

## Town of Princeville

### **MAYOR AND COUNCIL MEMBERS**

Bobbie Jones, Mayor  
Linda Joyner, Mayor ProTem  
JoeRoam Myrick, Commissioner  
Milton Bullock, Commissioner  
Pamela Ransome, Commissioner



### **OFFICE OF THE TOWN MANAGER**

Daniel B. Gerald, MPA,  
Town Manager  
Tabatha Powell, Town Clerk  
Gina Cain, Town Attorney

CHARTERED IN 1885

## **Town of Princeville Request for Proposals**

### **FEMA Project Management II**

### **Town of Princeville, North Carolina**

#### **A. Statement of Purpose:**

*The Town of Princeville, the oldest Town chartered by African Americans, is seeking Proposals from firms to manage, negotiate, and administer FEMA and NCDPS funding for the remediation of the damages suffered by of the Town of Princeville during Hurricane Mathew.*

#### **B. Background Information:**

*At the close of the Civil War, former slaves seeking protection and freedom left the plantations for Union troop encampments. Following the departure of Union soldiers, many of the now-freed slaves remained behind and settled in an area named Freedom Hill. Freedom Hill was incorporated in 1885 in Edgecombe County. The name was changed to Princeville in honor of Turner Prince, an African-American man who had been involved in building many of the community's homes.*

#### **C. Tasks to be Accomplished:**

# **The Town of Princeville, NC Request for Qualifications for Consulting and Engineering Services**

## **Introduction and Invitation**

The Town of Princeville received significant damage from Hurricane Mathew and flooding which occurred after the hurricane passed. Damage occurred to Town buildings, businesses, homes and other structures. In addition to structural and water damage to buildings; there is evidence that the hurricane and its resultant flooding caused damage to the Town streets, roads, Stormwater drainage system, and entities within the Town.

Due to the extensive damage, the Town anticipates funding from the Federal Emergency Management Agency (FEMA) and/or the North Carolina Department of Public Safety: Emergency Management (NCDPS). The Town anticipates contracting for services to assist the Town with various tasks. The Town is requesting Statement of Qualifications from consulting and engineering firms to perform tasks which may include but not be limited to: field investigations and summary reports, damage assessments, preparation of costs opinions, formulation of project scopes of work, project designs with plans and specification, bidding and award services, construction administration and resident observation of projects, and administrative assistance services related to funding by FEMA and NCDPS.

## **Statement of Qualifications – Requirements**

Each Statement of Qualifications shall be limited to 8 single spaced, single sided typed pages, exclusive of one page resumes and current rate sheet which should be attached at the end of the submittal. Only the first 8 pages will be considered. If more than 8 pages are submitted, the additional pages will not be considered. Statement of Qualifications may include the following: project understanding, approach to project, staffing of project, and references. The Town will follow FEMA and NCDPS's requirements, guidelines, and procedures in procuring these services. Please note that the Town encourages small and minority businesses, women's business enterprises, and labor surplus area firms to participate. Statement of Qualifications (1 hard and 1 digital) are due no later than 12 PM May 19<sup>th</sup>, 2017.

### **D. Contract Details**

- Period of Performance – The project will start immediately.
- Payment, Incentives, and Penalties – All payments will be at pre-negotiated times prior to the beginning of the Project.
- Contractual Terms and Conditions – Additional terms may be added during the negotiations of the contract between the Town and the selected firm.

#### E. How to Submit a Proposal

*Please submit the following no later than 12 noon June 9<sup>th</sup>, 2017 to Attention to Daniel B. Gerald, Town Manager, The Town of Princeville, 201 South Main Street, Princeville North Carolina. Or [dgerald@townpfprinceville.com](mailto:dgerald@townpfprinceville.com). Electronic versions welcome.*

- 1. Please provide a Qualifying Statement which will delineate how your firm will carry out the tasks described above.*
- 2. Names, phone numbers, and email addresses of individuals at three nonprofit organizations who have been your clients during the last eighteen months and whom we can contact as references.*

*We will hold interviews with finalists during June 2017. If you have questions, please email them to [dgerald@townpfprinceville.com](mailto:dgerald@townpfprinceville.com).*

Submit to:  
Mr. Daniel Gerald, Town Manager  
Town of Princeville  
3003 North Main Street  
Tarboro, NC 27886  
(252) 823-1057  
[dgerald@townofprinceville.com](mailto:dgerald@townofprinceville.com)