



## **REQUEST FOR QUALIFICATIONS FOR PHASE 1 OF VILLAGE HALL PARK**

**Date: February 1, 2024**

**BID ID # 100**

The Village of Marvin will be accepting a statement of qualifications for the architectural, engineering and design services for Phase 1 of the Village Hall Park project; all statement of qualifications are subject to all conditions, and provisions, etc., set forth herein. Qualification packages will be accepted from February 1, 2024 until March 4, 2024 at 11:00 a.m. E.S.T. All qualifications must be submitted to the Village of Marvin either in person or by mail to the attention of Village Manager, Christina Amos, or Village Clerk, Austin Yow by March 4, 2024 at 11:00 a.m. E.S.T. at 10006 Marvin School Road, Marvin, NC 28173. Facsimiles or electronic responses are not acceptable. **LATE SUBMITTALS WILL NOT BE ACCEPTED.**

Please print the following on the outside of the envelope:

**BID FOR:**

Village Hall Park Project  
*Project Name*

**BID ID # 100**

**VENDORS'S NAME:**

\_\_\_\_\_  
*Vendor's Name*

**QUALIFICATION REVIEW:** March 4, 2024 at 11:00 a.m. EST  
*Date & Time*

### **COMMUNITY BACKGROUND:**

The beauty of its rural character and exquisite landscape is what has made Marvin become one of the fastest growing communities in North Carolina since its incorporation in 1994. This charming village is nestled in the westernmost Union County, just south of metropolitan Charlotte and east of Fort Mill, South Carolina. Marvin's unsurpassed scenery and allure provides a safe and welcoming environment.

Adjacent to the newly constructed Village Hall (approximately 1 acre), there is an approximately 2 acre undeveloped area on the property of which intends to serve as a pocket park ("Village Hall Park"). This proposed park area is also adjacent to a residential subdivision and is within the perimeter of the Village's Marvin Heritage District (downtown corridor). The Village Hall parcel is identified as ID# 06-225-390A from the Union County GIS site.

### **PROJECT DESCRIPTION:**

The purpose of this project will be to provide engineering/architectural/planning/design services accompanied by construction documents and estimates for Phase 1 for the Village Hall Park. The site also has a trailhead for the Village Hall Greenway Trail that will need to be incorporated into design.

Design and construction documents shall include 2 phases which consist of the following:

Phase 1: Trailhead, Event Lawn, Walking Loop, and Rain Garden

Phase 2: Future Amphitheatre Hardshell for multiuse purposes (Farmers Market, mini concert series', etc.); restrooms; storage space; and other future amenities.

**This RFQ is limited to Phase 1 and Phase 2 is described above solely for the purpose describing all intended use and improvements on the Village Hall Park.**

### **SCOPE OF WORK:**

The firm hired for this project must be licensed and registered civil engineers and/or architects in the State of North Carolina and is expected to provide the following for Phase 1:

- Prepare a topographic survey of the Village Hall site.
- Perform environmental and cultural resource inventories/studies as needed to support grant funding.
- Assessment and incorporation of all necessary design guiding documents to include:
  - [2023 Parks and Recreation Trust Fund Application AND Parks and Recreation Trust Fund Grant Manual for Local Governments](#)
  - [2022 Marvin Village Hall Master Plan](#)
  - [2021 Marvin Heritage District Small Area Plan](#)
- Preparation and development of all necessary construction documents, specifications and necessary bidding information and estimated itemized costs AND Assist in permitting process with appropriate State and local agencies;
- Conversion of the Village's 30% bioretention pond plans to 100% construction plans of the existing Village Hall Site and the adjacent Village Hall Park site to be included in construction documents and include features for underground water storage and/or bladder/pump that is used to supply irrigation for the site.
  - Filing all necessary permits with Federal, State, and Local entities for stormwater; erosion and sedimentation control.
- Including some level of parking on site (this is not shown on the current conceptual, but is an item the Village wants to see added to the existing conceptual layout)
- Assistance and administration in obtaining bids, awarding and preparing contracts for construction.
- Administration of the construction project;
- Supply electronically a complete set of reproducible "as built" record drawings to the Village;
- All other services are customarily furnished by a design team and construction oversight of consultants on similar projects. Associated drainage, erosion control measures, and landscaping as appropriate and according to Village Engineering Standards.

The selected firm is expected to attend 2-3 public meetings to include Parks, Recreation, and Greenways (PRG) Board meetings and/or Council meetings and produce final design no later than 10/31/24.

### **INFORMATION IN SUBMISSION OF QUALIFICATIONS**

All qualification statements must be in a sealed envelope with an original and one copy of the following information or documents:

- Letter of Interest/Narrative: Cover letter expressing interest in the project and identifying the firm's ability to provide design experience of park and recreation facilities with walking trails to meet ADA;
  - Example of design work of parks and recreation facilities;
- Organization must demonstrate experience designing stormwater best management practices per local and state requirements;
- Organization has experience working on State and/or Federal grant funded projects;

- Description of your organization, qualifications, and experience in like projects;
- Resume for the project manager for project and location of office primary responsible for work;
- Provide a chart of individuals in your organization that will be directly involved in rendering services to the Village of Marvin;
- Provide at least three (3) references, including the name and a description of each project, as well as primary contact information, electronic example of a master plan or similar work and the final cost of the project.
- List any pending or settled lawsuits or professional liability claims in which the organization was involved during the last five (5) years.

#### **SELECTION PROCESS:**

A review committee made up of Village Staff and Village Council members will evaluate information submitted. It is the intent of the Village of Marvin to award a Contract to the most competent and qualified firm as determined by the Village under GS 143-64.31. However, the Village reserves the right to reject any and all qualification submittals. The Village reserves the sole right to waive informalities and irregularities in statement of qualifications received and to begin negotiations with selected firm the Village's judgment, is in the most qualified for the Village's interests.

#### **RFQ REVIEW AND SELECTION PROCESS TIMELINE:**

The tentative timetable for the review of qualification statements and selection of the firm is as follows:

- RFQ Distributed – February 1, 2024
- Qualification Packages Due (by 11:00 p.m. EST) – February 15, 2024
- Review Committee Selection of Recommended Firm- March 1, 2024
- Contract Preparation and Negotiation – March 1, 2024 – March 15, 2024
- Village Board Approval of Final Contract/Notice to Proceed- March 28, 2024

#### **SPECIAL CONDITIONS:**

If Village offices are closed due to inclement weather, the deadline and any schedule shall be moved to the same scheduled hour on the next day the Village Offices are open to the public

Qualifications submittals shall be considered a public record after they are opened and unsealed by the Village.