



Town of Vandemere

1042 Pennsylvania Avenue, P.O. Box 338
Vandemere, North Carolina 28587

Office- (252) 745-5473 | 5480

www.vandemerenc.com

REQUEST FOR QUALIFICATIONS (RFQ)

Release Date- 6 May 2025

Master Planning for the Vandemere Community Center

Notice is hereby given that the Town of Vandemere, NC intends to select an Engineering/ Architecture/ Survey establishment to assess and provide master planning for a Community Center. A written response to the RFQ can be submitted by mail or email:

Mail: Attn: Sandra Snipes, Mayor, Town of Vandemere,
 P.O. Box 338,
 Vandemere, NC, 28587

E-Mail: vandemeremayor@outlook.com

RFQ Close Date- 15 May 2025 at 5:00 PM Eastern Standard Time

The responsibility for submitting a response to the RFQ, to the Mayor, on or before the stipulated time and date will solely be the responsibility of the Firm. Any responses received after the stipulated time and date will not be accepted, and/or opened.

RFQ Packets are located at-

<https://www.vandemerenc.com/about-4>

Questions concerning this RFQ can be directed to: Sandra Snipes, Mayor, Town of Vandemere, at 252-745-5480 or vandemeremayor@outlook.com.



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REQUEST FOR QUALIFICATIONS

DOCUMENTS ATTACHED

Introduction Letter

RFQ

Responder's Certification

Non-collusion Affidavit

Suspense Date:
15 MAY 2025 by 5:00 PM



Town of Vandemere
P.O. Box 338
Vandemere, North Carolina 28587

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Subject: Request for Qualifications (RFQ)

May 6, 2025

To Whom It May Concern:

The Town of Vandemere is seeking to select a qualified engineering/architecture/ survey firm to assess and provide master planning and schematic design for a community center located at the Vandemere Waterfront Park. The purpose of the center is to have a space for local community events, distribution center in the event of an emergency, and provide flexible elegance as a venue for conferences, corporate meetings, family reunions, wedding ceremonies and receptions. The goal for the center is to establish a community need for Township Four of Pamlico County and provide a revenue source for Vandemere.

Your Statement of Qualifications packet can be sent electronically or by mail and arrive no later than 5:00 PM Eastern Standard Time (EST) on Thursday, May 15, 2025. The responsibility for getting the response to the Mayor on or before the specified time and date is solely and strictly the responsibility of the responding firm. The Town of Vandemere will in no way be responsible for delays caused by any occurrence.

Responses are to be mailed to:

Attn: Sandra Snipes, Mayor, Town of Vandemere
P.O. Box 338
Vandemere, NC 28587

Responses by electronic mail are to be titled "Master Planning RFQ" and sent to:
vandemeremayor@outlook.com

Firms providing responses shall be licensed and responsible for complying with North Carolina laws, regulations, and local ordinances.

Thank you for your interest in applying to support this project. Please contact me immediately via email (vandemeremayor@outlook.com) in order to place your firm on a "Notification of Interest" List for distribution of possible addenda to this RFQ.

Thank You for All You Do,

Sandra Snipes
Mayor, Town of Vandemere



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Vandemere Community Center Project Master Planning and Architectural Design

REQUEST FOR QUALIFICATIONS-

Introduction

The Town of Vandemere is seeking to select a qualified engineering/architecture/ survey firm to assess and provide master planning and schematic design for a community center located at the Vandemere Waterfront Park. The purpose of the center is to have a space for local community events, distribution center in the event of an emergency, and provide flexible elegance as a venue for conferences, corporate meetings, family reunions, wedding ceremonies and receptions. The goal for the center is to establish a community need for Township Four of Pamlico County and provide a revenue source for the Town of Vandemere.

Background

Vandemere is situated in Township Four of Pamlico County, North Carolina. Incorporated in 1895, the town proudly stands as the only one in the United States bearing its name; a resilient community that has overcome decades of economic and environmental challenges. Vandemere, meaning "village by the sea," is a rural inner coastal town located by the Bay River and about three miles from the Atlantic Intracoastal Waterway. Its history is deeply rooted in maritime traditions and agricultural heritage. Many family namesakes have lived here for over a century.

Over the years, Vandemere has embraced outdoor recreation as a key component of its strategic placemaking, leveraging its natural assets to enhance quality of life and support long-term economic stability. In 2016, the town established an award-winning waterfront park on 8.73 acres redefining local leisure, drawing visitors from far and wide. In this venture the town acquired a small cottage building (approximately 1500 square feet) and a Morton building (approximately 2800 square feet) located on the waterfront property, which have potential to serve the community more efficiently and provide another source of revenue for the municipality.

Master Planning RFQ 2025

Vandemere Waterfront Park



The Morton Building: 86 Griffin Road, Vandemere, NC 28587



Project Description

A master plan and schematic design will serve to optimize the town's existing resources and assets, as well as strategically plan for their management and future growth, in order to improve the quality of life of its citizens, enhance the integrity and quality of the natural environment, and attract visitors to the community.

The Mayor, Economic Growth and Development Lead, Parks and Recreation Lead, Infrastructure Lead, and Town Clerk will work in collaboration with the consulting firm, in support of the community's vision and reasonable input.

Scope of Work

Once a firm is selected, they will work collaboratively with town staff to refine the scope prior to executing a contract for the work. The current scope of work envisioned for this project include, but are not limited the following:

1. Establish a Master / Architectural Plan considerate of the utilization of sustainable/green resources, consistent with Vandemere's Strategic Plan and need for a community center.
2. Develop and implement a public engagement strategy to gather input from citizens, stakeholders, and staff.
3. Assess existing building (s) and infrastructure available at the Vandemere Waterfront Park for utilization as a community center. Assessment should include interior and exterior structural assessment, building envelope, mechanical, electrical, plumbing, IT and AV potential, code compliance, energy efficiency, and hazardous materials.
4. Provide a space planning analysis, defining space needs for the community center including but not limited to: meeting room, ball room, restrooms, kitchen, parking, outdoor usable space, and connectivity to the waterfront park.

Deliverables

Once a firm is selected, town staff will work collaboratively with the consulting team to refine the deliverables given the current budget for this project, and prior to executing a contract for the work. The current deliverables envisioned for this project include, but are not limited the following:

1. Provide narrative and conceptual design plans for the recommended renovation and/or replacement of existing facilities along with an estimated cost for the work.
2. Provide recommendations in anticipation of future growth and change.
3. Provide a blueprint for the community center in order to continue on with a construction phase.
4. Describe concepts for components in sufficient clarity and detail, to provide a clear direction for

future decision making.

5. Develop alternative concepts needed to achieve consensus on an acceptable plan, along with documentation of pros & cons supporting the recommendation of alternatives.
6. Provide recommendations on which option(s) are most promising.
7. Provide recommendations on how to move the master plan and blue prints forward
8. Prepare a final master plan document, including an executive summary, supporting data, recommendations, implementation strategy, and maps/graphics for public consumption in online and hard copy formats.
9. Provide preliminary cost estimates for recommended improvements.
10. Present the final plan to City Council for approval.
11. Provide written records and summaries of the results of all public communications that can be shared with the public via online and hard copy formats.
12. Provide to the Town of Vandemere digital copies of all data, photos, files, reports, and other documents collected and created during the master plan development, in editable formats when applicable by completion of the project.

STATEMENT OF QUALIFICATIONS REQUIREMENTS-

Executive Summary

The Executive Summary should include a brief introduction to the organization and an expression of interest in the project. Please clearly indicate contact information, including phone and email, for the primary contact individual.

Organization and Project Team

Please include a description of the firm and its primary business, number of years established, its background and history, its organizational structure, the number of employees, and commitment to delivering timely, quality work and results. This section should also contain types of services which the firm is qualified and any additional information about the organization that will assist in understanding its qualifications.

The firm should also submit an organizational chart of its leadership and should list key project personnel. The organization may include project personnel names, roles, and unique benefits that the team brings to this project. Please include resumes of project team leadership and key personnel for the project.

Project Approach

The firm should include a description of how it plans to achieve the goals of this project, with specific descriptions of information gathering, evaluation, and documentation processes. Please include a specific and complete list of proposed deliverables and a detailed conceptual project schedule.

Availability

Please describe the firm’s current workload, and availability to produce a quality product for the Town of Vandemere and adhere to the timeline to complete the project accordingly.

Relevant Project Experience

Please enclose project sheets for up to three completed relevant projects, from the last three years, demonstrating the ability to successfully lead and execute the type of work required for this project. Please include name and location of the project and the date the work was completed, project references, and total final dollar amount of the work performed.

Budget Breakdown

This section should contain a quote for expenses for master planning services and schematic design for the project as outlined above.

Timeline for Deliverables

- | | |
|--|-----------------------------|
| A. RFQ Opens: | 6 May, 2025 |
| B. RFQ Closes: | 15 May 2025 by 5:00 PM EST |
| C. SOQ Packet Review: | 19 May 2025 |
| D. Interview and/or select firm: | 21-23 May 2025 |
| E. Issue Notice of Award/Sign Contracts: | 27 May 2025 to 27 June 2025 |

Notification of Interest and Inquiries

Upon receipt of this RFQ, companies interested in submitting the RFQ must immediately notify Sandra Snipes, Mayor, Town of Vandemere via email (vandemeremayor@outlook.com) in order to be placed on a “Notification of Interest” list for distribution of possible addenda to this RFQ.

All questions regarding this RFQ should be directed to Sandra Snipes by email and must be received no later than 13 May 2025 to be considered for response. In addition, to maintain fair consideration and equal access to information for all firms, all questions and answers will be sent via email to each firm who has submitted a “Notification of Interest”.

Submission

If submittal does not meet all requirements, it will be disqualified. Two (2) hard copies via mail and/or one PDF copy via email will be received before or by 8:00 PM EST, on Sunday, 4 May 2025.

A. For responses by Mail send to:

Attn: Sandra Snipes, Mayor, Town of Vandemere
P.O. Box 338
Vandemere, NC 28587

B. Responses by electronic mail are to be titled "Master Planning RFQ" and sent to:

vandemeremayor@outlook.com

It is the sole responsibility of the firm to ensure that their proposal is received by the Mayor of Vandemere before the deadline. There is nothing in the RFQ that precludes the town from requesting additional information from firms at any time during the qualification process.

Nothing herein is intended to exclude any responsibilities, in any way restrain, or restrict competition. On the contrary, all responsible firms/individuals are encouraged to submit responses. The Town of Vandemere reserves the right to waive any informalities, to reject any and/or all proposals, and to accept any proposal, which in its opinion may be in the best interest of the Town.

Qualification packages may be withdrawn by written request prior to submittal deadline.

Selection

Proposals will be reviewed by a team of Town Board Members. All proposals will be afforded fair and equal treatment with respect to any opportunity for discussion and revision. Any such revision may be permitted after submission and prior to award for the purpose of obtaining the best and final offer at the discretion of the town. When conducting negotiations, the town will not disclose information from proposals submitted by competing companies.

Process

The selection of a firm to provide the desired services will be handled in accordance with the following process:

- A. Review of the RFQ by the town.
- B. The town will rank the three (3) top firms selected.
- C. If there are not three (3) qualified firms, the town will rank the number of qualified firms selected.
- D. The town may, at its discretion, conduct interviews with the firms selected.
- E. The companies will be contacted in order of ranking.
- F. If the town and the first-ranked firm cannot agree on a contract, the next ranked firm will be contacted and so forth.

Evaluation Criteria

The following considerations will be utilized to select a company from those submitting a qualified RFQ:

- A. The experience of the company's proposed staff to perform work required.
- B. The company's experience, knowledge, familiarity, and past performance with similar projects.
- C. The availability of the company's staff to adhere to the timeline and complete the project accordingly.
- D. Total cost of the project as well as hourly rates for any additional work

Post-Notice of Award

A final contract of all work to be accomplished, inclusive of visuals and scope for this project will be submitted to the Town of Vandemere within 60 days of the notice to proceed.

Advertisement

An advertisement for the RFQ will be posted as follows:

- A. The Vandemere website – www.vandemerenc.com
- B. The Pamlico News
- C. In addition, a copy of the RFQ and any addendum may be obtained by sending an email to:
Sandra Snipes, Mayor, Town of Vandemere, at
vandemeremayor@outlook.com

General Terms and Conditions

NON-COLLUSION AFFIDAVIT: Each qualification package must be accompanied by a notarized affidavit on non-collusion, executed by the firm or in the case of a corporation, by a duly authorized representative of said corporation. The Non-Collusion Affidavit is provided herein.

The Town of Vandemere encourages all businesses, including DBE, minority, and women-owned businesses to respond to all Request for Qualifications.

The town reserves the right to award this contract in whole or part, in the best interest of the town, and further reserves the right to accept or reject any or all submittals.

The town reserves the right to request clarification or supplemental material it feels necessary to make a qualified judgment of the company's ability to perform the work.

The town reserves the right to amend the RFQ schedule or issue amendments to the RFQ at any time; to modify or incorporate additional steps to the evaluation process in the interest of having a thorough and comprehensive body of information from which to select.

The town also reserves the right to cancel or reissue the RFQ, to reject any or all proposals, to waive

any irregularities or informalities in the selection process, and to accept or reject any item or combination of items.

The awarded company shall not commence work under this contract until all insurance required under this paragraph and such insurance has been approved by the Town. The company must maintain insurance coverage for the duration of the contract period.

This RFQ does not oblige the town to accept or contract for any expressed or implied services.

The town will not reimburse the company for any of the costs involved in the preparation and submission of responses to this RFQ or in the preparation for and attendance at subsequent interviews.

Ten percent (10%) of total contract cost will be withheld as retainage pending successful project completion to town's satisfaction.

All data, databases, reports, designs, and materials in digital and hard copy format created under this project shall be transferred to the Town upon completion of the project and become the property of the Town.

Insurance

The selected firm shall purchase and maintain in force, at his own expense, such insurance as will protect the firm and the Town, to include professional liability (E&O), from claims which may arise out of or result from the firm's execution of the work, whether such execution be by himself, his employees, agents, subcontractors/engineers, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the Town, and the general public from any and all claims for injury and damage resulting by any actions on the part of the firm or its forces as enumerated above.

The selected firm shall furnish a copy of an original Certificate of Insurance, naming the Town of Vandemere as an additional insured. Should any of the policies be canceled before the expiration date, the issuing company will provide thirty (30) days written notice to the certificate holder. The firm shall furnish insurance in satisfactory limits, and on forms and of companies which are acceptable to the Town of Vandemere Finance Team and shall require and show evidence of insurance coverage on behalf of any subcontractors/engineers (if applicable), before entering any agreement to sublet any part of the work to be completed under this contract.

RESPONDER'S CERTIFICATION FORM

I have carefully examined the Request for Qualifications, and any other documents accompanying or made a part of this Request for Qualification.

I hereby propose to furnish the professional engineering/architecture/ survey services for master planning and blue prints for Town of Vandemere in accordance with the instructions, terms, conditions, and requirements incorporated in this Request for Qualification. I certify that all information contained in this response is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this response on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

NAME OF FIRM: _____

BY: (printed name) _____

SIGNATURE: _____

MAILING ADDRESS: _____

TOWN/STATE/ZIP CODE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

NON-COLLUSION AFFIDAVIT
State of North Carolina

_____, being first duly sworn, deposes and says that:

1. He / She is the _____ (title) of _____ (firm's name), the responder that has submitted the attached response;
2. He / She is fully informed respecting the preparation and contents of the attached response and of all pertinent circumstances respecting such response;
3. Such response is genuine and is not a collusive or sham response;
4. Neither the said responder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder firm or Person to submit a collusive or sham response in connection with the contract for which the attached response has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion of communication or conference with any other responder, firm or person to fix the price or prices in the attached response, if applicable, or of any other responders, or to fix any overhead, profit or cost element of the response price of the response, if applicable, of any other responder or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Vandemere or any person interested in the proposed contract; and

Signature

Title

NOTARY PUBLIC CERTIFICATION

Subscribed and sworn to before me, _____

This the _____ day of _____, 20_____

[SEAL]

Notary Public

My Commission Expires: _____