

**REQUESTS FOR QUALIFICATIONS (RFQ)
PROFESSIONAL DESIGN AND CONSULTING SERVICES
Development of Block Q
Block Q, Holden Beach NC**

I. PURPOSE

The Town of Holden Beach is requesting the submission of a Statement of Qualifications (SOQ) from professional design and consulting firms to provide comprehensive engineering and architectural services for the development of recently acquired properties (aka Block Q) bounded by Jordan Boulevard, South Shore Drive, Quinton Street and Brunswick Avenue East at Holden Beach, NC.

II. PROJECT DESCRIPTION

The Block Q Project is intended to include, produce and provide:

- Development of a site-specific plan containing at a minimum the following design elements:
 - Parking for boats & trailers, automobiles and low speed vehicles, pedestrian and beach access, public restrooms and landscaping
 - Additional recommended elements not listed above that may become evidenced via public engagement and Board of Commissioner feedback
- Traffic impact and flow analysis
- Conceptual rendering of design elements to include dimensional configurations and proposed materials
- Provision of comprehensive elemental costs estimates, identification of required permits including but not limited to building construction, stormwater and CAMA
- Considerations of but not limited to the Town's Land Use Plan, Parks and Recreation Master Plan, Capital Improvement Plan, National Flood Insurance Program, applicable Town ordinances and pending action by the Board of Commissioners to consider closing that portion of Carolina Avenue between Quinton Street and Jordan Boulevard.

- Identification of potential grant funding opportunities
- Time/effort and recommended elemental phasing for design elements.
- Elemental planning and design services, construction management

III. SCOPE OF SERVICES

The Town is seeking to contract with one firm with multi-faceted experience working with Parks and Recreation projects, but may also consider a team of qualified firms, which could include subconsultants. Such experience may include, but is not necessarily limited to, the following:

- Landscape Architectural Design
- Survey
- Environmental Services and Permits – Including CAMA Permitting
- Civil Engineering
- Architectural and/or Structural Engineering
- Cost Estimating
- Grant Funding Administration
- Construction Management and Administration

IV. SELECTION PROCESS/SUBMITTAL REQUIREMENTS

Pursuant to North Carolina General Statute 143-64.31, the Town of Holden Beach utilizes a qualifications-based selection process without consideration of fees during the initial phase in selecting firms for professional design services.

Interested firms should submit electronically as a PDF document their qualifications package by no later than **2:00 p.m. on August 5, 2022**, to: Heather Finnell, Town Clerk; heather@hbtownhall.com.

Paper copies are not required. If a hard copy is submitted, four (4) copies shall be delivered to the Holden Beach Town Hall located at 110 Rothschild Street, Holden Beach NC 28462 prior to the submission deadline.

Whether digital or hard copy, the subject line should contain the **firm's name** and **"Statement of Qualifications for Professional Design and Consulting Services – Block Q"**

All interested firms that have questions must direct them to the Town Clerk Heather Finnell via email no later than August 1, 2022. Any addendums will be released with answers to submitted questions with posting on the Town's website at <https://www.hbtownhall.com>.

V. SUBMISSION REQUIREMENTS

The selection of a firm will be based on the overall qualifications as presented in the detailed SOQ. The presence or absence of one or more of the items listed below, except for those items required by law, shall not be completely disqualifying but shall be taken into consideration when evaluating each firm. Qualification statements should address the following:

1. Firm name and office location responsible
2. Key Project Team member qualifications, including sub-consultants
3. Relevant experience in design, permitting and construction administration of parks and recreational facilities and any other publicly funded governmental projects in North Carolina
4. Brief overview and history of the firm
5. Project and client references for related work. Be sure to include similar work performed in the past five years with client contact information.
6. Please keep all submitted SOQs to a maximum of 30 pages

VI. SELECTION CRITERIA

The considerations below will be utilized for selection of the firm. Selection will be made by the Holden Beach Board of Commissioners.

1. **Professional Expertise:** The firm's recent experience, knowledge, and familiarity in conducting similar projects.
2. **Management & Technical Expertise:** The experience of the proposed Project Team in completing projects of this nature efficiently, and through administration of relevant grant funding.

3. Local Knowledge & Permitting Experience: Strong consideration will be given to team demonstrating knowledge of the local permitting processes and requirements. Recent experience in submitting similar projects in coastal NC areas will be relevant.

4. Past Performance: Relevant project references shall be provided. The firm's ethical and professional standing and satisfactory performance under previous contracts, along with positive client relationships, will be considered. The Town will review other factors directly applicable to the firm's qualifications as provided for this project.

VII. CONDITIONS AND RESERVATIONS

The Town reserves the right to request substitution of any subconsultants. The Town also reserves the right to reject any or all responses to this RFQ, to waive technicalities, to advertise for a new RFQ response, or to accept any RFQ response deemed to be in the best interest of the Town. The selected firm/consultant(s) and all subconsultants may be required to submit an affidavit certifying compliance with the terms of the State of North Carolina's E-verify statute (NCGS 64-26).

A response to this RFQ is not to be construed as a contract, nor does it indicate commitment of any kind. The RFQ does not commit the Town to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract.

It is an absolute requirement of the Town that the project work site and work force be drug free and that associated individuals, including subcontractors, working on the project be free of prior or pending felony convictions. The qualifications statement should include a commitment to this requirement and an indication of the plan of the firm to ensure compliance with this requirement.

VIII. DELIVERABLES SCHEDULE

It is imperative that the deliverables identified in the project description be fulfilled within a 90-day period after selection and execution of a contract with the Consultant.

IX. CONTRACTING

Any contract developed for this work shall be enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting

shall be settled by action initiated in the appropriate division of the General Court of Justice in Brunswick County, North Carolina.

X. EQUAL EMPLOYMENT OPPORTUNITY

The local government of the Town of Holden Beach does not discriminate administering any of its programs and activities. The Consultant(s) awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.