

Addendum #3

Project Title: Professional Services for the Phoenix Community Park Design
Issued By: City of Havelock, North Carolina
Date: 5-13-25

Purpose:

This addendum serves to clarify, revise, and/or amend information contained in the Request for Qualifications posted on April 14th, 2025. It is intended to ensure that all prospective firms have a clear and consistent understanding of the project requirements, design scope, and submission expectations. All changes outlined in this Addendum are considered part of the original RFQ documents.

Questions and Answers:

Q1: Will Mid-Atlantic be serving as the environmental consultant for this project?

A1: Yes, Mid-Atlantic is serving as the environmental consultant for this project and will be leading all brownfields coordination associated with the park.

Q2: Does the City have any pre-conceived items to be included in the park design?

A2: The City is open to suggestions for amenities to be included but would like to prioritize an educational walking trail and restroom facilities within the initial design phase. Community input and Board of Commissioners approval for all amenities will be required.

Q3: The City mentioned utilizing the nearby school's parking lot for parking. Is the school currently accessible for parking?

A3: The school is not currently accessible for parking, but the City is planning to develop an agreement with the school at a later date.

Q4: Can the City email the sign in list from the pre-proposal meeting?

A4: The attendee list is included as an attachment with this addendum.

Q5: We received the RFQ from the North Carolina electronic Vendor Portal (evp.nc.gov). There were no attachments in the Portal except for the RFQ itself. Can you direct us to how to obtain the other reports or email them directly?

- Report of Cleanup Activities, NC Brownfields Program Project No. 17061-13-025

- Recorded Notice of Brownfields Property & Brownfields Agreement
- HUD Award Agreement
- EPA Brownfields cleanup grant
- Existing surveys for the Floodplain and Wetlands
- Any other reports related to the project

A5: The above documents can be accessed and downloaded via the following OneDrive link: [Phoenix Park Bid Documents](#)

Q6: Please confirm Mid-Atlantic will provide the necessary environmental consulting for the project within their separate contract directly with the City. (Confirm an additional environmental consultant is not required as part of the RFQ response).

A6: Mid-Atlantic will provide the necessary environmental consulting related to the brownfields portion the project. The respondent is responsible for reviewing the Environmental Review Record, which can be found via the link provided within Answer A5, to determine if an additional environmental consultant is necessary.

Q7: Will Mid-Atlantic provide a geotechnical report with recommendations for improvements for the project (for structural engineering for footings for proposed structures) and geotechnical testing during construction the project?

A7: Mid-Atlantic will not provide geotechnical services.

Q8: Since the park will likely be closed at dusk, please confirm an electrical and lighting consultant is not required for the RFQ response.

A8: Electrical and lighting is not anticipated as a need during the first phase of park design. If restrooms are approved as part of the initial design phase, lighting and electrical will be required for those facilities.

Q9: The evaluation criteria lists USACE as an agency. Will USACE be involved in this project?

A9: Coordination with USACE will be required as part of the permitting. Please review the Environmental Review Record provided via the OneDrive link within Answer A5.

Q10: If the RFQ response is emailed, may we send it as a dropbox link due to file size? (Some servers will not allow Dropbox links).

A10: A DropBox link will not be accepted to submit responses. All responses submitted via email should be PDF documents that do not exceed 5MB.

Q11: Would it be possible to offer a second date/time to visit the site and meet with Havelock representatives.

A11: The City will not offer a second site visit date.

Q12: Is there a full site survey that has been performed, or is additional survey needed?

A12: Topographic surveys completed during the brownfields process and a survey completed as part of the soil and erosion control plan for the cleanup activities have been included in the OneDrive link. A topographic survey was not completed post-cleanup. All additional survey completed for the project site are included with the Environmental Review Record which can also be accessed via the OneDrive link.

Q13: Is the first phase of the design for this site limited to the 10 acres that have been cleaned already?

A13: The design is anticipated to extend beyond the 10 acres to include the additional acreage that will be cleaned up as a result of the active Brownfields Cleanup Grant. The walking trails envisioned for Phase I would ideally traverse the entire site. The design firm will work alongside our environmental consultant to determine which amenities can be implemented across the property.

 **Q14: Is Sermons Blvd maintained by the city or NCDOT?**

A14: NCDOT records indicate they maintain Sermons Blvd. NCSR 1881.

Q15: Can you provide the most current environmental assessment reports, including the 2019 cleanup report and any post-cleanup monitoring data for use with our proposal?

A15: Please use the following OneDrive link to access the requested documents:

Q16: What are the restrictions and/or land-use conditions specified in the Brownfields Agreement? (e.g., are there additional caps required, groundwater use restrictions, limits on excavation?)


A16: Please refer to the Brownfields Agreement, which can be found via the OneDrive link.

Q17: Are there areas of the site deemed completely unrestricted post-cleanup, or is the entire parcel subject to ongoing environmental controls?

A17: It is anticipated that the entire site will continue to be under the land use restrictions stipulated in the brownfields agreement post cleanup.

Q18: Are there deadlines tied to the HUD and EPA grants that will affect and/or otherwise impact the project schedule?

A18: The EPA Brownfield grant expires 9/30/2028 and the HUD grant expires 8/31/2031. Both agreements can be found in the OneDrive link.

 Q19: Does the Town have an expectation relative to community engagement such as quantity of meetings, workshops, presentations, or would this be discretionary by the design consultant?

A19: I would expect a minimum of 2 public meetings that would include the Board to get input into design elements and the design. I would also expect at least two presentations to the Board regarding proposed design, receive feedback from the Board, and at least one more presentation. Other public meetings and presentations may be necessary.

Q20: Will the design consultant be expected to sign off on environmental compliance documents, or will this responsibility be performed by the environmental consultant?

A20: This will be the responsibility of the environmental consultant.



Q21: What indemnification, liability, and insurance requirements will be placed on the design firm, particularly in light of the Brownfield nature of the site?

A21: One million each for general liability, auto liability, workers compensation, and errors and emissions (professional liability insurance).