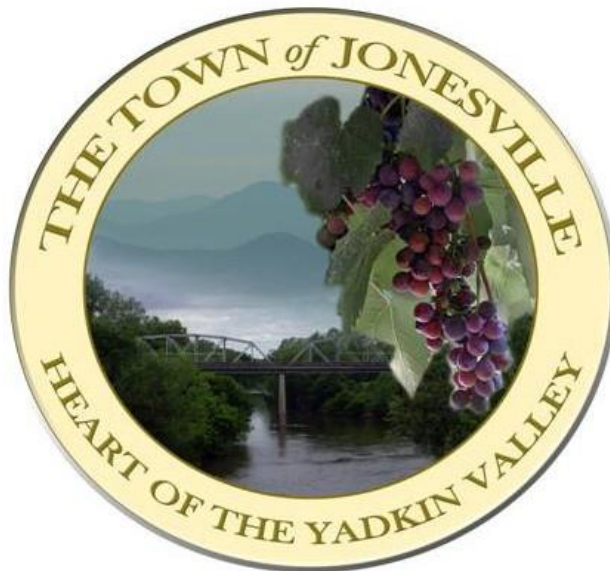


# TOWN OF JONESVILLE

## Request for Qualifications

Parks and Recreation Trust Fund Grant (PARTF)  
and  
Office of State Budget and Management (OSBM)

### Double Bluff Recreation Area Park Development



ISSUE DATE: January 4, 2024

DUE DATE: by 12:00 PM, ~~January 26, 2024~~ February 16, 2024

SUBMITTAL ADDRESS:

**Postal Address:** Michael W. Pardue, Town Manager

1503 NC Hwy 67, Jonesville NC 28642

**Street Address:** Michael W. Pardue, Town Manager

1503 NC Hwy 67, Jonesville NC 28642

# Request for Qualifications (RFQ) for Professional Engineering Services

The Town of Jonesville has received awards for a Parks and Recreation Trust Fund Grant (PARTF) Grant and a NC State Appropriation in the amounts of \$500,000 and \$3.4 million respectively, The Town of Jonesville proposes utilizing these funds to design and install park amenities as described in the Double Bluff Recreation Area (DBRA) Master Plan. The engineering firm selected for this project will be performing services for both the PARTF Grant and the North Carolina State Appropriation funding.

This project consists of design for: roads, bridges, trails, recreation space development, and other amenities as outlined in the Double Bluff Recreation Area Master Plan. A copy of the Master Plan can be found at <https://townofjonesvillenc.com/document-center/>.

## **Scope of Work:**

Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with North Carolina State Laws and Best Practices and any Federal guidelines as required.

1. Preparing the final design and construction bid package(s) in conformance with applicable regulations and requirements.
2. Preparing applications and obtaining necessary permits for project implementation with applicable regulations and requirements.
3. Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed.
4. Conducting the pre-construction conference.
5. Surveying, field staking, on-site supervising of construction work, and preparing inspection reports.
6. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body.
7. Providing reproducible plan drawings to the Town upon project completion.
8. Conducting final inspection and testing.
9. Submitting certified “as-built” drawings to appropriate authorities; and
10. Preparing an operation and maintenance manual (if applicable).

**Submission Requirements:**

RFQ submissions must include at least three copies of the following:

1. Individual or Firm Information: firm’s legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications.
2. Parks & Recreation Area Planning: The specialized experience and technical competence of the staff to be assigned to the project with respect to Parks & Recreation Area improvements or related work, description of firm’s prior experience, including any similar projects (in particular those funded by the State of North Carolina), size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm’s performance on related work. Include at least five references.
3. Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; description of firm’s current work activities, capability of carrying out all aspects of grant related related activities, and firm’s anticipated availability during the term of the project.
4. The proposed work plan and schedule for activities to be performed.
5. Documentation of compliance with state and federal debarment/eligibility requirements.
6. Any additional information that you believe should be provided.

**Qualification Evaluation Criteria:**

Submissions will be evaluated according to the following factors:

Individual Evaluation:

<b>Evaluation Factors</b>	<b>WEIGHT 1-10</b>	<b>X</b>	<b>RATING 1-5</b>	<b>=</b>	<b>TOTAL</b>
<i>Specialized Experience &amp; Competence related to Parks &amp; Recreation Planning</i>	10				
<i>Past record of performance of firm or individual(s) consultant with respect to Parks &amp; Recreation Planning</i>	10				
<i>Capability of carrying out all grant related activities</i>	10				
<i>Familiarity with the project area and DBRA Master Plan</i>	10				
<i>References</i>	3				
<i>Ability to address local needs.</i>	2				
<i>MWBE or Section 3 firm**</i>	1				

\*\* Being a MWBE or Section 3 firm does not guarantee a contract. The selected firm must meet all other qualifications.

Upon completion of the review, the Committee will make its recommendation to the Town Council for approval to negotiate a contract price.

**Contract Award:**

Once the most qualified firm is selected, a fee will be negotiated for engineering and inspection services. Contracts executed for engineering design/bid package and construction inspection services shall be contingent upon the approval of the Town Council, PARTF, and OSBM.

The above information should be submitted no later than ~~January 26~~February 16, 2024, by 12:00 pm, Jonesville Town Hall 1503 NC Hwy 67 Jonesville NC 28642. For more information, contact Town Clerk Wendy Thompson at (336) 835-3426.

The Town of Jonesville is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms, historically underutilized businesses and certified/registered Section 3 businesses and firms.

This information is available in Spanish or any other language upon request. Please contact Michael Pardue at (336) 836-3426 for accommodation for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Michael Pardue al (336) 835-3426 de alojamiento para esta solicitud.

Michael W. Pardue, Town Manager

