

RFQ

Multi-Purpose Space in the Center of downtown Morganton

Project Introduction:

The City of Morganton Main Street Department seeks a qualified firm or team to design a multi-purpose space in the heart of downtown and to prepare documents, for bid and construction of the design, for that space. Documents necessary will be those customarily provided to implement final accepted design recommendations and include but not be limited to bid and contract documents as well as cost estimations and a projected construction schedule. This space will be connected to the most iconic building and green space in the County, the Historic Burke County Courthouse and Square. A design that incorporates flexibility of the space, historic character of the existing square and art in the space are paramount to the project.

Pre-proposal Conference:

Friday, February 1, 11:00 a.m.-1:00 p.m.

An overview and tour of the site will be available for all interested respondents:

Morganton City Hall Council Chambers
305 E Union St A100, Morganton, NC 28655

The tour will leave from City Hall and walk to the site one block away.

Deadline for Receipt of Proposal:

February 14, 2019, 5:00 p.m.

Firms/teams interested in providing the described services must submit their qualifications to:

Sharon Jablonski, Main Street Director
112 B. W. Union Street, Morganton NC 28655

or

PO Box 3448, Morganton NC 28680
Email: sjablonski@ci.morganton.nc.us
Phone: 828/438-5252 Fax: 828/432-2518

Please direct all questions to Sharon Jablonski.

Selection Process:

Submittals will be reviewed by a committee, "The Center Square Committee," comprised of City Staff, representatives of the Main Street Advisory Board and downtown stakeholders. Firms/teams will be ranked using their averaged weighted score based on the following:

Item of consideration:	Weight expressed in percentages
Experience with similar projects	10
Experience working with NCDOT	10
Experience with Intergovernmental Coordination	10
Experience working with historic properties	10
Experience with community involvement	10
Project Approach	10

Sharon Jablonski, the City of Morganton Main Street Director, will be the project manager and serve as the consultant’s primary point of contact for the selection process. Sharon will communicate with the committee and organize access to any information needed (i.e. maps, plans, tours, meeting locations, interviews, etc.)

The “Center Square Committee,” as described above, will serve to review the Statements of Qualifications, conduct interviews and make recommendations regarding final selections of a firm/team to City Council.

The Morganton City Council will review recommendations from the committee, make final approval of the firm/team ranking and approve the final contract.

Projected timeline

- February 14, 2019 - Receipt of Statements of Qualifications.
- February 21, 2019 – Notification of top three ranked firms selected to interview.
- February 26, 2019 – 5:00 p.m. final questions and requests for information submitted.
- March 1, 2019 – 5:00 p.m. final responses to questions/requests for information will be emailed and posted to the City website <https://www.morgantonnc.gov/bids>
- March 5, and 6, 2019 – Interviews
- March 15, 2019 – Notification of ranking to responders.
- April 1, 2019 or May 6, 2019 – Council will vote on award of contract.

Project Background & Scope of Work Description:

In recent years, the City of Morganton has experienced a great resurgence in our downtown. Over 30 years of consistent leadership with targeted investment in downtown Morganton has completely changed the face of our rural small town. Morgantonians and our region, view Morganton as a small city with a progressive, big city attitude.

Morganton recently completed its second comprehensive Downtown Masterplan in January of 2018 with the previous plan having been completed in 1997. Morganton simultaneously completed a Parks and Recreation Masterplan in 2018 with recommendations for connections to the city park system through a greenway network. Both the 1997 and 2018 Downtown Masterplans recognized that a redesign of the Historic Courthouse Square as a multi-purpose outdoor event space is necessary and recommended it as a top priority for the city. The need to maintain green space and to preserve the historic majesty of the square while transforming the area into an inviting active space is critical. There is an urgency to begin this project and

ensure that it accurately reflects the attitude and preferences of the City and its residents. This redesigned “space” will be the single largest transformation that Morganton will see for many years. It is the heart, not only of our downtown and City, but Burke County as well. Additionally, it is of great importance statewide as one of only three places in the state where the North Carolina Supreme Court holds Court. Our desire is to make a statement through the creation of a space that everyone wants to visit and enjoy.

While this space is primarily used for City events, it is also used for other public and civic events and has become an everyday open space for the community to enjoy. Any firm/team interested in submitting qualifications should review the 1997 and 2018 Downtown Masterplans, and other current planning documents of the City (See <https://www.morgantonnc.gov/index.php/government/development-and-design-services/master-plans>). Both Masterplans address public multi-purpose space in very different fashions. The re-design of the space will consider the recommendations of all Masterplans keeping flexibility of the space at the forefront of the design.

Project Location and Characteristics:

The new multi-purpose space will be located primarily on the south lawn of the Historic Burke County Courthouse; however, the design will include the entire block. The courthouse and square are the heart of Morganton and Burke County. It is revered by the citizens of Burke County and many of these citizens have strong thoughts and opinions on how its character should be preserved.

The Historic Burke County Courthouse is on the National Register of Historic Places. It is defined by a rock wall that extends around most of the perimeter but not entirely on the southern boundary where half of the wall is missing. There is an area below the south wall that is roughly 107 feet x 204 feet (approx. 21, 514 sq. ft.) where an old jailhouse building sits that currently houses the Burke Arts Council. A parking lot exists on one side of the former jail house building and a vacant lot on the other side. Recommendations can include demolition of this building as it is not listed on the National Register, nor is it designated as a local historic landmark.

Burke County is the owner of the Historic Courthouse and the land on the surrounding property. The City of Morganton is the owner of the jailhouse property as described above. The City holds a long term lease on the courthouse property and is responsible for day to day scheduling and maintenance. Both entities will be involved in the approval of the final design.

The 1997 Downtown Masterplan proposed that the portion of Meeting Street that abuts the south side of the square should be encompassed in this space temporarily during larger events on a regular basis, (i.e. Friday night concerts, farmers market) then returned to a street. The street in question, Meeting Street, is a NCDOT street and US Highway 70 therefore coordination with NCDOT will be necessary should this continue to be a recommendation.

The Historic Burke County Courthouse block is the epicenter of downtown with the largest remaining green space in downtown. It needs to present as an interactive space that is enticing

for the community to use on a daily basis, not just during events. It also needs to be protected as a green space for the future. Current programming includes three months of Friday night concerts during the summer that could be extended with incorporation of a permanent stage, utility hookups and cover. Morganton is also host to the Historic Morganton Festival which takes place on and around the square. Throughout the year there also are multiple community events, cultural events, small music events, school festivals, civic organization fund raisers, craft shows and holiday events.

Project Management:

Sharon Jablonski, the City of Morganton Main Street Director, will be the project manager and serve as the consultant's primary contact for the project. Sharon will coordinate with the team/firm on all meetings, community involvement, communication and dissemination of information.

Project Funding:

Funding for hiring a firm to design and prepare construction documents for bid has been set aside in the current city budget.

Project Timeline

Expectations would be that the Development Plan would be due to City eight months from award of contract.

Minimum Information that must be provided in submitted Statements of Qualifications:

- 1) The full name, principal business address, mailing address, phone number, fax number and e-mail address of the firm. If firm is using a team, then we require this information for all firms and/or principles comprising the team.
- 2) Identify all members of the team that would actually be working on the project and define the role of each member in the project. Please include resumes and project experience of all identified individuals.
- 3) Provide a description, and examples of similar community projects that the firm and/or team members have successfully completed. Please provide contact names and numbers for all completed projects to be used as references.
- 4) Maximum number of pages acceptable is 15, with 12 point font. Resumes and past work may be included as an appendix.
- 5) 1 digital copy and 5 hard copy originals are required.
- 6) A statement describing the firm's philosophy, approach and process in developing our multi-purpose space.
- 7) Any additional information that the firm feels is necessary to enable the client to make a decision on the expertise of the firm as regards to this project.

8) A proposed timeline for implementing the identified scope of work.