



Request for Qualifications (RFQ) Professional Design and Engineering Services

Project: Blannahassett Island Park – Field Grading, Trail System, and Stormwater Management Design

The Town of Marshall, North Carolina, is seeking professional design and engineering services for a project that includes field grading and excavating, trail system grading and excavating, stormwater management, and flood mitigation work. Experience in Landscape design, North Carolina Flood Plain management laws and regulations, NC Department of Environmental Quality, and FEMA will enhance the merits of the Statement of Qualifications (SOQ).

Summary

The Town of Marshall is seeking Statements of Qualifications (SOQs) from firms experienced in providing professional design and engineering services to support the Town's continued recovery from Hurricane Helene and to assist in minimizing future flooding impacts.

Background

Hurricane Helene caused significant flooding throughout downtown Marshall, severely damaging Blannahassett Island Park. The Town has worked with a consultant group to develop a conceptual design for Blannahassett Island Park. The Town is seeking qualified professionals to assist with implementing the design and completing renovations to Blannahassett Island Park.

Applicants

Qualified applicants must have experience in design, engineering, and construction management. Experience working with state and local governments will enhance the merits. Applicants should also be familiar with local, state, and federal regulations and permitting.

Scope of Work

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

- Professional design services and consulting
- Site assessments
- Local, state, and federal regulatory compliance
- Permitting and regulatory compliance
- FEMA-related services, including Flood Plain Management and Hazard Mitigation
- Construction management and project oversight consist with design work
- Cost estimation and project formulation
- Bid and award support
- Attendance at local meetings if needed
- Recordkeeping and documentation in accordance with FEMA requirements

Submission Requirements and Format

Submissions should be sent electronically to: Ryan Cody, Town Administrator at administrator@townofmarshall.org

Maximum Page Limit: 15 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 field and trail design, stormwater management, and floodplain design
 - Experience with State, Local, and FEMA projects
 - Professional license and certifications
 - At least two 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: State and Local Government experience, to include FEMA, Floodplain Management (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/Project History from Past Projects (25 points)

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

Submission Deadline

Submissions must be received by: **Friday, October 16, 2026, at 4:30 p.m.**

Late responses will not be considered.

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

Selection Process

SOQs will be reviewed October 19, 2026 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.

RFQ Schedule

- Wednesday, September 30, 2026: Issuance of RFQ
- Friday, October 9, 2026: Deadline to Submit Questions
- Friday, October 16, 2026, 4:30 p.m.: RFQ Submission Deadline

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