

REQUEST FOR QUALIFICATIONS

FOR

PROFESSIONAL SERVICES FOR THE
PHOENIX COMMUNITY PARK DESIGN



CITY OF HAVELOCK, NORTH CAROLINA

April 14, 2025

REQUEST FOR QUALIFICATIONS FOR

PROFESSIONAL SERVICES FOR THE PHOENIX COMMUNITY PARK DESIGN

Pursuant to North Carolina General Statute §143-64.31, the City of Havelock, North Carolina is releasing this Request for Qualifications (RFQ) seeking responses from qualified engineering and architectural firms to provide design and permitting services for a new community park on a designated brownfields site. Submitted proposals are to be in accordance with the attached specifications and may be submitted by mail, email, or hand delivered. This project is being funded by the United States Department of Housing and Urban Development's FY23 Economic Development Initiative Community Project Funding grant and a USEPA Brownfields Cleanup grant. This project must comply with all federal terms outlined in the grant agreements and all applicable state and local policies.

Cover sheets, envelopes, etc. should be clearly marked with the following:

**“City of Havelock, Request for Qualifications:
Phoenix Community Park Design”**

Consulting firms submitting proposals shall be in good standing and licensed with the North Carolina Board of Examiners for Engineers & Surveyors, the North Carolina Board of Landscape Architects, and/or any other regulatory boards as applicable. Additionally, firms shall be experienced in all aspects of community park design, site planning, environmental permitting, stormwater management, ADA compliance, cost estimation, and construction administration to ensure a well-engineered, regulatory-compliant, and efficiently executed recreational park project.

DEFINITIONS

As used in the RFQ, the following terms shall have the meanings set forth below:

<i>City:</i>	The City of Havelock, North Carolina.
<i>Contract or Agreement:</i>	The contract(s) executed by the City and Consultant for the services covered by the RFQ.
<i>Evaluation Committee:</i>	The team of City staff that will make a recommendation for Contract award to the Board of Commissioners.
<i>RFQ:</i>	This Request for Qualifications for professional services.
<i>RPR:</i>	The Resident Project Representative.
<i>Services:</i>	The services described in this RFQ (Outline of Work Required).
<i>Service Provider:</i>	Each firm that submits a Qualifications Package for consideration by the City of Havelock in compliance with the requirements stated in the RFQ.
<i>SOQ:</i>	The Statement of Qualifications will be the Service Provider's official response to this RFQ.

PROJECT BACKGROUND

The City of Havelock intends to sign a contract with a professional engineering and architectural firm(s) to provide park design and permitting services for the redevelopment of a 35-acre site, located along Pine Grove Road behind 860 Highway 70 West in Havelock, North Carolina. The site previously operated as a permitted materials recycling facility and construction/demolition/hurricane debris landfill from the mid-1990s until 2002. Numerous environmental assessments have been completed at the site and in 2015, the city entered the site into a Brownfields Agreement with the North Carolina Department of Environmental Quality, Brownfields Redevelopment Section. In 2019, approximately 10 acres of the site were cleaned up (report attached). As part of this project, additional cleanup of the site will be conducted using HUD funds and funds from an EPA Brownfields Cleanup grant. The selected firm must demonstrate the ability to collaborate with the City's environmental consulting team throughout the project to address site constraints, integrate environmental considerations, and ensure compliance with applicable requirements of the City's HUD grant, EPA Cleanup grant, and the Brownfields Agreement between the City and the North Carolina Brownfields Redevelopment Section.

PROJECT DESCRIPTION

The City of Havelock is seeking the most beneficial and economical alignment, that provides recreation opportunities while incorporating sustainable design principles. It is anticipated that the park design would include, but not necessarily limited to, walking trails, restroom facilities, open space, and connectivity to local neighborhoods and adjacent Tucker Creek Middle School. Firms responding to this RFQ shall provide documentation of their experience, expertise, and knowledge in park and recreational project design and delivering construction-ready design plans. The resulting contract will be developed as a collaborative effort between the City and the selected Professional Engineering and Architectural firm(s).

The City will hold a pre-submittal site visit for all interested firms responding to this Request for Qualifications. Attendance is not mandatory, but is strongly encouraged.

Pre-Submittal Site Visit Details:

Date: April 23, 2025

Time: 10:00 AM (EST)

Location: Pine Grove Road behind 860 Highway 70 West
Havelock, North Carolina

Attendees will have the opportunity to assess existing site conditions and participate in a guided walk-through of the project area. Any inquiries must be submitted in writing following the visit.

SCOPE OF CONSULTANT AND ENGINEERING SERVICES

The Scope of Consultant's Services, as currently envisioned by the City, may include, but not be limited to, the following potential areas of work. Consultants are requested to highlight their expertise and experience in these and related areas pertaining to park and recreation design projects. Professional services to be provided by the selected firm(s) may generally be as follows:

1. Conduct a site analysis and necessary assessments to evaluate topography, vegetation, drainage, and existing infrastructure. Identify opportunities for integration with surrounding neighborhoods and adjacent land uses.
2. Organize and facilitate public meetings to gather community input.
3. Develop conceptual and final design plans for park amenities such as trails, playgrounds, sports fields, open green spaces, pavilions, restrooms, and picnic areas.
4. Provide detailed engineering plans for grading, utilities, drainage, and site improvements.
5. Incorporate principals of universal accessibility (ADA compliance).
6. Design sustainable infrastructure including stormwater management systems and native landscaping.
7. Prepare, submit and obtain the necessary permit applications for site development and approvals ensuring compliance with all local, state, and federal regulations governing the project's development.

8. Develop an engineer's cost estimate for the project.
9. Develop project plans and specifications, all bid documents, and all contract documents.
10. Conduct the construction bidding process to include participation in the pre-bid conference, replying to requests for information, preparing advertisements for bid solicitations, attending bid opening, preparing a certified bid tabulation, preparing a formal recommendation for award, and issuing a notice to proceed, when applicable.
11. Provide construction management including but not limited to construction inspections, shop drawing review, testing, pay records, certifications, and as-built plans.
12. Provide necessary documentation needed for compliance with DEQ, EPA, HUD, EDI, and other local, state, and federal agencies,

The City understands this RFQ may not fully describe the requested work. The preceding list provides some areas of professional services for projects that have been performed or discussed in the past or planned for the future. This is not an all-inclusive list. The city retains the right to modify the scope of the project as mutually agreed upon by the selected consultant and the City. The City may also start, stop, or cease any project at any time based on needs of the city or current situational economic conditions.

PERIOD AND TERMS OF CONTRACTUAL AGREEMENT

The City is interested in obtaining the professional services of one or more firms for the design and permitting of recreational community park. The scope and time frame for the surveying, preparation, engineering and design of the construction documents development, should be such that the project can be constructed within the timeframe of the HUD CPF grant. A proposed schedule should be included.

All SOQs shall become the property of the City of Havelock once submitted for consideration and will only be returned to the submitting firm at the City's option and discretion. Any restrictions on the use of the information and data contained, or any proprietary information submitted, within the qualification submittal must be clearly stated in the submittal itself. Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility. The City of Havelock reserves the right to refuse any or all packages received.

SUBMITTAL REQUIREMENTS

If the SOQ is submitted by mail or hand delivered submit one unbound copy, one bound copies, and one electronic copy of the written proposal on a flash drive with a second sealed envelope titled unit-rate fee schedule. If submitting SOQ by email include, a separate file attachment titled unit-rate fee schedule. SOQs will be accepted until **2:00PM EST on Wednesday, May 14, 2025**.

Submit Proposals to:

Kimberly Walters
Finance Director
City of Havelock
P.O. Drawer 368
1 Governmental Avenue
Havelock, NC 28532
Bids@havelocknc.us

Each firm is solely responsible for the timely delivery of its SOQ. The City will not consider SOQs received after the required date and time. All questions regarding this project should be directed to jsingle@maaonline.com and ensure that bids@havelocknc.us is copied on all correspondence. In an effort to keep the selection process objective, do not contact any City of Havelock Staff or elected official. Questions must be received by **2:00 PM EST, Wednesday, April 30, 2025**. If questions are received, the City will respond no later than **2:00 PM EST, Wednesday, May 7, 2025**.

SOQ Organization: To facilitate the City's objective review of the SOQs from different Consultants, the Consultants are requested to organize the main document using a standardized format. Each SOQ should contain the following numbered and labeled sections:

- I. A Cover Letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services.
- II. Table of Contents: Include page numbers.
- III. Executive Summary: This should address the highlights of the SOQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of the City. Please limit the Executive Summary to one page.
- IV. Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided by the consultant or consultant team in response to this RFQ. Also include information on any proposed sub-consultants. Please list similar projects completed by the firm for reference and experience working on projects with state and federal funding. Please note which team members were involved in reference projects. Also highlight any projects performed for the City of Havelock during the past 10 years and your familiarity with the project area.
- V. Project Approach: This should include a proposed project schedule indicating project milestones (including, but not limited to, the initial meeting/project kickoff, periodic progress meetings, and project completion) and detailed approach to complete the project, familiarity with the project, identification of unique issues related to the project, additional potential funding grants or financial assistance sources, and the process for communication with, and input from, stakeholders.
- VI. Project Team & Project Management: Please identify the proposed project team (including any subconsultants) and key personnel for the successful completion of projects in partnership with the City. Please include brief resumes of the project team members. Also, please identify the project manager(s) and any other team leaders proposed. Briefly describe how projects will be successfully managed. It is expected that the team members proposed in the SOQ will be the ones that will actually work on the project for the City. Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract, and verify that proposed staff will be prepared for timely completion of the project. Also describe your quality control methods. Provide a listing of hourly rates by position classification. A unit-rate fee schedule which provides a list of hourly rates by position classification should be provided separately from the main qualifications package either in a separate sealed envelope or as a separate, clearly labeled attachment if submitted electronically.
- VII. Reference Projects: Please provide the name, telephone number, and address of at least three (3) references in organizations for whom your firm provided professional services within the last five (5) years on projects similar to this RFQ and whom the City of Havelock may contact regarding your firm's performance on their projects. For each project include the project name, location, and a detailed project description of the Project Team's services for the project.

If the Consultant wishes to submit additional information in support of, or to strengthen, the SOQ, please include in a separate appendix. **SOQs must be limited to no more than 15 pages, excluding the cover page, cover letter, table of contents, résumés, and section dividers.** Minimum font size should be Times New Roman 11 point for narrative sections, but may be reduced for captions, footnotes, etc. as required while still maintaining legibility. A page is one side of an 8.5" x 11" piece of paper.

SELECTION OF CONSULTANT

This RFQ does not commit the City to enter into an agreement, to pay any costs incurred in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project. The City will require the selected consultant(s), if any, to participate in negotiations of the fees for the project and to submit such scope, technical and/or other revisions to the proposals as may result from negotiations. The City reserves the right to perform all or some of the services described in this document with its own workforce. The City also reserves the right to issue future RFQs and solicit responses from firms not selected as part of this process.

Statements of Qualifications and Proposals are traditionally evaluated and ranked based upon objective Qualifications-Based criteria. The City reserves the right to request an interview with any potential Consultant during the selection process. If the City determines the need to interview potential Consultants, the potential Consultants will be notified as early as possible in the proposal review process. Evaluation criteria, in the order of significance, are as follows:

Category	Points
Thoroughness of response to the City's RFQ.	0 - 20
Proposed team members' experience on similar projects.	0 - 20
Qualifications, certifications, abilities, availability, and geographic location of key individuals identified in the SOQ package on similar projects. Key staff located with a reasonable proximity of the City of Havelock is preferable. Availability of key team members and current work load.	0 - 25
Consultant's performance on previous projects, including comments from References provided by the Consultant. Quality and timeliness of past similar projects.	0 - 20
Familiarity with the requirements of the Department of Housing and Urban Development, Economic Development Initiative – Community Project Funding Grant.	0 - 5
Track record in delivering quality professional services in a timely manner on past projects, including any conducted for the City of Havelock in the past 10 years. Familiarity with the standards and requirements of the City of Havelock, Craven County, USACE, and the NCGS for construction plans, specifications, and letting.	0 - 10
Maximum Score	100

RFQ CONTACT

Inquires regarding this RFQ process should be directed to Kimberly Walters, Finance Director for the City of Havelock. Prospective firms may make inquiries to obtain clarification of the requirements contained within the RFQ. All inquiries shall be submitted in writing via email to the following address: jsingle@maaonline.com and please ensure that bids@havelocknc.us is copied on all correspondence. All inquiries must be received by 2:00PM EST on Wednesday, April 30, 2025.

SELECTION SCHEDULE

The following is the anticipated schedule for the Consultant Selection Process:

<u>Item</u>	<u>Date</u>
City of Havelock issues RFQ	April 14, 2025
Pre-Submittal Site Visit	April 23, 2025
Deadline for written questions	April 30, 2025
City Response to Questions	May 7, 2025

Completed SOQs due to the City
Of Havelock

Must be received by Finance
Director by
2:00PM EST on Wednesday, May 14, 2025

City review of SOQs and Selection of
Short List of Qualified Consultants, if
Applicable.

May 19 – May 30, 2025

Interviews with potential Qualified
Consultants, if needed

June 2 – June 6, 2025

City selects Most Qualified Consultant

On or Before June 13, 2025

City goes before Board to have Contract
awarded

On June 23, 2025

Submittal of complete and signed
Contract documents by the selected
Consultant to the City

On or Before July 11, 2025

The City of Havelock appreciates your interest in providing professional services.

Sincerely,

Christopher W. McGee, MPA, PE
City Manager

Attachment(s):

- Report of Cleanup Activities, NC Brownfields Program Project No. 17061-13-025
- Recorded Notice of Brownfields Property & Brownfields Agreement
- HUD Award Agreement