



**COMMUNITY DEVELOPMENT**

**Request for Qualification #: 320-010421CK**

**Redevelopment Project Land Surveys and Project  
Management**

**Date of Issue: 04/06/2021**

**Response Deadline: 04/22/2021**

**4:00 p.m.**

**Direct all inquiries concerning this RFQ to:**

Candice S. Kirtz

Purchasing Manager

Email: [Candice.Kirtz@rockymountnc.gov](mailto:Candice.Kirtz@rockymountnc.gov)

Phone: 252-972-1228

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**“All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. The award of a contract under this solicitation will be paid with federal funding. Funding is contingent upon compliance with all terms and conditions of funding award. All prospective contractors shall comply with all applicable federal laws, regulations, executive orders, and the terms and conditions of the funding award. In addition, contractors providing submittals shall be responsible for complying with state law and local ordinances.”**

## I. PROJECT DESCRIPTION

The City of Rocky Mount is requesting statements of qualifications from professional surveyors licensed in the State of North Carolina to provide land surveying services related to the following three (3) redevelopment projects:

- A. Beal Street. The City acquired property for the redevelopment of this neighborhood and subsequently arranged for the construction of multi-family residential housing which was completed a few years ago. The City owns 38 lots in the area around the multi-family complex for which we would like to solicit proposals from prospective developers for single family residential construction.
- B. Holly Street Revitalization Area. The City intends to acquire property in the Holly Street neighborhood in order to enable continuation of the Holly Street Revitalization Project.
- C. South East Rocky Mount Area. In the area generally bounded by Cokey Road, Edgecombe Street, Arlington Street and Redgate, the City would like to arrange for the rehabilitation of existing structures that are boarded up but appear to be in restorative condition. The City has used Home Purchase Agreements successfully in other areas and would like to pursue this approach in this area.

The anticipated budget for this contract is \$35,000.00.

## II. OBJECTIVE OF THE REQUEST

The purpose of this RFQ is to select the firm determined to be best able to provide the required Professional Land Surveying Services based on the criteria specified herein and to generally set forth the terms and conditions whereby the City of Rocky Mount will contract with the selected firm. The Request for Qualifications packet submitted, and possible subsequent interviews shall serve as the basis for selection. The information provided in the RFQ package from the City is intended to give information to the prospective firms concerning the required services and the basis for awarding of the agreement for engineering services. It is not necessarily intended to completely define the selection criteria or contractual relationship to be entered into by the City of Rocky Mount and the successful firm(s).

The contracted services may include, but are not limited to the following:

- A. Beal Street.
  - combination and re-subdivision of lots
  - assistance in preparing and presenting re-zoning requests
  - some limited property acquisition negotiation
  - management of environmental assessment and possible remediation
  - assistance in evaluating responses from developers and management of projects awarded
  - bid administration for housing redevelopment
- B. Holly Street Revitalization Area.
  - manage the acquisition process
  - manage the demolition
  - manage environmental assessment
  - remediation
  - land surveying for re-combination and re-subdivision
  - bid administration for housing redevelopment
- C. South East Rocky Mount Area.
  - evaluating the condition of the boarded-up houses
  - contacting the owner and asking for donation of the property to the City
  - arranging for clearing the title of liens
  - soliciting proposals from individuals interested in entering a Home Purchase Agreement with the City
  - manage all processes involving this area

## III. PROJECT SCHEDULE

Event	Responsibility	Date and Time
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Submit Written Questions No Later Than	Designer	Tuesday 4/13/2021
Provide Response to Questions/Addendum	City	Thursday 4/15/2021
Submit Qualifications No Later Than	Designer	Thursday 4/22/2021 4:00 p.m.
Contract Award	City	TBD
Contract Start Date	Designer	<i>Tentative July 1, 2021</i>

#### IV. QUESTIONS

Written questions shall be e-mailed to [Candice.Kirtz@rockymountnc.gov](mailto:Candice.Kirtz@rockymountnc.gov) by the date and time specified above. Contractors will enter "RFQ #320-010421CK – Questions" as the subject for the email.

Questions received prior to the submission deadline date, the Purchasing Manager's response, and any additional terms deemed necessary by the City of Rocky Mount will be posted in the form of an addendum to the Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and the City of Rocky Mount website and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise concerning this RFQ, shall be considered authoritative or binding. Vendors shall rely only on written material contained in an Addendum to this RFQ.

Inquiries should be submitted no later than the date and time noted in the schedule on page 3. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

#### V. SELECTION CRITERIA

Respondents should address each of the evaluation criteria listed below and provide specific examples of projects they have undertaken that demonstrate their qualifications. Response document shall be no more than 25 pages (single sided). The page limit does include the coversheet but does not include any issued addenda.

##### Section I: Project Details

- D. Work Plan Approach: Provide a narrative or other form to explain your general approach to development of similar projects, development of design specifications, and bid/construction administration services.
- E. Experience: Provide examples of project related experience. Evaluation of experience will be based on the following:
  - a) Resumes of the proposed members of the program and design team who will be committed to the project(s). Resumes must include a description of the person's qualifications, professional licensing, and experience with similar projects. The project manager and other key team members should be clearly identified. If subcontractors are to be used for any portion of the work, they should be identified, and their qualifications included.
  - b) Project related experience of the managing firm and subcontractors. Provide specific examples of similar or larger projects and all applicable contact information, including owner, contractor, and other parties. Note the individuals that will lead this project.
- F. Project Scope: Provide a recommended scope of work based on the information provided in section two of this RFQ.
- G. Schedule: Provide the following:
  - a) Discussion of current workload including current project commitments for the project team and resources available for the projects.

- b) Provide a sample project schedule based on your recommended project approach. Project schedule should include key milestones, reasonable review times for the City, and estimated man-hours per task.

**Section II: General Management**

- A. Project Management and Implementation: Describe your process for project management and implementation and ensuring that the project stays within budget and is completed within the contract time.
- B. Quality Assurance and Quality Control: Discuss the firm's quality control/quality assurance procedures related to management of data collection and condition ratings.
- C. Legal Issues: Note if any lawsuits; Federal, State or Local tax liens; or any potential claims or liabilities pending against you, your firm, or the officers of the firm at this time. If yes, please explain.

**Additional Evaluation/Selection Criteria.** Proposals may be evaluated against the questions set out below.

Understanding of the Project.

- How well has the candidate demonstrated a thorough understanding of the purpose and scope of the project?
- How well has the candidate identified issues and potential problems related to the project?
- How well has the candidate demonstrated that it understands the deliverables the City expects it to provide?
- MWBE/HUB participation?

Methodology Used for the Project.

- How well does the methodology depict a logical approach to fulfilling the requirements of the RFQ?
- How well does the methodology match and contribute to achieving the objectives set out in the RFQ?

Management Plan for the Project.

- How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFQ?
- How well is accountability completely and clearly defined?
- Is the organization of the project team clear?
- How well does the management plan illustrate the lines of authority and communication?
- To what extent does the candidate already have the hardware, equipment, and licenses necessary to perform the contract?
- Has the candidate offered alternate deliverables and gone beyond the minimum tasks necessary to meet the objectives of the RFQ?
- Is the proposal practical and feasible?
- How well have potential problems been identified?
- Is the proposal responsive to all material requirements in the RFQ?

**VI. SUBMISSION CRITERIA:**

Firms interested in performing the professional services requested must submit the following information:

1. Mail or hand deliver one (1) sealed copy of their RFQ response. RFQ responses shall not exceed 25 pages in length (excluding issued addenda).

RFQ responses shall be addressed to:

Attn: RFQ #320-010421CK  
City of Rocky Mount  
Purchasing- Candice Kirtz  
331 S. Franklin Street

Rocky Mount, NC 27804

Note the firm (s) name, address, and phone number of contact person on the cover of the envelope. All RFQ responses shall be received by the date and time noted in the schedule on page 3. RFQ responses may be sent via US Mail, FedEx, UPS, email or hand delivered. **Faxed or emailed RFQ responses will not be accepted.**

## **VII. METHOD OF AWARD**

Responses will be reviewed by the City of Rocky Mount and evaluated based on the stated criteria. Submitting firms may be asked to supplement their initial response with additional written material. Depending on the results of the response evaluations, the City of Rocky Mount may make a selection solely on the responses or may develop a short-list of firms for interviews. The number of firms selected for interview, if any, will be based on the recommendation of the selection panel taking into consideration all available information.

The City reserves the right to award this contract to the firm that it believes best demonstrates the ability to fulfill the requirements of the project. The successful firm(s) will be chosen based on the qualifications, selection criteria evaluation as demonstrated in the response, possible interviews and other available information. All firms submitting a response will receive notification once the contract has been awarded.

The firm(s) selected will be given the first right to negotiate an Agreement acceptable to the City. A detailed scope of work will be collaboratively developed by the selected firm and the City to base the fee schedule upon for the City's consideration. In the event that an Agreement satisfactory to the City cannot be reached, the City may enter into negotiations with one or more of the remaining firms. The successful firm shall commence work only after execution of an acceptable Agreement and approval of insurance certificates. The successful firm(s) will perform all services indicated in the response in compliance with the negotiated Agreement.

## **VIII. EQUAL OPPORTUNITY RIGHTS**

The City of Rocky Mount does not discriminate in any of its projects and activities. The Consultant awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, on the basis of race, sex, religion, age, national origin, or disability.

## **IX. CITY OF ROCKY MOUNT RIGHTS**

The City of Rocky Mount reserves the right to reject all or portions of any or all responses, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the City. The City may, at its sole discretion, modify or amend any and all provisions herein. The City will not pay for any information herein requested, nor is it liable for any costs incurred by the participating firm.

The City of Rocky Mount reserves the right to extend the Request for Qualification submittal deadline if needed. All changes and/or clarifications will be distributed to all firms indicating interest in the form of addendums. A list of firms and others who have been issued Request for Qualification documents will be made available upon request.

## **X. INSURANCE REQUIREMENTS**

Prior to the commencement of performance, the successful firm / joint venture shall furnish to the City of Rocky Mount a certificate of insurance for workers' compensation and professional liability, (errors and omissions) with limits of not less than \$1,000,000.00.

**XI. FEDERAL UNIFORM GUIDANCE**

Review the federal uniform guidance terms and conditions here: <https://rockymountnc.gov/vendor>

**XII. HISTORICALLY UNDERUTILIZED BUSINESSES**

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this IFB. Any questions concerning NC HUB certification, contact the **North Carolina Office of Historically Underutilized Businesses** at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

- a) Is Vendor a Historically Underutilized Business?  Yes  No
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business?  Yes  No

If so, state HUB classification:

**XIII. MINORITY BUSINESS PARTICIPATION**

For professional service contracts, firms submitting responses to this solicitation have the responsibility to make a good faith effort to solicit minority sub-contracting proposals and to attain the aspirational ten percent (10%) goal. We encourage all firms even MWBE/DBE/HUB firms to obtain the ten percent (10%) goal where sub-contracting opportunities exist.

**XIV. IDENTIFICATION OF MINORITY BUSINESS PARTICIPATION**

I,   
(Name of Bidder)

do hereby certify that on this project, we will use the following HUB / minority business as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #	Work Type	*Minority Category

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\*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

Non-certified HUB and MWBE vendors/contractors will be counted towards the City participation goals but not the State participation.

**The total value of minority business contracting will be (\$)**