

City of Sanford, North Carolina

Request for Qualifications

Project Management Services for Walter McNeil Jr. Park Enhancement

Introduction

The City of Sanford is requesting statements of qualifications from qualified firms to provide comprehensive project management services for the enhancement of Walter McNeil Park. This project is partially funded through a Parks and Recreation Trust Fund (PARTF) grant and will include all aspects of project planning, execution, and delivery.

Scope of Work

The selected firm will be responsible for providing full project management services, including but not limited to:

1. Project Planning and Design Coordination
 - Coordinate with City staff and stakeholders to finalize project scope and priorities.
 - Ensure project alignment with PARTF grant requirements.
 - Work with architects, engineers, and other design professionals to develop plans and specifications.
2. Budget and Schedule Management
 - Manage a detailed project budget and schedule that has already been established.
 - Provide regular progress updates to the City.
3. Procurement Assistance
 - Prepare and issue bid packages for construction and related services.
 - Evaluate proposals and assist in contractor selection.
4. Construction Oversight
 - Provide on-site inspection and oversight of construction activities.
 - Ensure compliance with project plans, specifications, and relevant regulations.
 - Address and resolve any project-related issues or conflicts.
5. Grant Compliance and Reporting
 - Ensure adherence to all PARTF grant requirements.
 - Prepare and submit required documentation and reports.
6. Community Engagement
 - Facilitate public meetings and gather community input as needed.
 - Communicate project progress to the public through regular updates.

Statement Submittal

The following information is to be submitted as part of the Statement of Qualification. The Statement of Qualification is not to be more than ten pages in length single sided, or five pages double sided. Three copies of the Statement of Qualification are to be provided. A cover letter will not be considered as part of the page limit. Interested firms should submit a statement of qualification that includes the following information:

1. Firm Information- Name, address, contact information and Professional Liability Insurance.
2. Approach to the Project - Describe your overall understanding of the requirements of the project and your approach to the project.
3. Firm Experience - List and provide a description of relevant projects completed by your firm in the last 10 years
4. Team Organization and Experience - Provide an organizational chart for the project, including all personnel assigned to this project, including all subconsultants.
5. Schedule - Describe your plan and schedule for completing the work.
6. Additional Information - Provide any additional information that you feel makes your firm the most qualified for this project.

Evaluation Criteria

The City of Sanford staff will perform evaluation of the proposals. The proposals will be evaluated based on the firm's ability to meet the requirements of this RFQ. The following, equally weighted, criteria shall be used in the evaluation process:

1. Relevant experience with PARTF projects and grant compliance
2. Qualifications and experience of the project team
3. Experience with the City of Sanford and Parks
4. Understanding and approach to the project

Submittal Information and Requirements

Proposals must be submitted by February 28th at 5pm to:

Caroline Jeffries, Parks and Grounds Administrator
City of Sanford
225 E. Weatherspoon St
Sanford, NC 27330
919-777-1203
caroline.jeffries@sanfordnc.net

Envelopes should be marked “City of Sanford RFQ – PARTF Project Management”.

The City of Sanford is an Equal Opportunity employer. The City of Sanford reserves the right to disqualify from consideration statements received after the date and time specified above. Any statements may be withdrawn or modified by written request prior to the date and time of receipt provided above. In submitting these qualifications, it is understood by respondent that the City of Sanford reserves the right to 1) reject any and all proposals and to be the sole judge of the value and merit of the statements offered; and 2) eliminate from consideration any statement deemed substantially or materially unresponsive to the requests provided herein.

All statements become the property of the City of Sanford upon submission. The cost of preparing, submitting and presenting a statement is the sole expense of the firm. The City of Sanford reserves the right, at its sole discretion, to use without limitation any and all information, concepts, and data submitted in response to this RFQ, or derived from further investigation of such proposals. The City further reserves the right at any time and for any reason, to cancel this solicitation, to reject any and all proposals, to supplement, add to, delete from, or otherwise change this RFQ as determined in the sole and absolute discretion of the City. The City may seek clarifications from a respondent regarding his or her statement at any time and failure to respond promptly may be cause for rejection. The City also reserves the right to interview only those respondents it determines shall provide the most advantageous services and to negotiate with one or more respondents to contract terms acceptable to the City of Sanford. Firms shall be licensed in the State of North Carolina.

In the event that the City of Sanford is unable to reach an agreement with the selected firm regarding the scope of work, and/or cost, one of the other consultants may be selected.