

## **Addendum #1**

**Project Title:** Professional Services for the Phoenix Community Park Design  
**Issued By:** City of Havelock, North Carolina  
**Date:** 4-30-25

### **Purpose:**

This addendum serves to clarify, revise, and/or amend information contained in the Request for Qualifications posted on April 14<sup>th</sup>, 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.

### **Attachments:**

1. Pre-Submittal Site Visit Attendee List

### **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.