent such discrimination and to resolve any and all claims of such discrimination. Davie County has a commitment to promote this type of participation in County projects, and to the creation of project teams that include and assign importance to social and cultural diversity.

Insurance, Bonding and Indemnity Requirements: Prior to executing a contract with the County the firm must supply certificates of insurance endorsed with amounts equal to or greater to the amounts outlined in this section. To the fullest extent allowed by law, the Consultant agrees to indemnify and hold harmless Davie County, along with its agents, employees, and assigns, from any and all losses, costs, damages, expenses, or liabilities arising from illness or injury to any person, or from damage to or destruction of real or personal property, that results from the firm's negligent acts, errors, or omissions in performing the professional services under this contract.

The Consultant further agrees to purchase and maintain during the life of this contract with an insurance company acceptable to Davie County and authorized to do business in the State of

North Carolina the following insurance(s):

- Surety Performance and Payment Bonds: Firm shall secure each, in the amount of one hundred percent (100%) of the total contract price, as security for the faithful performance of the contract and the payment of all obligations for labor and materials furnished in the prosecution of the work. These bonds are required in accordance with North Carolina General Statutes Chapter 44A, Article 3 and shall be solely for the protection of the contracting body (performance bond) and persons furnishing materials or performing labor (payment bond). The surety company must have a minimum A.M. Best rating of A- or better. The selected firm shall furnish all required bonds within fourteen (14) days of the Notice of Award and before receiving a notice to proceed with work. The County shall provide written notice to the firm and surety of any considerations of default, allowing a conference with all parties within thirty-(30) days of the notice to discuss performance, prior to a formal declaration of default and termination.
- Automobile: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 each person/ \$1,000,000 each occurrence.
- 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. Davie County shall be an additional insured for General Liability. This shall be noted on the Insurance Certificate.
- Consultant's Professional Liability: In a limit of not less than \$1,000,000. Workers' Compensation and Occupational Disease Insurance:
- Coverage A - Worker's Compensation: Meeting the statutory requirements of the State of N.C. Coverage B - Employer's Liability: \$500,000 each accident / \$500,000 disease - each employee / \$500,000 disease - policy limits.
- Certificates of such insurance will be furnished to Davie County and shall contain the provision that Davie is given thirty days written notice of any intent to amend or terminate by either the Consultant or the insuring company.

11.0 Confidentiality of Documents

North Carolina General Statute Chapter 132, Public Records, governs the accessibility of records compiled by NC Governmental Entities. In general, all documents submitted in response to this Request for Qualifications are subject to public disclosure unless specifically excepted by North Carolina General Statute §132-1.2 and §66-152 which provide definitions and protection of certain documents and information from public disclosure that constitute a "trade secret", provided it meets the specific conditions as outlined in §132-1.2(1)a-d.

Davie County will attempt to withhold from public disclosure, or redact documents or information, designated "confidential trade secret" that clearly meet the conditions of NC G.S. §132-1.2(1)a-d to the extent that it is entitled or required to do so by applicable law. Regardless, Davie County shall not be held responsible for any information that is released nor shall Davie County be held

responsible for nor pay any penalty or expense in relation to information so released.

Any submission marked “confidential” or “trade secret” in its entirety may be rejected at the sole discretion of Davie County

Employment Opportunity Equal

Davie County does not discriminate in any of its programs and activities. The Consultant awarded the 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, the successful Consultant shall comply with all civil rights requirements applicable to transportation-related projects.

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SEE EXHIBITS ON THE FOLLOWING PAGE(S)

EXHIBITS

Respondents can access safe and secure links for each exhibits in this RFQ below.

EXHIBIT "A"

Lake Louise Park Site Specific Mater Plan

Link: https://www.daviecountync.gov/DocumentCenter/View/16973/Lake-Louise_FINAL-Master-Plan-Adopted-4124

EXHIBIT "B"

Lake Louise Park PARTF Site Plan

Link: https://www.daviecountync.gov/DocumentCenter/View/16974/4_Lake-Louise-Park-Site-Plan-PARTF-Adopted-4124

EXHIBIT "C"

Lake Louise Park PARTF Project Costs

Link: <https://www.daviecountync.gov/DocumentCenter/View/16975/Project-Costs-Detail---Lake-Lousie-Park>

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