

# Request for Qualifications (RFQ) For Environmental Planning Services

## **Purpose of RFQ**

The Town of Leland, North Carolina invites the submittal of responses to this Request for Qualifications (RFQ) from qualified Firm(s) interested in providing professional environmental planning services as herein outlined.

## **Objectives**

The Town proposes to retain a highly-qualified, capable Firm to provide environmental planning and design services for the Town of Leland. The Town of Leland requests qualifications from planners, architects, engineers, or combinations interested in projects that utilize such services.

The Town will give prime consideration to the Firm with significant, current experience in the development, design, and construction of wetlands mitigation and restoration projects. The Town reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any Respondent on any terms or conditions.

## **Scope of Work**

The selected Firm(s) will be required to perform basic services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon selection of a Firm with whom negotiations will proceed, a Scope of Work will be developed.

The Firm will be required to retain and be responsible for all basic planning and engineering disciplines as appropriate for the Scope of Work negotiated. The Firm is also required to identify and select the appropriate sub-consultants; however, the Town reserves the right to approve proposed subconsultants.

## **Selection Process**

From a review of the statements of qualification received, the Town may invite several Firms to be interviewed before making a final selection. If the Town desires to interview a Firm, that Firm will receive notification of the date and time of the interview.

The selected respondent will negotiate with the Town on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, in the opinion of the Town,

negotiations will proceed with the second choice respondent until a mutually agreed contract can be negotiated.

## Submittal Requirements

Interested parties should submit the following items in packet form to the Town of Leland for consideration (electronic submissions will be accepted, however we ask that you provide this information in a single PDF file):

1. Firm profile including staff size and rate structure.
2. Statement on your experience with environmental planning and wetland mitigation/restoration projects including information on projects you have completed.
3. Narrative (no more than 2 pages) on your management and organization approach to projects to include the following:
  - a. Description of how the Firm typically organizes to perform project services
  - b. Description of your team's approach to communication with the Town
4. Three (3) references that will assist the Town in determining the capability of the Firm.

## Evaluation Criteria

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

1. Qualifications of Firm, specifically as they relate to wetlands mitigation and restoration projects.
2. Available resources to complete projects, including the analytical, design tools, personnel, resources or methodologies commonly used by the Firm that may be applicable to environmental planning project categories.
3. Responsiveness to the RFQ, including any additional documents submitted such as example concept plans, space planning, design concepts and other related items.
4. Professional references

## Additional Instructions, Notifications and Information

**No Gratuities** – Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of the Town for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process.

**All Information True** – By submitting a response, Respondents represent and warrant to the Town that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether

intentional or not, in any of the documents presented to the Town of Leland for consideration in the selection process may be excluded.

**Interviews** – After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. If interviews are initiated, they will most likely focus not only on the Respondent’s program approach but also on an appraisal of the design professionals who would be directly involved in the project.

**Inquiries** – Do not contact the Town Manager, Mayor or Town Council to make inquiries about the progress of the selection process. Respondents will be contacted when it is appropriate to do so. Process inquiries may be directed to Niel Brooks, Manager of Parks, Recreation and Environmental Programs.

**Cost of Responses** – The Town will not be responsible for the costs incurred by anyone in the submittal of responses.

**Contract Negotiations** – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the Town, the specific scope of work, associated fees and other contractual matters will be determined during contract negotiations.

**No Obligation** – The Town reserves the right to: (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals; (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in the Town’s best interest; or (6) cancel the entire process.

**Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of North Carolina.

## **Submittal Instructions**

The Town will receive responses to this RFQ at the address set forth below until **5 pm on Monday, January 25, 2016.**

Niel Brooks, Director of Parks, Recreation, Environmental and Cultural Resources

Town of Leland

102 Town Hall Dr.

Phone: 910-332-4818

Leland, NC 28451

E-Mail: [nbrooks@townofleland.com](mailto:nbrooks@townofleland.com)

The Request for Qualifications document is available on the Town’s Web site at [www.townofleland.com](http://www.townofleland.com). Electronic submissions will be accepted; however, we ask that you

provide this information in a single PDF file. You should confirm receipt of your e-mail proposal by calling (910) 332-4818.