



**REQUEST FOR QUALIFICATIONS
FOR
ENGINEERING, LANDSCAPE ARCHITECTURE,
AND RELATED PROFESSIONAL SERVICES
FOR
MORSE PARK IMPROVEMENTS**

TOWN OF LAKE LURE, NORTH CAROLINA

Issue Date: **Saturday, April 27, 2024**
Due Date: **Friday, June 7, 2024**
Time: **5:00 P.M.**

Receipt Location

Mailing Address:

Town of Lake Lure
Attention: Olivia Stewman, Town Manager
P.O. Box 255
Lake Lure, NC 28746

Physical Address:

Town of Lake Lure
Attention: Olivia Stewman, Town Manager
2948 Memorial Highway
Lake Lure, NC 28746

E-mail: ostewman@townoflakelure.com
Phone: 828-625-9983 ext. 101



Purpose of RFQ

The Town of Lake Lure, 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 professional services. The project to be designed is called Morse Park Improvements located at 2948 Memorial Highway in Lake Lure, North Carolina.

Scope of Work

The Morse Park Improvements will add amenities to the existing park at this location, including an extension of the nature trail with connector paths and sidewalks, a new park bathroom, and additional parking.-In order to illustrate the proposed layout of the requested improvements the [Morse Park Site Plan](#) is attached to this RFQ. In addition, the executed NCDEQ Water Resources Grant Agreement is attached to show the grant terms and conditions that the project team will need to comply with throughout the project. Also, the Project Costs Sheet from the NC Water Resources Grant Application has been included to illustrate the proposed project budget.

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

Submittal Requirements

Interested firms should submit the following items in packet form to the Town for consideration:

- 1. Firm Experience and Qualifications:**
 - a. Describe the Firm's qualifications as it pertains 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 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, outlining the specific role each will perform. Include 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 ensuring that adequate personnel and other resources are made available for the project. Note those who will be 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) contracts, 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, the number of 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 of contact.
- 4. Project Understanding and Approach:**
- a. Provide a description of your understanding of the scope of work and how your firm 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.

Selection Process

The Town will review the submittals from each firm using a qualifications-based selection (QBS) process. In accordance with North Carolina General Statutes, it is the intent of the Town "to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage. The intent is to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm."

The following criteria and weighting will be used for evaluation purposes:

- Technical Approach (20%)
- Work Experience (30%)

- Firm and Staff Qualifications (20%)
- Past Performance (30%)

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. Following selection, 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.

Additional Instructions, Notifications and Information

No Gratuities – Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of the Town for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through this solicitation, will be grounds for exclusion from the selection process.

All Information True – By submitting a response, Respondents represent and warrant to the Town that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the Town for consideration in the selection process may be excluded.

Interviews – Interviews may or may not be required at the discretion of the Town.

Inquiries – Do not contact elected officials, appointed officials, or Town staff to make inquiries about the progress of the selection process. Respondents will be contacted when it is appropriate to do so. Process inquiries may be directed to Town Manager Olivia Stewman via e-mail at ostewman@townoflakelure.com or via phone at 828-625-9983.

Cost of Responses – The Town will not be responsible for the costs incurred by anyone in the submittal of responses.

Contract Negotiations – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the Town, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

Contract Form – The contract form for this project will be the Town of Lake Lure Standard Agreement (attached hereto). The Town may consider the EJCDC E-500 Standard Form Agreement Between Owner & Engineer for Professional Services with modifications acceptable to the Town, in its sole discretion.

No Obligation – The Town reserves the right to: (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) require interviews or waive interviews of any kind; (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in the Town’s best interest; or (6) cancel or re-issue the entire RFQ.

Ownership of Work Products – Upon payment for the professional services rendered, the Town shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the selected Respondent pursuant to any contract under this RFQ (collectively, the “Intellectual Property”), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the Town’s name and shall be the sole and exclusive property of the Town, whether or not the work contemplated therein is performed. The Town will grant the Respondent a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the contract.

Insurance – The Respondent shall have the appropriate insurance coverage types and limits, including professional liability insurance, as may be approved by the Town in its sole discretion, and written by an insurer authorized to transact insurance in the State of North Carolina. The Town shall be listed as Certificate Holder and, where required by the Town, as additional named insured.

Submittal Instructions

The Town will receive sealed responses to this RFQ at the address set forth below until 5:00 p.m. on June 7, 2024. Responses should be labeled “Morse Park Improvements – NC Water Resources Grant” on the front of the envelope. Responses should also be provided on a thumb drive within the envelope. Responses must be directed to the following point of contact:

Mailing Address:

Town of Lake Lure
Attn: Olivia Stewman, Town Manager

P.O. Box 255
Lake Lure, NC 28476

Physical Address:

Town of Lake Lure
Attn: Olivia Stewman, Town
Manager
2948 Memorial Highway
Lake Lure, NC 28467

All questions or requests for clarification should be directed only to the Town Manager, Olivia Stewman, via phone (828-625-9983 ext. 101), e-mail (ostewman@townoflakelure.com), or regular mail (P.O. Box 255, Lake Lure, NC 28746). Questions must be submitted by 5:00 p.m. on May 22, 2024. Responses to questions may result in the issuance of addenda to the RFQ, and any addenda will be posted no later than 2 weeks ahead of due date at www.townoflakelure.com. It is the responsibility of all Respondents to check the website for addenda prior to submission. No questions will be answered after the date specified.

The Request for Qualifications document is available on the Town's website at www.townoflakelure.com/bids.

Attachments:

- Morse Park – Site Plan
- Morse Park – NC Water Resources Grant Agreement
- Morse Park Improvements – Project Costs
- Town of Lake Lure Standard Agreement