

Request for Qualifications For:

Town Hall Retaining Wall Failure
Town of Sylva
Jackson County, North Carolina

Town of Sylva seeks a qualified firm to assist with planning, budgeting, management, phasing, scoping, assembly of planning/design team, preparation of bid documents, permitting, and oversight of construction for the Scotts Creek Retaining Wall reconstruction project. The selected applicant may be required to work with a contractor for a design/build solution.

1. Summary/Background:

The Town of Sylva hereby solicits submission of Statements of Qualification (SOQ) from qualified firms for services to include but not limited to planning and budgeting, completion of permit applications, preparation of bid documents in conjunction with developing construction plans, soliciting and administering the bids, contract administration, and general construction oversight through the completion of the proposed project within the Town of Sylva's approved project budget. In accordance with North Carolina state law, this Request for Qualifications (RFQ) is designed to identify North Carolina state licensed firms best qualified to assist the Town of Sylva in preparing a bid package for selection of an appropriately licensed contractor.

After a small failure in Spring of 2024, and a much more significant failure during and immediately after Hurricane Helene, the Town of Sylva seeks to repair an approximately 300 foot section of retaining wall on the south side of the Public Works facility. The Town is seeking to develop multiple options for repair, so that they may be evaluated for cost efficiency, effectiveness, and longevity. Repair strategies that can be completed in phases listed below will be given priority.

2. Pre-SOQ submittal site visit:

Any firm wishing to submit an SOQ for this project will be allowed to visit the site between 8:00 am and 3:00 pm on any day prior to the submission deadline, subject to scheduling with the Town of Sylva Director of Public Works:

Jake Scott
828-226-6096
jscott@townofsylva.org

3. Scope of Services:

a. Planning and Funding Assistance

The selected firm will assist with budgeting and working with funding agencies.
The selected firm will assist the Town of Sylva in assembling a design and

planning team to complete this project. This will consist of civil engineers, structural engineers, geotechnical engineers, environmental consultants, surveyors, and any other firm necessary to planning the project.

b. Permitting:

The selected firm will assist the Town of Sylva in completion of all necessary permit applications with Jackson County, Amry Core, the North Carolina Department of Environmental Quality (NCDEQ), or any other agencies with jurisdictional authority.

c. Preparation of Contract Documents:

- i. Using construction documents prepared for the planning team, prepare bid and contract documents for the bidding and construction of the proposed project.

d. Bid Solicitation:

- i. Perform all related bidding activities of the proposed project on behalf of the Town of Sylva in compliance with applicable public bid laws of the State of North Carolina and other funding agencies, including advertisements, solicitations, bidder question responses, pre-bid meetings, if necessary, public bid opening, evaluation of bids and contractors, and recommendations to the Town and other related activities.

e. Project Management and Contract Administration:

The selected firm will provide oversight of the project from initial, pre-planning phases of construction through completion of the project. The selected firm will advocate for the Town. The selected firm will provide the following services:

- i. Coordinate construction progress meetings as necessary between contractors, sub-contractors, owners, engineers, inspectors and relevant regulatory agencies.
- ii. Provide construction oversight memorandums as needed or as requested to the Town of Sylva Director of Public Works or Town Manager.
- iii. Administer changes to construction documents and shop drawings based upon requests from Town of Sylva Director of Public Works or Town Manager. Additionally, administer changes to construction documents based on permitting requirements if need arises.
- iv. Review of all pay applications from contractors and make recommendations regarding payment accordingly.
- v. Respond to Requests for Information by contractors or regulatory agencies.
- vi. Conduct project close-out upon completion, including as-built documents in digital and hard-copy formats.

4. Submittal Requirements and Selection Criteria

Interested firms must prepare a response package and submit it to the Town of Sylva on or before **August 15th, 2025, by 5:00 PM**. The response package should include a Letter of Interest and Statement of Qualifications. The submitted package should include information that will represent the firm's ability to meet the criteria for evaluation for these services. The total response package should not exceed 15 single sided pages or 8 double sided pages and may be submitted either hard-copy or digitally by the above specified time. There is no specific format for submittal of this RFQ, however the package should include all information needed based on the following specified criteria. The Town of Sylva reserves the right to reject any and all proposals. **The selection of this firm will be based solely on qualifications. North Carolina state law prevents the Town of Sylva from soliciting pricing in this RFQ. Any firm that submits pricing estimations will be disqualified from consideration (other than a general rate schedule.)**

Selection Criteria:

1. Appropriate expertise
2. Past performance
3. Proposed design team
4. Experience with federal and state funded projects
5. Current workload
6. Recent experience with project costs and schedules
7. Construction contract administration capabilities
8. Proximity to and familiarity with project area
9. Successfully completed past projects
10. Other appropriate factors

Town of Sylva staff will review the submitted Letter of Interest & Statement of Qualifications, and all qualified firms will be scored in rank order based on the evaluation of the submittals. The Town of Sylva Board of Commissioners shall review the top ranking evaluations and approve the final firm for this contractual relationship. The selected firm shall be advised of the selection and contacted individually to finalize an agreement. In the event that a favorable agreement cannot be reached with the top firm, negotiations will commence with the next top ranked firm.

Designers are encouraged to submit any questions regarding this RFQ to this office early in the process. Questions may not be answered if received within 3 business days of the specified submittal date. Questions and the final RFQ packages should be submitted to:

Jake Scott
Director of Public Works
Town of Sylva
83 Allen Street

Sylva NC, 28779
828-226-6096
jscott@townofsylva.org