

Town of Marshall

Attn: Ryan Cody

10 Derringer Drive

Marshall, NC 28753

828-649-3031

administrator@townofmarshall.org

Hurricane Helene

Professional Architectural Design Services

REQUEST FOR QUALIFICATIONS

Due Thursday, October 30, 2025 at 4:30 p.m.

I. Summary

The Town of Marshall is seeking Statements of Qualifications (SOQs) from firms experienced in providing professional architectural design services to support the Town's disaster recovery and reconstruction post Helene.

II. Background

The storm caused significant flooding throughout downtown Marshall, ultimately destroying the Town's community center and severely damaging the Town Hall. The Town seeks an architectural firm to assist in its rebuilding efforts. Additionally, the firm will need to be familiar with FEMA programs and requirements as well as be familiar with construction and design practices in accordance with the NFIP flood program.

III. Applicants

Qualified applicants must have experience in engineering and construction management working with local governments, particularly in municipal building construction. Applicants should also be familiar with local, state, and federal regulations and permitting. Experience working with FEMA's PA, HMGP, or NFIP programs are preferable.

IV. Scope of Work

The overall project scope will include design, construction documents and construction administration (to include obtaining bids) for the construction of The Town of Marshall Town Hall and The Town of Marshall Maintenance Facility. Additional projects for the Town of Marshall may be requested of the selected firm. A part of the architectural scope will be the necessary programming with the Town of Marshall in order to provide a proposed design with cost estimates and schedules for approval. Additionally, the architectural services will be to provide the necessary Construction Administration once the projects are awarded, to ensure project success. Proper Recordkeeping and documentation in accordance with FEMA requirements will be required.

V. Submission Requirements and Format

Submissions should be sent electronically to:

Email: administrator@townofmarshall.org

Maximum Page Limit: 30 pages

Title Page (1 page)

- Document title, firm name, address, phone number(s), contact person's name, and date.

Tab 1: Letter of Interest (1 page)

- A statement of interest and understanding of the work signed by an authorized firm representative.
- Include the primary point of contact (with contact info)

Tab 2: Qualifications of Firm and Key Staff

- A description of the professional qualifications of the firm and staff proposed for the architectural design services. Clearly indicate the experience (with current and previous firms) and roles of staff members. Include information about the firm's professional registration in North Carolina.
- An explanation of the Architect's approach to addressing the proposed scope of services outlined in this document.
- A brief description of projects completed that are similar in scope and size. For each project listed, please include the name of the entity and the name and contact information of the person who would be familiar with the work performed.
- A list of any previous work performed for local governments in North Carolina within the past 2 years.
- A schedule of hourly compensation rates for the proposed project team.

Tab 3: Federal Disaster Recovery/ Floodplain Design Experience

- Summarize any previous disaster recovery and hazard mitigation projects, particularly with FEMA and NCEM. Include:
 - Project overview (client, location, description, dates)
 - Scope of work and services provided
- FEMA or NFIP Flood construction design experience.

Tab 5: References from Past Projects

- Provide at least three references from past projects, including work for local governments. Include:
 - Contact information (name, position, phone number, email)
 - Project details (type, scope, duration, dates)

VI. Submission Deadline

Submissions must be received by:

Date: Friday, October 30, 2025, at 4:30 p.m.

Late responses will not be considered.

VII. Evaluation Criteria

- Evaluation of Project Team (20%)
- Firm's History and resource capability to perform and provide the required services (20%)
- Previous descriptions of similar design projects (20%)
- Ability to relate to project requirements (10%)
- Firm's project work and familiarity with FEMA and NFIP guidelines (10%)
- Additional references. (10%)
- Consultant location and familiarity with the area. (10%)

VIII. Selection Process

SOQs will be reviewed by the Town of Marshall Board of Aldermen no later than its regularly scheduled meeting on November 17, 2025. The Town of Marshall reserves the right to call a special meeting to review and select a firm prior to that date. Interviews will be scheduled only if deemed necessary. Once a firm is selected, a contract will be negotiated between the firm and the Town. A contract will be awarded promptly.

IX. RFQ Schedule

- Tuesday, October 14, 2025: Issuance of RFQ
- Tuesday, October 28, 2025: Deadline to Submit Questions
- Thursday, October 30, 2025, 4:30 p.m.: RFQ Submission Deadline

X. General Information

- Costs incurred by respondents for preparing and submitting responses are the sole responsibility of the respondents.
- All responses, inquiries, and correspondence will become the property of the Town of Marshall and will not be returned.
- Minority- and women-owned firms are encouraged to submit proposals. The Town of Marshall is an Equal Opportunity Employer.
- The Town reserves the right to accept or reject any submittals.
- The Town reserves the right to award contracts that best serve its interests.
- All inquiries should be directed to: Ryan Cody, Town Administrator,
administrator@townofmarshall.org