

REQUEST FOR QUALIFICATIONS

The Town of Sunset Beach is excited to announce that we are looking to hire an engineering/landscape architecture firm to render a Site Specific Master Plan for a 5 acre park on the Intracoastal Waterway. We are searching for a professional Engineering/Landscape Architecture Firm (or partnering firms) to assist us with this park project. For the successful firm, there is potential for further project design and management beyond the planning phase pending funding and project approval.

This five acre site is previously undeveloped land except for a house that had been located there several years ago. It was purchased by the Town this year. There are numerous trees on the site including many large and beautiful live oaks that the Town and its citizenry wish to preserve. There is about two-tenths of an acre of wetlands, and the remainder is potential park developable land. The Town has a concept plan with ideas of how to develop the park which can be found on the Town's website. Adjacent to, and across the street from, the proposed park is a two-acre site that is being developed by the NC Wildlife Resources Commission into a boat launching facility starting in early 2012.

Through this Request for Qualifications, your firm is being invited to submit a package of interest for this project. All of the firms expressing interest will be thoroughly considered and evaluated by the review committee. The field of interested firms will be narrowed to three (3) finalists who will be invited to submit formal proposals pertaining to the defined scope of service elements for the Master Plan project. The firms submitting proposals will be invited to make a presentation to the selection committee for final ranking of firms.

If interested, your Qualification Package must include:

- (1) a firm overview or overview of all firms if a partnership is being proposed**
- (2) a hierarchy of the project team including names and bio's of each staff member and their proposed role in the project. Hierarchy must include both a landscape architecture and engineering presence**
- (3) narrative of involvement in NC PARTF grant funding for projects (experience or assistance)**
- (4) examples of other similar projects completed**
- (5) list of at least 3 project references (name, contact person, phone, and e-mail address)**

One (1) copy of Qualifications package is adequate.

Budget for project is \$???.

Anticipated Project Timeline:

- ❖ **January 9, 2012 - Qualifications Due**
- ❖ **February 6, 2012 - Firm Finalists announced and RFP's sent out**
- ❖ **March 7, 2012 - RFP's Due (Interviews to be scheduled about March 20)**
- ❖ **April 2, 2012 - Contract of Selected Firm Presented to Town Council for selection approval.**
- ❖ **April – July 2012 - Project Period. Ideally, we would like to have the project completed and presented by August 1, 2012.**
- ❖ **November 2012-January 2013 - PARTF Application Assistance**

**The deadline for submittal of Qualifications is
January 9, 2012 by 2pm EST**

For further information or questions, please contact:

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