

## Park Design Firm

Staff has reviewed all 8 submittals from 6 North Carolina firms and one each from South Carolina and Tennessee. Our review committee of three was comprised of Finance Director Donna Rogers, Chief Building Official Sandy Wood, and Town Administrator Gary Parker. We met twice and discussed in detail all of the Statements of Qualifications that were submitted. The evaluation inevitably involved a subjective judgment in comparing the qualifications and experience of the firms.

We paid particular attention to the items that the RFQ requested which included the qualifications of the project team, the similar projects that they worked on, their PARTF experience, and their references. While all of the firms were qualified and any one of them could do the project, we believe that we selected the four best suited to do our project. If council wishes to shorten that list to two or three firms and request proposals from them on doing the eventual design that will also explain the process that they will use in the project, that would be fine.

The four firms we recommend are Withers and Ravenel, McGill and Associates, Coastal Land Design, and Site Solutions. The common thread in all four is that they all have at least one landscape architect in-house, they have worked on similar projects, and they have PARTF experience. Coastal Land Design, Site Solutions, and Withers and Ravenel all have an engineer in-house, while McGill who evidently has in-house engineering capability also, chose to contract with a local firm, Compass Pointe. Contacts with references have been made, and as could be expected, those contacted offered positive experiences and no red flags.

As you may recall, the time outline on the project had council making a decision on whom to request Proposals from at the February 6 meeting. The proposals will be due March 7, and interviews held March 20 with an eye toward making the selection at the April regular meeting. Attached for your review are the Statements of Qualifications from the four firms.