

**REQUEST FOR QUALIFICATIONS
SITE AND LANDSCAPE DESIGN SERVICES
CHARLES WALLACE PROPERTY**

A. PROJECT DESCRIPTION

The Town of Morehead City will begin its restoration of the Charles Wallace property with the development of a site and landscape plan that meets the needs of the building and its activities as a governmental and performance center as well as incorporate uses of local historic entities wishing to locate artifacts and works of art on the property. The design must reflect the history and traditional elements of the school.

To accomplish this, the Town of Morehead City is seeking to engage the services of a design firm. The successful candidate will identify and design infrastructure and landscaping needs. A cost estimate will also be provided for the final design. Design will also include, but not be limited to signage, crosswalks, parking, utilities and existing retained features, etc.

B. BACKGROUND

The property was acquired by the City in 2006 and will become the future governmental center for the City. This structure will also house a performance arts center. The property also includes a 50' x 100' lot at the corner of Bridges and N. 12th which will be included in the design. The building is a Neoclassical Revival style school that was built in 1929-1930. It occupies the 1100 block of Bridges St.

Improvements have occurred at the rear of the property consisting of the City's new Police Dept. Design services for the rear of the property will not be included in this request.

C. SCOPE OF SERVICES

The Town of Morehead City wishes to retain a qualified Design Firm for the design of Site and Landscape improvements on the City's Charles Wallace property located at 1106 Shepard St. These services will include Schematic and Design Development.

1. *Design Services – Schematic and Design Development.* The successful firm shall prepare plans and other representations necessary to portray all project activities. Design elements shall be in accordance with the NC Building Code, where applicable, and acceptable standard construction practices. The design shall comply with all applicable State, Federal and local rules and regulations. Services will include two presentations for Council and Public Input and necessary revisions.

D. PROJECT AREA

The design services are being requested to prepare a design for all phases of work related to site and landscaping work. The work will be located within the City's property as surveyed by James Phillips in April 2007, copy attached. Also included is a plan sheet depicting recent improvements on the rear of the property as well as the defined drainage basins for the property.

E. PROPOSAL CONTENTS

All respondents should submit a written Statement of Qualifications (SOQ) to include information about the respondent directly related to each of the Selection Criteria outlined in Paragraph G. The respondents' proposal shall not exceed fifteen pages and must include the following:

1. A portfolio of similar projects containing elements described within this RFQ;
2. Names and addresses of clients for whom the Respondent has performed similar services;

3. Biographical sketch and qualification of principal employee(s), including subs, who will be performing the services;
4. A confirmation of the understanding of the Scope of Services and capability to perform such services;
5. Proposed timetable for completion of the Scope of Services;
6. History of the consultant with regard to timely completion of projects; and
7. Name, address, and telephone number of the contact person.

F. SELECTION PROCESS

The Selection Committee will review and evaluate all Statement of Qualifications submitted by firms responding to the RFP. The proposals will be evaluated and ranked based on the Selection Criteria outlined in Paragraph G. The Selection Committee will interview top ranked firms as part of the evaluation process, as it deems necessary. At the conclusion of the evaluation process the firms will be ranked in priority order with the highest ranking firm being selected to negotiate a contract with the Town. If a contract satisfactory to both parties cannot be negotiated, the Town will then enter into negotiations with the next highest firm and so on until an agreement is reached.

G. SELECTION CRITERIA

All qualified respondents who submit proposals will be considered. The respondents will be evaluated based on the following criteria and Statement of Qualifications should address each of these areas:

Specialized experience, expertise, and qualifications of the firm to be used on this project.	20%
Specialized experience, expertise, and qualifications and depth of key project team members who will be assigned to this project.	20%
Proposed schedule/time frame to complete work and the availability of personnel to perform the work within a limited period of time following request of such work.	20%
Project approach and understanding of the scope.	15%
Familiarity and experience with potential grant sources, extension requirements of various utilities, special permitting needs and the NC State Building Code.	15%
The firm's record of cost effectiveness on previous projects.	10%

H. SUBMITTAL

Interested parties are invited to submit a written response to this Request for Qualifications. Five (5) copies of their response must be received by **2:00 p.m., Tuesday, August 28th, 2012** at City Hall, 706 Arendell St. Morehead City, NC 28557. Any proposals received after this deadline will not be considered. Proposals and inquiries should be addressed to:

David McCabe
 Morehead City Public Works
 706 Arendell St.
 Morehead City, NC 28557
 Telephone: (252) 726-6849 / FAX: (252) 726-2267

END OF RFQ