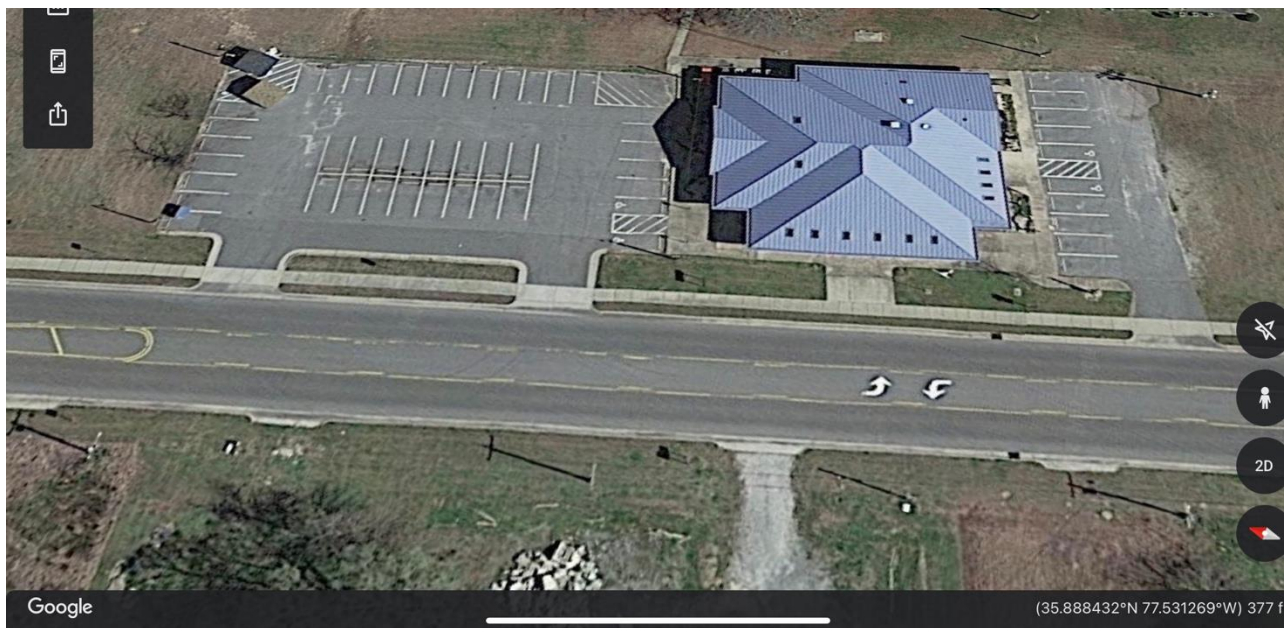


**REQUEST FOR QUALIFICATIONS
(RFQ)
TOWN of PRINCEVILLE
TOWN HALL PARKING LOT DESIGN**

Purpose: The Town of Princeville is seeking statements of qualifications from NC licensed and well qualified engineering firms to prepare plans and specifications for the rehabilitation and reconfiguration of the Town Hall parking lots.

Project Description:

The Town of Princeville Town Hall and parking lots were damaged by Hurricane Matthew in October 2016. The Town Hall offices are rehabilitated and all that remains is repair and reconfiguration of Town Hall parking lots. The design of the parking lots must be ADA compliant.



The Consultant's design team responsibilities include, but are not limited to:

- Topographic survey
- Civil Engineering
- Geotechnical engineering (if necessary)
- Development of improved parking lot design
- Assure proper drainage design
- Improved circulation and striping plan

- Curb cut grades and slope
- Landscaping recommendations to preserve sight lines
- Assisting the Town with procurement, bid analyses, and tabulation
- Construction administration for parking lot construction

Factors in Selection:

- Evaluation of the proposer’s approach to providing the required services and project schedule. 20%
- Relevant Experience – identification of at least three (3) projects similar in scope and budget within the last five (5) years. 30%
- Overall capability and experience of design team members. 25%
- Experience in the community/region. 20%
- Identification of disadvantaged business enterprises (DBE/HUB). 5%

Design Contract Conditions:

- The successful submittal and project team is expected to sign a Town of Princeville negotiated contract on a lump sum basis. Invoicing shall be monthly based upon satisfactorily completed work in that time period.

Format and Content of Proposals:

- Format - Submittals should be on 8 ½ x 11 sheets (fold-out sheets permitted) contained in one clipped or bound no greater than 1 ½” in thickness. Three (3) copies shall be submitted. One electronic copy (PDF) must be submitted. Proposals cannot be returned. Proposals not conforming to the required format shall be non-responsive.
- Content – Statements of qualifications shall contain the following:
 1. Project team approach illustrating member firms and responsibilities. If only one firm is involved, the approach shall identify individuals and their respective project duties.
 2. Information on each member firms, discussing that firm’s experience with the design project and the responsibilities.
 3. A brief description of key individual team members and their role.
- 4. A draft project schedule initiating from NTP and illustrated in project weeks.
- 5. A rate schedule of all personnel deemed necessary for project completion.

Questions:

Direct questions in writing or electronically to Mr. Rydedrick Porter,
rporter@townofprinceville.com

201 South Main St.
PO Box 1527
Princeville, NC 27886

Submittals Due: 20 May 2021 Close of Business

USPS:

Mr. Rydedrick Porter
Town of Princeville
201 South Main St.
PO Box 1527
Princeville, NC 27886
Attn: Town Hall Parking Lot Design RFQ

HAND DELIVERY or COURIER:

Mr. Rydedrick Porter
Town of Princeville
3003 N. Main St.
Tarboro, NC 27886
Attn: Town Hall Parking Lot Design RFQ

Method of Selection: Submittals will be reviewed and ranked by the selection committee that will make a recommendation for selection. Respondents may be asked to submit a formal proposal or invited for an interview, if deemed necessary. All respondents shall be advised upon final firm selection.

The Town of Princeville reserves the right to reject any and all submissions, to waive or otherwise modify requirements or informalities in submissions, and to negotiate changes in the scope of services required to complete the project.

The Town of Princeville will negotiate a contract with the most qualified firm based upon a mutually agreed upon scope of services. If an agreement cannot be reached the Town may negotiate with other well qualified firms. This RFQ issuance does not assure contract award. All submissions become the property of the Town of Princeville.