

**Request for Qualifications for Engineering, Landscape Architecture, and Related
Comprehensive Design and Construction Administration Services for Town of Severn
Town Park**

Town of Severn, North Carolina

Due Date: June 8, 2026

Time: 5:00 pm

Receipt Location

Attn: Carol Ferguson, Town Clerk/Finance Officer

Email: severnnc@3rddoor.com

Mailing Address: PO Box 401, Severn, NC 27877

Physical Address: 314 Main Street, Severn, NC 27877

Phone: 252-585-0411

Purpose of RFQ

The Town of Severn, North Carolina (“Town”) invites the submittal of responses to this Request for Qualifications (RFQ) from firms qualified in the State of North Carolina to perform engineering, landscape architecture, and related comprehensive design and construction administration services. The project is to design various improvements to the existing Town Park, which is located on approximately 5.28 acres, bound by Main Street and Community Street in the Town of Severn, North Carolina. The Town of Severn has a statement of settlement for the purchase of land adjacent to the existing Town Park, currently owned by the Ruritan Club. In total, this property plus the existing Town Park will house the upgraded Town Park.

All services performed pursuant to the award of a contract resulting from this Request for Qualifications will be funded using Community Development Block Grant – Neighborhood Revitalization funds, which have been awarded to The Town of Severn by the North Carolina Department of Commerce, Rural and Economic Development Division under Title I of the Housing and Community Development Act of 1974. As such, all awarded contracts will be subject to any and/or all Federal Requirements as required and codified by United States Code of Federal Regulations, noted in Section XI herein below.

Scope of Work

The existing park consists of swings, a seesaw, a roundabout, and a basketball court. All playground equipment should be upgraded and improved. The court should be resurfaced or replaced entirely. A small shed on the property is used as a concession stand with two restrooms. The Town intends to include improvements to the concession stand in the upgrades, including providing ADA accessibility for the restrooms. Unmarked parking is currently available on grass adjacent to the court. Parking spots should be designated, including ADA accessibility.

Photographs of the existing facilities are attached. A survey was performed and is attached.

The selected firm will be contracted for design development, construction documents, and contract administration phases. Within each phase, there will be subsequent tasks, including but not limited to, permitting, bid assistance, construction observation, and other usual and customary tasks required of a professional services firm to take a project of this type from the conceptual planning phase through design to final completion and close-out of the construction project.

In general, the Scope of Services may include, but not be limited to, the following:

- Prepare project plans and specifications in accordance with program requirements and state regulations, including N.C.G.S. 133-1.1, and all other regulations pertaining to NC public building projects in excess of \$300,000.00.
- Assist The Town of Severn with CDBG Neighborhood Revitalization funding requirements, including procurement regulations. Firm should have, and be able to demonstrate, successful experience with NC Commerce or US Housing and Urban Development projects and with projects funded in whole or in part by governmental grants, including projects subject, in whole or in part, to 2 C.F.R. 200.0 et seq, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards";
- Surveying services, field staking (as applicable);
- Prepare the final design and construction bid package in conformance with applicable regulations and requirements;
- Supervise the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed.
- State and local permitting processes, including for HVAC, electrical, plumbing, and other systems, as applicable;

- Construction administration, including but not limited to:
 - o Project oversight and inspections, including on-site supervising construction work, and preparing inspection reports.
 - o During construction contract administration, assist the Town in obtaining all required and necessary information from the contractors and previously approved, in writing, subcontractors.
 - o Conduct monthly progress meetings, and submit written monthly progress reports, no later than the 5th business day of the following month, to the Town of Severn and UCPCOG Grant Administrator being mindful that if the Reports are not submitted, Construction payments may be frozen.
 - o Determinations of whether work is in accordance with applicable State and applicable Federal Regulations, both the construction and funding contract documents, plans, and specifications.
 - o Shop drawing review and interpretation of contract documents, plans, and specifications.
 - o Process written contract change orders (not for changes substantially changing scope of the project), as determined by the funding conditions.
 - o Review, process, and approve/disapprove contractor’s applications for payment.
 - o Monitor contractor’s compliance with Davis Bacon requirements, American Iron & Steel requirements, Buy America, Build America, Federal & State Reports, and Contractors Eligibility Requirements, as applicable to this project.
- Project closeout, including but not limited to:
 - o Final inspections to ensure compliance with the applicable State and Federal Regulations, funding and construction contracts, contract documents, plans, and specifications.
 - o Written approval of final payment to contractor.
 - o Submit certified “as-built” drawings to Town of Severn.
 - o All other engineering/inspection services necessary for successful projects and timely completion.
 - o Promptly assist, when requested, with the Funding Closeout Process.

Submittal Requirements

Interested firms should submit the following items as an electronic PDF or in packet form to the Town of Severn for consideration:

1. Firm Experience and Qualifications:
 - a. Describe the Firm's qualifications as they pertain to this project. Include a description of the Firm including in-house capabilities and any outsourced services anticipated. Information should include Firm history, names and credentials of principal officers of the Firm, location of home and branch offices, honors and awards (if any) and areas of specialization (if any).
2. Key Professionals:
 - a. Identify the key members of the team who will be directly involved in the project and list their certifications and area of expertise and their roles. Included relevant training, certifications, professional affiliations, publications (if any) and awards (if any).
 - b. Identify the Project Manager who will be responsible for the execution of work and ensure that adequate personnel and other resources are made available for the project, and who is responsible for the quality and timeliness of the Firm's performance. Include a brief resume indicating North Carolina professional registration (if applicable), experience and qualifications as it specifically pertains to this project.
3. Relevant Projects/References (List up to five (5) corresponding projects, currently in progress or performed in the last five (5) years comparable to this RFQ as follows:
 - a. List only projects involving current staff, indicate which team members were actually involved in the project and specify their role.
 - b. List a maximum of five (5) relevant projects.
 - c. Describe the services the Firm provided and the outcome of the project (on-time, on-budget, number and nature of change orders issued).
 - d. Provide the client name for whom services were provided and the appropriate individual who may be contacted as a representative of each client (include phone number, email, and address).
4. Project Understanding and Approach:
 - a. Provide a description of your understanding of the scope of work and how you will accomplish the project.
 - b. Provide a description of your technical approach to the work, including the various technical disciplines required to complete the job.
 - c. Discuss anticipated challenges, if any.
5. Unit Pricing:

- a. Provide an hourly rate sheet for all team members.

Criteria for Evaluation/Awards

Proposals will be reviewed and evaluated, and a recommendation will be forwarded to the Mayor and Town of Severn Board of Commissioners, subject to negotiation of fair and reasonable compensation. Firms will be notified of the Town's selection. The following factors will be used in evaluating Firm proposals and awarding of contract:

1. Work Plan/Technical Approach/Understanding of Program – Detail of proposal, specific work products identified, understanding of state and federally funded infrastructure grant programs. (20 points).
2. Experience of Firm – Past involvement of firm with state and federally funded infrastructure programs, and other similar/allied programs. References for past involvement and resumes of key staff/personnel (20 points).
3. Qualifications of Staff, professional and non-professional, assigned to Project/ Work Management Plan/Experience of Proposed Personnel – Identification of staff assignments, NC Licensure, roles and responsibilities. Identification of staff experience with ARPA, CDBG Infrastructure and CDBG Catalyst, NC DENR, CWMTF, Rural Center, and other similar infrastructure projects (20 points);
4. Understanding of Area – Responsiveness of firm to elements in RFQ, familiarity with the project's geographic area, and familiarity with NC Building Code and Northampton County Building Permit Requirements (20 points).
5. Proposal – While proposed cost will be an evaluation factor, the Town reserves the right to negotiate price with successful proposer (15 points).
6. Small, female or minority-owned forms (5 points).
7. The cost of service will be considered but will not be a primary selection criterion.
8. Firm election and procurement shall be conducted in accordance with 2 CFR 200.320 Competitive Negotiation Process. Proposals will be solicited from all qualified Firms wishing to be considered. All proposals received by the deadline and prepared in accordance with the proposal instructions will be reviewed in accordance with the previously listed criteria. The Town of Severn will select the Firm best qualified to perform Engineering, Architectural and/or Consulting Services for the funded CDBG-NR Grant program and negotiate appropriate compensation for services desired, including a final lump sum price.

Selection Process

Following review of the submittals received, the Town may select the firm it believes to be best qualified for the proposed project. The Town reserves the right to interview a firm or firms before making a final selection. If the Town desires to perform interviews, each firm will receive notification of the date and time of the interview. The selected firm will negotiate with the Town on fee and contract terms and conditions. If, in the sole opinion of the Town, an agreement cannot be achieved with the first respondent of choice, negotiations will proceed with the second or subsequent choice respondents until a mutually agreed contract can be negotiated.

Timeline

The proposed key activities and milestone dates for this proposal, and the project, include:

- RFQ Announced and Distributed – May 8, 2026
- Deadline for Respondent Questions – May 21, 2026
- Proposal Submission Deadline – June 8, 2026
- Firm interviews and site visits, if needed – June 9 – 11, 2026
- Anticipated Contract Negotiation and Award – Prior to June 30, 2026
- Grant Deadlines:
 - Date Funds Must be Obligated: September 28, 2026
 - Date Funds Must be Expended and Activities Completed: December 28, 2026
 - Date Closeout Documents Must be Submitted: March 28, 2027

General Conditions

1. All costs incurred by respondents in preparing or submitting a statement of qualifications for the project shall be the respondents' sole responsibility.
2. All submissions, responses, inquiries, or correspondence relating to this RFQ will become the property of The Town of Severn when received.
3. The Town of Severn reserves the right to: accept or reject any and all submissions received in response to this Request for Qualifications; cancel the

RFQ process at any time; request additional information or clarification of information provided in a response without changing the terms of the Request for Qualifications; elect not to proceed with any of the respondents; modify the scope of the work; re-solicit RFQs; or choose not to award for any reason.

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 exempted 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.

The Town of Severn 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. §1321.2(1)a-d to the extent that it is entitled or required to do so by applicable law. Regardless, The Town of Severn shall not be held responsible for any information that is released nor shall The Town of Severn 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 The Town of Severn.

State and Federal Contracting Requirements

The following State and Federal Contracting Requirements may be incorporated into the Service Contract between the Town and the selected Firm (the “Consultant”). Capitalized terms not defined in this Attachment shall have the meanings assigned to such terms in the Contract. All references to the “Contractor”, “Consultant” or “Company” or “Vendor” or “Provider” shall be deemed to mean the Consultant so named in the agreement. This Contract will be funded in whole or in part with state and federal funding. As such, state and federal laws, regulations, policies, and related administrative practices apply to this Contract. The most recent of such state and federal requirements, including any amendments made after the execution of this Contract shall govern the Contract, unless the state and federal governments determine otherwise. This document identifies the state and federal requirements that may be applicable to this contract. The Consultant is responsible for complying with all applicable provisions, updates or modifications that occur in the future relating to these clauses. The state requirements found at N.C. Gen.

Stat. §§143C-6-22 and 143C-6-23 and Title 9, Chapter 3, Subchapter 3M of the North Carolina Administrative Code and the federal requirements contained in the most recent version of the Uniform Administrative Requirements for federal awards (Uniform Rules, or Guidance) codified at 2 CFR Part 200, including any certifications and contractual provisions required by any federal statutes or regulation referenced therein to be included in this contract are deemed incorporated into this contract by reference and shall be incorporated into any sub-agreement or subcontract executed by the Consultant pursuant to its obligations under this Contract to the extent required by law. The Consultant and its sub-consultants, if any, hereby represent and covenant that they have complied with and shall comply in the future with the applicable provisions of the original contract then in effect and with all applicable federal, state, and local laws, regulations, executive orders, and rules and local policies and procedures, as amended from time to time, relating to Work to be performed under this contract.

Submittal Instructions

The Town will receive responses to this RFQ via PDF by email, or via paper by mail or hand-delivery, until 5:00 pm on June 8, 2026. Responses should be labeled “Severn Town Park Improvements”. Responses must be directed to the following point of contact:

Attn: Carol Ferguson, Town Clerk/Finance Officer

Email: severnnc@3rddoor.com

Mailing Address: PO Box 401, Severn, NC 27877

Physical Address: 314 Main Street, Severn, NC 27877

Phone: 252-585-0411

All questions or requests for clarification should be directed in writing to the Town Clerk, Carol Ferguson, via email (severnnc@3rddoor.com). Questions must be submitted by 5:00 pm on May 21, 2026. Responses to questions may result in the issuance of addenda to the RFQ.

Attachment A: Preliminary Scope of Work

The Preliminary Scope of Work for the project includes both indoor and outdoor spaces. Photos are included immediately following this list.

Planning and Design Services

- Engineering, planning, design, surveying, bid preparation
- Construction administration
- Construction inspections

Park & Playground Upgrades

- Mark property boundary
- Subdivide 5.28-acre parcel for park / Ruritan club separation
- Remove existing fences
- Site grading to establish positive drainage in parking and perimeter of courts
- Mill and fill in place – existing asphalt court, resurface, paint, stripe and prepare as needed for use as basketball or pickle ball courts
- New basketball equipment, lighting, etc.
- New chain-link fencing for court separation and access
- Playground rough grading for each area
- Playground equipment (covers all play areas)
- Picnic shelter with restroom facilities
- Benches, picnic tables, trash receptacles
- Walking trail surfacing with 6” deep screenings and landscape fabric
- CABC surface in parking lot with wheel stops and compacted in place
- All ADA accessible

Building Interior

- Demo/Remodel (2) existing bathrooms
- Install new plumbing with extra stalls and utility sinks to accommodate area, including ADA compliant features.
- New concrete slabs in bathrooms for sewer waste and additional vanities and toilets run separately to public sewer. (Per code requirements).

- New hardware (locks, doorknobs etc.)
- Electrical (New lighting, fire alarms, motion lights etc...) (Per code requirements).
- Industrial structure lighting and hardware for main area.
- Safety equipment on site (Per code requirements)
- Entire interior painted.
- All ADA accessible.

Building Exterior

- Install (1) Fire rated entry door on back of building.
- Install new, adequate insulation, as needed.
- Entire exterior painted.
- All ADA accessible.

All prices should include:

- Permits
- Dump fees
- Materials
- Labor

Attachment B: Existing Site Photographs

Existing site features and equipment



Existing site features and equipment (cont'd.)



Concession stand exterior



Concession stand exterior (cont'd.)



Bathrooms (2 total)



Continue to next page

Concession stand interior



Concession stand interior (cont'd.)



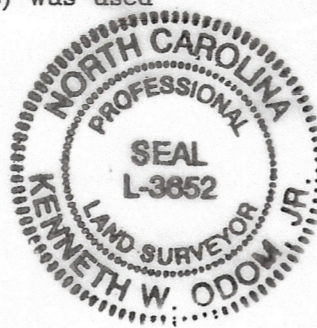
Existing utilities



NORTH CAROLINA

I, Kenneth W. Odom, Jr. PLS certify that this map was drawn under my supervision from an actual survey made under my supervision, deed and description recorded in Deed Book as, Page shown; that the boundaries not surveyed are clearly indicated as drawn from information found in Deed Book as, Page shown; that the ratio of precision as calculated is 1 : 10,000+ and that the Global Navigation Satellite System (GNSS) was used to perform a portion of this survey and the following information was used:

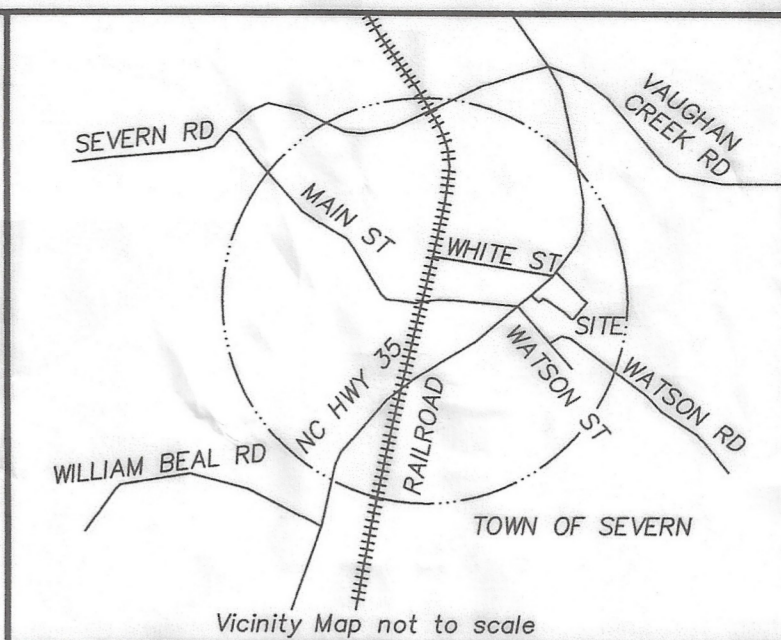
Class of Survey: CLASS A
 Positional Accuracy: 0.10'
 Type of GPS Field Procedure: RTK
 Dates of Survey: 7/11/2024
 Datum/Epoch: NAD 83 (2011)
 Published/Fixed-Control Use: VRS
 Geoid Model: GEOID 18
 Combined Grid Factor: 1.000116895
 Units: US SURVEY FEET



LOT 1 0.236 ACRES 10,285.419 SQ.FT TRUSTEES OF SEVERN METHODIST CHURCH ORIGINAL LOT DB 1095 PG 38 PID 0302815	LOT 2 0.179 ACRES 7,813.521 SQ.FT PORTION OF DB 922 PG 532 PID 0302817 TO BE COMBINED WITH LOT 1	LOT 3 1.807 ACRES 78,708.914 SQ.FT NEW LOT PORTION OF DB 922 PG 532 PID 0302817	LOT 4 3.442 ACRES 149,930.190 SQ.FT SEVERN-PENDLETON RURITAN CLUB, INC REMAINDER OF DB 922 PG 532 PID 0302817
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Town of Severn Approval Certificate

This map meets all of the requirements of the Town of Jackson for recording at the Northampton County Register of Deeds Office.



I further certify that this plat meets the requirements of the standards of practice for Land Surveying in North Carolina (2) NCAC 56 1600 and that this plat was prepared in accordance with G. S. 47 - 30 as amended. Witness my original signature, license number

and official seal this 17th day of July, A. D., 2024.

Kenneth W. Odom, Jr. PLS
 Professional Land Surveyor

PLS - 3652

License Number

I, Kenneth W. Odom, Jr., P.L.S., Professional Land Surveyor No. 3652 certify to one of the following as indicated by "X".

- a. That this plat is of a survey that creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;
- b. That this plat is of a survey that is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels or land;
- c. That this plat is of a survey of an existing parcel or parcels of land that does not create a new street or change an existing street.
- d. That this plat is of a survey of another category, such as the recombination of existing parcels, a court-ordered survey or other exception to the definition of subdivision;
- e. That the information available to this surveyor is such that I am unable to make a determination to the best of my professional ability as to provisions contained in (a) through (d) above.

Seal or Stamp

Kenneth W. Odom, Jr. PLS
 Professional Land Surveyor No. 3652

I, _____ Review Officer of Northampton County, certify that the map or plat to which this certification is applied meets all statutory requirements for recording.

North Carolina
 Northampton County
 Filed for registration and recorded

_____ o'clock _____

in Plat Book _____, Page _____

Register of Deeds

By: _____
 Deputy/ Assistant

This survey was performed without the benefit of a current Title Report, and as such, this survey is subject to all easements, agreements, and rights-of-way of record prior to the date of this plat.

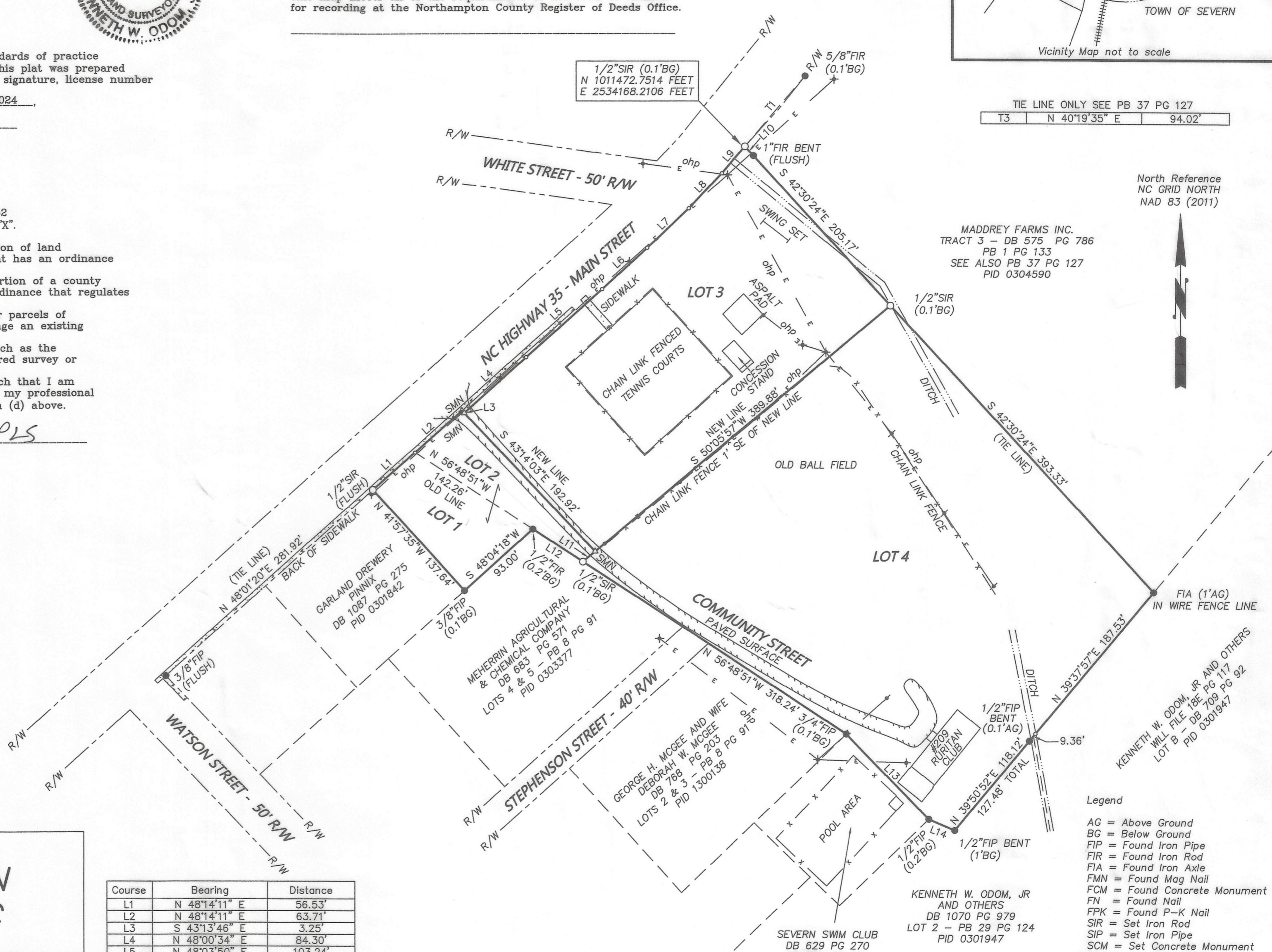
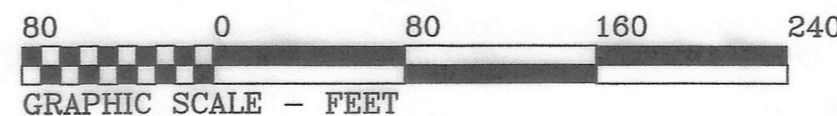
Exemption Plat Showing Property of SEVERN-PENDLETON RURITAN CLUB, INC

Located in the Town of Severn

Township: Kirby County: Northampton NC
 Date: July 16, 2024 Scale: 1" = 80'
 Coord: SVRNRRC.crd Drawing: SevernRuritan2024.dwg

Map By: Odom Land Surveying Company
 Kenneth W. Odom Jr. PLS - 3652 (252-537-4566)
 C - 1829 130 Mina Street Roanoke Rapids, NC 27870

Course	Bearing	Distance
L1	N 48°14'11" E	56.53'
L2	N 48°14'11" E	63.71'
L3	S 43°13'46" E	3.25'
L4	N 48°00'34" E	84.30'
L5	N 48°03'50" E	103.24'
L6	N 47°29'25" E	61.85'
L7	N 46°23'46" E	58.26'
L8	N 43°20'42" E	48.79'
L9	N 40°26'53" E	36.02'
L10	S 41°59'11" E	12.74'
L11	S 50°05'57" W	16.16'
L12	N 56°48'51" W	60.27'
L13	N 44°01'21" W	120.08'
L14	N 66°43'44" W	28.50'



TIE LINE ONLY SEE PB 37 PG 127
 T3 N 40°19'35" E 94.02'

North Reference
 NC GRID NORTH
 NAD 83 (2011)

MADDREY FARMS INC.
 TRACT 3 - DB 575 PG 786
 PB 1 PG 133
 SEE ALSO PB 37 PG 127
 PID 0304590

- Legend
- AG = Above Ground
 - BG = Below Ground
 - FIP = Found Iron Pipe
 - FIR = Found Iron Rod
 - FIA = Found Iron Axle
 - FMN = Found Mag Nail
 - FCM = Found Concrete Monument
 - FN = Found Nail
 - FPK = Found P-K Nail
 - SIR = Set Iron Rod
 - SIP = Set Iron Pipe
 - SCM = Set Concrete Monument
 - SSS = Set Steel Spike
 - SMN = Set Mag Nail
 - o = Computed Point
 - R/W = Right of Way
 - ohp = overhead power lines
 - mbs = minimum building setback
 - ⊠ = telephone pedestal
 - ⊕ = power pole
 - ⊙ = well