



REQUEST FOR QUALIFICATIONS

Sesquicentennial Park Professional Services

INTRODUCTION

The City of Graham is requesting qualified professional design firms to submit a statement of qualifications to provide services for the design and construction administration services of relocating the City's Sesquicentennial Park from its current location on the northwest corner of Court Square to behind the Graham Historical Museum at 135 W. Elm Street.

BACKGROUND

The City of Graham's Sesquicentennial Park was constructed in 1999 to celebrate the 150th anniversary of the City in 2001. The park consists of dedicated bricks, columns, and a pergola. The park was constructed with limited site preparation and is seeing differential settlement which is requiring repairs to the park. In lieu of ongoing repairs, the City plans to move the park to a new site approximately 1 block away to the parking lot directly adjacent to the Graham Historical Museum at 135 W. Elm Street.

The intent is for the park to replace the existing parking lot, to have it feature as a gathering place, and for it to provide for future concerts and other events supported by the City. The park is intended to include portions of the existing materials from the existing Sesquicentennial Park including reuse of the dedicated bricks form citizens and supporters. The park is expected to be constructed and open for a July 4th, 2026 ceremony. The project budget is \$600,000-\$800,000.

OBJECTIVES

The City intends to hire a professional engineering or architectural firm to assist the City with the following aspects of the project. These tasks will include, but are not limited to:

- Design of a new park within the existing parking lot. Design will be expected to include surveying, civil engineering, structural engineering, electrical engineering, mechanical engineering, and architectural as required.
- Scheduling to meet the July 4, 2026 deadline.
- Presentation of design and scheduling to City Council.
- Prepare final drawings and specifications for bidding and construction.
- Prepare and submit permit applications to governmental authorities having jurisdiction to review and approve the final design of the project and assist the City in consultations with appropriate authorities.
- Prepare preliminary and final cost estimates of the total project as well as a construction schedule estimate.
- Provide construction contract administration, construction administration services and construction observations services including reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.

ADDITIONAL INFORMATION

The selected consultant should be prepared to meet the Liability Insurance requirements of the City. Project scope, duration, and terms shall be negotiated with the selected consultant. The City may elect to expand the scope of the contract to allow for additional work at the site during or at the conclusion of the project.

CONTENTS OF RESPONSE

This Request for Qualifications is intended to provide consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the response should respond to information presented in this Request for Qualifications. The City will require electronic submittal of the responses from all interested firms. All responses shall not exceed 20 (8½" x 11") pages of text and must contain the following information:

1. Cover.
2. Cover Letter.
3. Table of Contents.
4. Background information about the Consultant Firm.
5. A proposed project schedule identifying length of time required for each phase of the work.
6. A description of the background, experience, and qualifications of the project team including identification of the project manager, project engineer, and other key team members. Include an organizational chart showing the proposed project personnel and office location.
7. Similar projects completed by the firm.
8. Other similar projects.
9. Other City of Graham Projects.
10. References.
11. Resumes of Key Team Members.

The Cover, Cover Letter, Table of Contents, and Resumes of Team Members will not be counted within the page limit. Responses are to be less than 20 megabytes in size or need to be hosted on an outside file sharing service. It is the engineering firm's responsibility to confirm that the outside file sharing service was received.

METHOD OF SELECTION

Responses will be reviewed by City staff for the purpose of identifying and recommending, to the City Council, those individuals offering, in total, the highest qualifications and experience with this type of project. The individuals or firms recommended may also be interviewed by members of the evaluation team for the express intention of recommending a final short list of individuals or firms, however, such is not required.

The responses will be evaluated on various criteria including, but not limited to the following:

1. Qualifications, background, and prior experience of the firm and the proposed project team in executing similar projects.
2. Management ability and familiarity with federal and state regulations.
3. Ability to meet proposed schedule.
4. Previous Experience with the City of Graham.
5. Previous Experience with similar projects.
6. Team member roles, experience, and office location.
7. Content, technical approach and understanding of the scope of the project.

8. Other items contained within the RFQ.

SUBMITTAL

Please submit your Qualifications by electronic submittal, to be received by the City **no later than 12:00 PM, Tuesday, February 3rd** to the attention of:

**Burke Robertson, Public Works Director
City of Graham
brobertson@cityofgraham.com**

In the interest of fairness to all submitting firms, proposals received after the scheduled receipt time stated above will not be accepted and will be marked "LATE". All submittals received become the property of the City and will not be returned. Faxed documents will not be accepted. Early submission of Qualifications is welcome and appreciated.

CONTACT PERSON

In the event clarification or additional information is needed, contact:

**Burke Robertson, Public Works Director
City of Graham
brobertson@cityofgraham.com**

Or:

**Josh Johnson, City Engineer
City of Graham
jsjohnson@cityofgraham.com**

Email is the preferred method of communication for questions or clarifications. Questions asked after January 30th at 2 PM will not be answered.

Discretion and Liability Waiver

- The City of Graham reserves the right to reject any and all proposals, to waive any irregularities in the proposal, to revise the scope of the project, and to award the project to the consultant they believe to be the most qualified to perform the work. If a contract is not able to be negotiated, the City reserve the right to terminate all negotiations and select one of the other finalists or issue a new RFQ.
- The City reserves the right to request and obtain, from consulting firms submitting proposals, supplementary information or request clarification of information submitted as may be necessary for city staff pursuant to the selection criteria contained herein.
- The City does not compensate for the cost of proposal preparation, and all materials submitted with the proposal become the property of the City.
- The City reserves the right, through this RFQ, to contract engineering services for the design and construction administration of any alternative process that is identified, as the result of this study, with the firm selected for this RFQ or enter into an agreement with another consulting engineering firm.