

Town of Marshall

Attn: Ryan Cody

10 Derringer Drive

Marshall, NC 28753

828-649-3031

administrator@townofmarshall.org

Hurricane Helene

Professional Engineering Services & Project Management

REQUEST FOR QUALIFICATIONS

Due Friday, October 10, 2025 at 4:30 p.m.

I. Summary

The Town of Marshall is seeking Statements of Qualifications (SOQs) from firms experienced in providing professional engineering services to support the Town's disaster recovery and to minimize future disaster impacts.

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 engineering firm to assist with rebuilding efforts. Additionally, the firm will help identify and pursue mitigation funding opportunities through FEMA's Public Assistance (PA) and Hazard Mitigation Grant Program (HMGP) to improve disaster resilience.

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 and HMGP program is preferable.

IV. Scope of Work

The Town seeks services from firms with expertise in engineering, construction, and design. The scope of services may include, but is not limited to, the following:

- Engineering design and consulting
- Site assessments
- Local, state, and federal regulatory compliance
- Permitting and regulatory compliance

- FEMA-related services, including Public Assistance and Hazard Mitigation
- Design services and construction administration
- Cost estimation, scope of work development, and project formulation
- Bid and award support, contract management, and construction oversight
- Attendance at local meetings related to disaster recovery if needed
- Recordkeeping and documentation in accordance with FEMA requirements

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
- Include the primary point-of-contact (with contact info) and sign the letter by an authorized individual
- Highlight the strengths of the lead firm and consultants

Tab 2: Table of Contents (1 page)

- List materials by section and page number

Tab 3: Qualifications of Firm and Key Staff (35 points)

- Firm Qualifications: Provide an overview of the firm's history, capabilities, and experience with debris removal, park repairs, disaster recovery and hazard mitigation, especially with FEMA and NCEM. Include:
 - Company profile

- Capabilities statement
- Verification that the firm and key staff are not debarred (attach SAM.gov record)
- Insurance coverage information
- **Key Staff Qualifications: Provide resumes for key personnel, including:**
 - Relevant experience with municipal buildings and FEMA projects
 - Engineer license and certifications
 - At least three project case studies for each key staff member
 - Role descriptions for key staff members in this project
 - Hourly billing rates for key staff

Tab 4: Federal Disaster Recovery & Mitigation Experience (15 points)

- Summarize 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

Tab 5: Project Approach and Methodology (25 points)

- Provide a detailed plan outlining the approach to managing the project:
 - Overall approach, methodologies, and strategies
 - Proposed timeline with project phases, tasks, and milestones

Tab 6: References from Past Projects (25 points)

- 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 10, 2025, at 4:30 p.m.

Late responses will not be considered.

VII. Evaluation Criteria

The selection committee will evaluate SOQs based on the following criteria:

Evaluation Criteria	Points
Qualifications of Firm and Key Staff	35
References from Past Clients	25
Proposed Approach and Methodology	25
Federal Disaster Recovery & Mitigation Experience	15

VIII. Selection Process

SOQs will be reviewed October 20, 2025 and 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, September 16, 2025: Issuance of RFQ
- Friday, September 26, 2025: Deadline to Submit Questions
- Friday, October 10, 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