



## **CITY OF MOUNT HOLLY REQUEST FOR QUALIFICATIONS**

**Request for Qualifications:** Highway Landscape/Planting Design Services  
**Project Administrator:** Jonathan Wilson, Project Manager  
**Phone Number:** (704) 951-3014  
**Date of Advertisement:** August 24, 2020  
**Qualifications Due Date:** September 17, 2020 at 2:00 P.M. EST  
**Direct Inquiries To:** [jonathan.wilson@mtholly.us](mailto:jonathan.wilson@mtholly.us)

## **ADVERTISEMENT**

The City of Mount Holly, NC (The City) is soliciting responses to a Request for Qualifications (RFQ) from Landscape Architecture firms to provide landscaping and planting design services for U-3633 (Highway 273 widening). The City will select one firm to provide their services. The RFQ defines the proposed scope of services and the basis for selecting the firm.

The RFQ and information related to this solicitation will be posted at [www.mtholly.us](http://www.mtholly.us). For questions relating or for an electronic copy of the RFQ, please contact Jonathan Wilson ([jonathan.wilson@mtholly.us](mailto:jonathan.wilson@mtholly.us)). All minority, women and small businesses are strongly encouraged to apply.

The deadline for submission of Statements of Qualifications is September 17, 2020 by 2:00 (EST) at 400 East Central Avenue, Mount Holly, North Carolina 28120, 2<sup>nd</sup> Floor. Due to the Mount Holly Municipal Complex currently being closed to the public please contact Jonathan Wilson to arrange a time to deliver your submittal. Additionally, packages may be mailed to the City of Mount Holly at PO Box 406, Mount Holly, NC 28120, Attn: Jonathan Wilson.

The City reserves the right to reject any offer for failure to comply with all requirements of this notice or of any of the contract documents; however, it may waive any minor defects or informalities at its discretion. The City further reserves the right to reject all offers or award a contract which, in its judgment, is in the best interest of The City.

## **PROJECT OVERVIEW**

The City is seeking a firm whose combination of experience and personnel will provide timely, cost-effective and quality professional services for this project. Areas of expertise should focus on landscape architecture, design of landscaped medians within an NCDOT right-of-way and experience with the NCDOT Guidelines for Planting within Highway Right-of-Way.

The City will contract with one firm to provide professional design services for this project. The tasks required will include but may not be limited to:

- Planting design within the right-of-way of NCDOT Project U-3633
- Cost Estimating for construction
- Presentation to City Council
- Preparation of construction plans, specifications and contract documents and other related services
- Permitting through NCDOT

## **PRE-RFQ SUBMITTAL**

In lieu of a pre-RFQ submittal conference, please forward any specific questions to Jonathan Wilson at [jonathan.wilson@mtholly.us](mailto:jonathan.wilson@mtholly.us) no later than 4:00 PM on September 9, 2020.

## **QUALIFICATIONS PACKAGE EVALUATION CRITERIA**

Qualifications packages will be evaluated on the firms' ability to meet the requirements of this Request for Qualifications (RFQ). Some heavily weighted, specific evaluation criteria, among other factors, will include:

- Experience with landscape design within NCDOT right-of-ways
- Ability to meet established schedules

- Technical Approach/Understanding of Project
- Experience of Proposed Personnel
- Ability of the firm to perform the proposed work
- References
- An office in the Mount Holly/Gastonia/Charlotte region
- Experience with NCDOT Division 12

### **SUBMITTAL REQUIREMENTS**

If your firm would like to be considered for providing the required services for the City, please submit one (1) bound copy and one (1) electronic copy of your Qualifications Package to:

**Mailing Address:**

The City of Mount Holly  
Attn: Jonathan Wilson  
PO Box 406  
Mount Holly, NC 28120

**Physical Address:**

The City of Mount Holly  
Attn: Jonathan Wilson  
400 East Central Avenue  
Mount Holly, NC 28120

Title on Package: RFQ – Highway Landscape/Planting Design Services

Each firm is solely responsible for the timely delivery of its Qualifications Package. All Qualifications Packages must be received by 2:00 PM September 17, 2020. No Qualifications Packages will be accepted after this deadline. Firms accept all risks of late delivery of Qualifications Packages regardless of fault.

Please direct all questions and requests for information no later than 4:00 PM September 9, 2020 by email to [jonathan.wilson@mtholly.us](mailto:jonathan.wilson@mtholly.us). The question deadline will allow an addendum to be issued to clarify the project, if need be. All requests for clarification/information shall be in writing. No verbal correspondence is considered binding.

Any clarification or revisions to this RFQ will be made only by an addendum which will be posted to the City's website. It is the Proposer's responsibility to monitor the website for addendums. The Proposer must acknowledge receipt of any/all addendums with their submission.

The Qualifications Package should consist of a cover Letter of Interest and the following information as described below. The cover Letter of Interest must identify a contact person for questions during the RFQ process and provide contact information including telephone number, fax, email address and postal address.

Please provide the information in the following order:

1. Identify the legal entity that would enter into the contract with the City and include location of company headquarters, local office location, type of business (sole proprietorship, partnership, corporation), state of corporation or organization and Federal Employer Identification Number, and title of the person authorized to enter into an agreement.
2. Provide an organizational chart identifying members of the team, including consultants who would be assigned to this project. The chart should clearly delineate roles and responsibilities of the various team members. Please indicate the geographical location of any team member whose office is outside the Mount Holly/Gastonia/Charlotte region.

3. For proposed sub-consultants, please provide the name of each firm, the office location, contact name and telephone number, and the services to be provided.
4. State any conflicts of interest your firm or any key individual may have with the City.
5. List any contracts performed in the past (5) years by your firm for projects that were similar in size or type to this project. Include a brief description of each project, list the date services were performed, the owner's contact information (name, phone number, email address and physical address), the dollar amount and total time period involved. Also, list any Errors and Omissions on each project in dollars and total construction cost percentage.
6. Litigation History – Include a statement detailing whether your firm is currently in litigation or has been in litigation in the past five (5) years. If there is litigation history, please explain each occurrence and the circumstances with the outcome.
7. Describe the lead firm's ability to support the project team in the following areas: Procedures and processes to manage the work; backup and support personnel, specialty experts, and other resources and their locations; meeting schedules and budgets; and quality control procedures.
8. If a significant portion of work on any project task is expected to be performed in any office other than Mount Holly/Gastonia/Charlotte region office listed, list each task and the associated office from which work will be performed.
9. Any additional relevant information.

### **PERFORMANCE EXPECTATIONS**

- The selected Consultant will understand and uphold The City's best interest at all times.
- The Consultant shall inform The City's project manager in a timely manner of upcoming concerns, problems, etc. such that they can be addressed by the Project Team without delaying the project schedule.
- The City's Project Manager shall clearly lay out the project goals at the beginning of the project, and communicate additional expectations as soon as they are known.
- The Consultant shall participate in a professional manner in all Council or public meetings at a level determined by The City's Project Manager (e.g. serve as main speaker, share speaking responsibilities with Project Manager, answers questions etc.)
- The Consultant shall prepare exhibits that provide clear, understandable information meeting the specifications set forth by The City's Project Manager and the contract.
- The Consultant shall submit high quality work that meets all The City's and State standards, criteria and requirements as set forth in the contract scope.
- The Consultant shall meet all the milestone deadlines as identified in the contract scope.