

TOWN OF MURPHY

Request for Qualifications:

Downtown Streetscape Design, Construction Administration and Observation Request for Qualifications (RFQ)

The Town of Murphy has been awarded an NC Commerce Rural Development Downtown Revitalization Grant. These funds will be applied to make improvements to the Town's four pocket parks. The Town is requesting qualifications from interested parties to submit statements of qualifications and experience to design construction plans and provide construction oversight and administration for a redesigned streetscape in downtown Murphy.

1.Submission Requirements

- **Deadline.** All applications are due to the by 5 p.m. June 30, 2023. Late submittals will not be accepted.
- **Format.** Proposals may be submitted in sealed hard copy or electronic format. The proposals should be limited to no more than 20 pages (one side), including project examples but not including title page and table of contents (if used).
- **Contact Information.** For questions on this RFQ, please feel free to contact Chad Simons at 828-837-2510, ext. 4. Please submit electronic copies of submissions to manager@townofmurphync.com.
- Please submit hard copy proposals (electronically submitted proposals also acceptable to the above email address) to:
Chad Simons
Town of Murphy
PO Box 130
Murphy, NC 28906
- **Project Questions.** For questions about the Streetscape project, please feel free contact Town Manager Chad Simons at 828-837-2510, ext.4.

2. Project Overview

The Town of Murphy wishes to hire a firm to redesign and oversee construction improvements to downtown Murphy, specifically the four pocket parks. The Town is seeking firms with documented experience working with communities with characteristics similar to those of the Town of Murphy, and that can demonstrate previous ability to perform the scope described.

3. Project Timeline

The Town of Murphy intends to have this project ready for construction bidding by January 2024; subsequent to that, the Town intends to begin construction in April 2024 and to have the project finished and closed out by the end of June 2025.

4. Scope of Work

- **Cost Estimating.** The consultant shall demonstrate the ability to provide cost estimation for the streetscape project with confidence and accuracy. The consultant shall be able to provide line item detail for item costs associated with construction of the streetscape project.
- **Survey.** A survey of the downtown pocket parks must be included with the work.
- **Construction Documents.** The consultant shall demonstrate the ability to provide construction documents submittals presented to the Town at 50%, 75% and 100% levels. Furthermore, the selected consultant shall be expected to demonstrate the ability to keep in frequent contact on the project without having direction from the Town to do so. The Town is seeking proactive consultants that can seamlessly coordinate with Town staff and construction contractors throughout all phases of the project.
- **Bidding Assistance.** The consultant shall demonstrate the ability to assist or lead (if necessary) in preparation of bid documents as well as assistance with the bid and contractor selection process. The consultant will be expected to be able to provide all bid documents including, but not limited to: instructions to bidders, MBE WBE Compliance Statement, bonding and insurance requirements, project manual, etc. The consultant shall demonstrate an ability to provide a full project manual and have the ability (if necessary) to assist in distribution, advertisement, management of bidders, organizing pre-bid conference(s), and issuing addenda.
- **Construction Administration/Observation.** The consultant shall demonstrate an ability to perform the minimum following tasks: submittal review/response, tree tagging/selection at nurseries, exhibit/bulletin drawings, addenda/change orders, field reports, weekly construction site visits, pay application review/approval, substantial completion of site review, preliminary and final punch lists, and final construction record documents.

5. Timeliness

The consultant shall demonstrate the ability to perform the aforementioned scope in a timely manner and in keeping with the project timeline.

6. Format of Response

- Experience and Capacity for Performance. Consultants should demonstrate their previous ability to manage and administer a project of the scope and scale described. Consultants should provide a brief narrative response that addresses the following:
 - Previous experience in construction design and administration;
 - Brief description of locations where projects similar to this scope were administered;
 - Description of the consultant's history, structure, and brief review of those who will be designated to this project; and
 - Disclosure of any potential conflict of interest.

7. Evaluation Criteria, Scoring, and Selection

- **Experience.** The consultant shall clearly demonstrate their ability to administer a project of this scope and scale. As part of this, the consultant must demonstrate their performance in communities with similar characteristics to those of the Town of Murphy. Point value for this criterion is ten (10) points.
- **Capacity.** The consultant shall clearly demonstrate their capacity to manage the streetscape project. Consultants that demonstrate their dedication of time, number of staff associated with the project, and previous history of their capacity shall receive the highest scores. Point value for this criterion is ten (10) points.
- **References.** The consultant shall provide references that meet the above criteria. References shall be contacted regarding the ability of the consultant to administer the streetscape project.

Consultants whose references indicate a quality performance and working record shall receive the highest scores. Point value for this criterion is five (5) points.

- **Scoring.** The total possible points shall be twenty-five (25) points. Qualifications shall be reviewed by a minimum of two staff members who will score the qualifications individually, then compare scores to make a selection.
- **Selection.** The Town of Murphy reserves the right to select a consultant who best fits the needs of the Town. The Town also reserves the right to re-advertise if it does not feel that the consultants' submissions meet the needs of the Town.



