



Town of Laurel Park
 441 White Pine Drive
 Laurel Park, NC 28739

Phone: (828) 693-4840
 Email: townmanager@laurelpark.org

REQUEST FOR QUALIFICATIONS

“HURRICANE HELENE PROFESSIONAL LANDSCAPE ARCHITECTURE SERVICES”

<p>Sealed solicitations shall be received <u>no later than:</u></p> <p style="text-align: center;">3:00 PM EST, March 3rd, 2025</p> <p>Mark envelope: “RFQ: Helene LArch Services”</p>	<p style="text-align: center;">RETURN SEALED PROPOSAL:</p> <p style="text-align: center;">Town of Laurel Park Attn: Town Manager 441 White Pine Drive Laurel Park, NC 28739</p>
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Step	Date	Time
RFQ posted	February 18th, 2025	n/a
Deadline for Questions	February 25th, 2025	3:00 pm
Addendum Issued	February 28 th , 2025	5:00 pm
Proposals Due	March 3rd, 2025	3:00 pm
Anticipated Award	March 5 th , 2025	9:00 am

1. General Instructions

The RFQ consists of the base RFQ document, any attachments, and any addenda released before contract award. All attachments and addenda released for this RFQ in advance of any contract award are incorporated herein by reference.

Six (6) copies of the RFQ proposal should be provided in the packet submitted. It is the sole responsibility of respondent to have packet at designated location prior to the deadline date and time. Each response must be sealed in an opaque envelope which has been clearly marked “**RFQ: Helene Landscape Architecture Services**”. Responses received after **March 3rd, 2025, 3:00 PM** will not be considered for the award of the contract and shall be considered void and unacceptable. All late packets will be returned to the respondent unopened when properly marked.

Proposals may be submitted either by UPS, FedEx, USPS (with tracking); courier service, or may be delivered by hand to Town Hall (see address on first page). Proposals shall not be more than 20 pages total including the cover page.

All questions concerning the solicitation should be directed to Town Manager, Cara Reeves, at: townmanager@laurelpark.org.

2. Project Scope

The Town of Laurel Park is seeking qualified firms to provide comprehensive professional landscape architecture services to support the Town's disaster recovery and to minimize impacts from future disasters. Services shall include recovery from damage resulting from DR-4827-NC, declared September 28th, 2024. Specifically, the firm will assess the damage as well as the repairs needed to the town's parks, Rhododendron Lake Park and Laurel Green Park. The firm will provide design services as needed, and will also assist with the solicitation and selection of the construction contractors and provide construction management services.

The ideal firm shall include North Carolina registered landscape architects and shall possess demonstrated experience in disaster recovery programs with knowledge and expertise in the operation of FEMA Public Assistance Program and Hazard Mitigation Grant Program to ensure full compliance with all federal, state and local laws.

3. Additional Responsibilities and Deliverables

The project scope will also include the following activities:

- Ensure that all eligible damages have been identified, qualified and presented to all stakeholders, including applicable federal, state and regulatory agencies.
- Review damage descriptions, project worksheets and documentation required for FEMA PA project worksheets and subsequent HMGP applications.
- Perform cost estimation, scope of work development and project formulation.
- Assist in ensuring compliance with eligibility, cost reasonableness, financial management, and procurement, including bid and award support, contract management, construction oversight, project closeout, grant closeout and audit support.
- Assist in ensuring compliance with all applicable federal, state and local regulations, including but not limited to FEMA Public Assistance and Uniform Guidance (2 CFR Part 200).
- Develop and implement strategies to maximize reimbursement and funding opportunities.
- Attend local meetings pertaining to disaster recovery.
- Timely responses to Requests for Information (RFI) from FEMA and NCEM.

4. Evaluation Criteria

The Town's selection committee shall conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFQ. The committee shall analyze each RFQ to determine the overall responsiveness and the respondent's ability to provide the services as detailed in this RFQ. The adequacy, depth and clarity of the response will influence its evaluation.

The committee may select all, some or none of the respondents for interviews. If the Town elects to conduct interviews, respondents may be reevaluated based upon the initial scoring criteria. Once a respondent has been chosen, the Town will negotiate and submit the agreement to the Town Council for approval.

The proposal shall be scored according to the criteria and corresponding points noted in this section.

EVALUATION CRITERIA	POINTS
Qualifications of Firm and Key Staff	35
Federal Disaster Recovery & Mitigation Experience	15
Proposed Approach and Methodology	35
References from Past Clients, Including Local Governments	15

5. Proposal Format

The respondent shall submit six copies of its response. Proposals shall not be more than 20 pages total including the cover page.

Title Page (1 page):

Document title, the name of firm, address, telephone number(s), name of contact person and date.

Tab 1: Letter of Interest (1 page):

This letter shall provide a statement of interest and understanding of the work, cite the individual who will be the primary point-of-contact for matters relating to the submittal (include contact information) and **shall be signed by an individual with authority to commit the firm to the project**. The letter shall include a narrative description of the strengths associated with the lead firm and consultants.

Tab 2: Table of Contents (1 page):

Clearly identify the materials by Sections and Page Number

Tab 3: Qualifications of Firm and Key Staff (35 Points):

3.1: Qualifications of Firm

Provide a summary of the firm's history, capabilities, and areas of expertise, particularly in road and drainage infrastructure and slope stabilization, as well as in working with FEMA and NCEM on disaster recovery and hazard mitigation. This summary should include:

- Company Profile: Background information, size, structure, and key areas of expertise.
- Capabilities Statement: Detailed description of the firm's services, capabilities, and unique strengths in park, trail, water feature, and stormwater control measure design, as well as experience with streambank restoration, as well as in working with FEMA and NCEM on disaster recovery and hazard mitigation.
- Include verification that your firm, as well as principals, are not debarred on either the NC Debarred Vendors or through the federal System for Award Management (www.SAM.gov). Enclose a printout of the SAM.gov entity record for the firm.
- Provide information about the Respondent's insurance coverage.

3.2: Qualifications of Key Staff

- Provide brief resumes of key personnel who will be involved in the project, emphasizing experience and specific roles in projects focused on park, trail, water feature, and stormwater control measure design, as well as experience with streambank restoration, and with FEMA and NCEM.

- Include license information and other certifications relevant to disaster recovery and project management, as well as any FEMA courses completed.
- Include at least three brief project case studies for each key staff member detailing the role, responsibilities, and contributions to successful project outcomes.
- Explain the role each key staff member will provide for this project.
- Identify the hourly billed rates for each of these staff members.

Tab 4: Federal Disaster Recovery & Mitigation Experience (15 Points)

Provide detailed project summaries of completed projects related to disaster recovery and hazard mitigation, especially with FEMA and NCEM.

- Project overview with the client and project names, location, description, start and end dates;
- Scope of work with detailed description of the work performed;
- Budget including amount of FEMA, NCEM or other disaster recovery and mitigation funding secured;
- Outcomes: results achieved, including completion status and impact;
- Challenges and solutions: specific problems encountered and how they were addressed.

Tab 5: Project Approach and Methodology (35 Points)

Provide a comprehensive plan outlining the proposed approach to managing the project.

- Explain overall approach to the project, including key methodologies and strategies.
- Include a proposed timeline, showing project phases, tasks and expected milestones.

Tab 6: References from Past Projects, Including Local Governments (15 Points)

Provide at least three references, including where the proposer acted as a consultant to local governments.

- Contact information: Name, position, location, phone number and email address.
- Project Information: Type, scope, duration and project dates.

6. Conditions and Limitations

Award

The Town of Laurel Park reserves the right to award to the most responsible and responsive firm or firms in the best interest of the Town. If the awarded respondent is unable to meet the requirements of the Town, services/products may be purchased from the next best available respondent until a respondent is found that can complete the requirements of the Town of Laurel Park.

Preparation of RFQ

If the RFQ is submitted by a partnership or corporation, the name and address of the partnership or corporation must be shown, together with the name and address of the partners or corporate officers. RFQ submitted by a partnership must be signed by one of the partners. RFQ submitted by a corporation must be signed by one of the corporate officials having, under the corporate structure, the power to act in this Town and the corporate seal must be affixed onto the RFQ; and proposals submitted by a sole proprietorship must be signed by the proprietor. The Town of Laurel Park accepts no responsibility for any expense incurred by the respondent in the preparation of a submission. Such expenses shall be borne exclusively by the respondent.

Written Modification

Any respondent may modify their RFQ by letter or other written communication at any time prior to the scheduled closing time for receipt of RFQ, provided such written communication is received by the Town prior to closing time, and further, provided the Town is satisfied that the written modification bears the signature of the respondent. The written communication should provide the addition or subtraction or other modification so that the final terms will not be known by the Town until the sealed RFQ is opened. It is the responsibility of respondent to ensure modification was received by the Town. No permission shall be granted to any respondent for any reason including an unforeseen delay beyond the date and time denoted.

Qualification of Respondents

All respondents must not be barred from doing business in the State of North Carolina per the federal SAM.gov and/or by the State of North Carolina Department of Administration Debarred Vendors list. Before award of any contract can be approved, however, the Town shall be satisfied that the respondent involved: (1) maintains a permanent place of business, (2) has adequate personnel, knowledge, credentials, experience and equipment to do the work properly and expeditiously, (3) has a suitable financial status to meet obligations incident to the work, (4) has relevant technical experience, and (5) can submit a satisfactory performance record. The Town of Laurel Park has the final and sole decision to determine qualifications.

Business Inclusion

The Town of Laurel Park encourages minority and/or women-owned firms to submit proposals on this project. The Town is an Equal Opportunity Employer, and encourages others to provide equal employment opportunities. The Town does not discriminate on the basis of handicap status.

Special Terms & Conditions

It is understood that the Town of Laurel Park, North Carolina reserves the right to reject any or all products, services and/or qualification for any or all products and/or services covered in this RFQ and to waive informalities or defects in a RFQ or to accept such qualifications as it shall deem to be in the best interests of the Town of Laurel Park. If less than three SOQs are received, the Town of Laurel Park reserves the right to extend the opening date as it deems to be in the best interest of the Town. Each elected responder will receive an engagement letter per the awarded contract. The Town of Laurel Park has the sole, last and final authority to award a contract or contracts resulting from this RFQ.