

TOWN OF KURE BEACH
Request for Qualifications: No. 2026-01
Submission Deadline (via electronic mail): October 12, 2026 at 5:00 p.m.
Contract Type: Open Market
Description: Joe Eakes Park – Professional Design, Bidding, Construction Administration, and Closeout Services

Execution Page

By executing this Request for Qualifications (“RFQ”), the undersigned Vendor certifies that this response is submitted competitively and without collusion, that none of its officers or directors has been convicted of any violations under Chapter 78A of the North Carolina General Statutes (the North Carolina Securities Act), the Securities Act of 1933 or the Securities Exchange Act of 1934, and that it is not an ineligible vendor as set forth in N.C.G.S. § 143-59.1.

As required under N.C.G.S. § 143-48.5, the undersigned Vendor certifies that it, and each of its sub-contractors, if any, for any contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

Proposals will be evaluated to rank the responding Vendors in order of their qualifications and competence following which the Town will attempt to negotiate a fair and reasonable contract price with the best qualified Vendor. Submission or consideration of contract prices shall not be permitted in this qualification-based selection process.

The failure to execute/sign this response prior to its submittal shall render the response invalid such that it will be rejected. Digital signatures shall be deemed to constitute original signatures. Late responses shall not be considered.

Vendor:	
Street Address:	
City, State, and Zip:	
Mailing Address:	
City, State and Zip:	
Federal ID No. or Social Security No.:	
Name/Title of Person Signing on Behalf of Vendor:	
Signer’s Telephone No.:	Signer’s Mobile No.:
Signer’s Email Address:	Date:
Vendor’s Authorized Signature:	

1.0 PURPOSE, BACKGROUND, AND SCOPE OF WORK.

1.1 PURPOSE.

The Town of Kure Beach (“Town”) is seeking providers of professional engineering, landscape architecture, and construction administration services as set forth in sub-sections 1.2 and 1.3 herein.

1.2 BACKGROUND AND SITE.

Joe Eakes Park (“Park”) is located at the southwest corner of the intersection of South 7th Avenue and K Avenue in Kure Beach, North Carolina, on property licensed for use by the Town from the United States Department of the Army, Military Ocean Terminal at Sunny Point (MOTSU). The Park is one of the Town’s most frequently used recreational facilities. The Town has completed 50% design plans for the renovation of the Park and is seeking a qualified professional team to complete 100% of the design work and produce the corresponding construction plans, drawings, and other project documents. The selected firm will also be responsible for providing the professional services necessary for permitting, bidding support, construction administration, and project closeout.

1.3 SCOPE OF WORK.

The exact scope of services required by the Town shall be set forth in an agreement between the Town and the selected firm. The scope of work shall include, but not be limited to, the following:

- Review the existing 50% design plans and project documents provided by the Town and complete 100% of the design work and produce the corresponding construction plans, drawings, and other project documents suitable for permitting, jurisdictional approvals, bidding, and construction.
- Complete all construction documents, specifications, exhibits, details, schedules, and appendices necessary to fully document the proposed improvements and facilitate permitting, bidding, and construction.
- Coordinate and incorporate delegated design systems and related manufacturer information into the construction document set and specifications, as applicable.
- Provide updated construction cost estimates and schedule updates as the design is finalized.
- Meet with contractors and other project stakeholders as necessary to review pricing, constructability, and project requirements.
- Coordinate site lighting, security, data/communications, and other work directly procured or managed by the Owner and performed by separate contractors or vendors, as applicable to the project.
- Finalize all design calculations and perform appropriate internal quality control and quality assurance reviews of the construction documents.

- Prepare and submit all required permit applications and supporting documentation, including approvals associated with NCDEQ, New Hanover County, MOTSU, and other applicable reviewing agencies.
- Address comments and requested revisions from reviewing agencies and obtain approvals required for bidding and construction.
- Provide required professional certifications associated with the permitting and approval process.
- Provide bidding services, contract procurement support, responses to bidder questions, assistance with bid evaluation, and support to the Town in contractor selection.
- Review contractor submittals, including shop drawings, product data, delegated design submittals, and other materials required for construction.
- Conduct regular construction progress meetings and provide meeting minutes documenting project discussions, decisions, and action items.
- Provide regular project reporting to the Town during construction, including updates regarding project progress, schedule, budget, and outstanding issues.
- Respond to Requests for Information (RFIs), review contractor payment requests, and provide construction contract administration services in accordance with the requirements of the final agreement between the Town and the selected firm.
- Perform periodic construction site observations and provide written reports documenting observations, progress, and items requiring attention.
- Review contractor record documents and provide appropriate professional certifications of completion.
- Coordinate project closeout activities, including review of required closeout documentation, notices, certifications, warranties, and other materials necessary to complete the project.
- Perform other professional services reasonably necessary to complete the Joe Eakes Park renovation project and achieve final project closeout, as authorized by the Town.

2.0 GENERAL INFORMATION.

2.1 NOTICE TO VENDOR OF RFQ TERMS AND CONDITIONS.

It shall be the Vendor's responsibility to read all of the content of this RFQ and comply with all requirements and specifications set forth herein. Inquiries concerning this RFQ should be directed to Beth Chase, Town Clerk, at b.chase@townofkurebeach.org.

2.2 RESPONSE SUBMITTAL.

A. Vendor shall submit 1 executed electronic copy of its response. Responses shall be submitted by electronic mail only. Paper copies shall be deemed non-responsive and shall not be considered.

B. Responses should be timely emailed directly to Beth Chase, Town Clerk, at b.chase@townofkurebeach.org. The subject line for the submission email should reference RFQ No. 2026-01.

C. It shall be the Vendor's responsibility to submit its response in accordance with these instructions by the specified time and date.

D. Responses shall be submitted with the Execution Page (page 1 herein) signed and dated by an official authorized to bind the Vendor. Failure to submit an executed response shall disqualify the Vendor.

2.3 RESPONSE CONTENTS.

A. Cover letter including the RFQ number, the Vendor's name, mailing address, email address, telephone number and the identity of the Vendor's authorized representative.

B. A fully completed and executed Execution page.

C. Descriptions of the following:

- General information and background of Vendor's firm including the size of the firm, the number of years it has been in business, total number of personnel, and the number of staff by discipline.
- The overall capabilities of the firm relevant to this RFQ.
- Summaries of recently completed projects on which similar services were provided and references for those projects; each such summary and reference to include the client's and the project's name, the location and description of the project, the dollar value of the project, and the name, title, email address and telephone number of the reference contact.

D. A completed and signed Certification of Financial Condition attached hereto and incorporated herein by reference as Exhibit A.

2.4 TOWN RESERVATIONS.

The Town expressly reserves the right to:

A. Withdraw this RFQ at any time without prior notice.

B. Postpone the response due date for its own convenience.

C. Evaluate the responses deemed to be the most qualified for the project and in the best interests of the Town.

D. Reject any response and waive non-substantive informalities in the responses.

E. Reject any response based on the following: deeming the response unsatisfactory; non-compliance with the requirements and terms of this RFQ; determining that the proposed requirement are no longer necessary; circumstances preventing evaluation of the most qualified response; or a determination that rejecting the response is in the best interests of the Town.

2.5 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS.

During the evaluation period – from the date the responses are opened and the Vendors ranked by qualifications – each Vendor submitting a response is prohibited from having any communications with any person inside or outside of the Town if the communication refers to the Vendor’s response or qualifications, the contents or qualifications of another Vendor, and/or the transmittal of any other communication of information that could reasonably be considered to have the effect of directly or indirectly influencing the evaluation of submitted responses to this RFQ. A Vendor failing to comply with this provision shall be disqualified from being evaluated under this RFQ unless it is determined, in the Town’s discretion, that the communication was harmless or that it was made without the intent to influence the evaluation of Vendors under this RFQ. Only those discussions, communication or transmittals of information authorized or initiated by the Town or general inquiries directed to the Town regarding the requirements of this RFQ are excepted from this provision.

2.6 WITHDRAWAL OF RESPONSE.

A response to this RFQ may be withdrawn only in a writing received by the Town Clerk before the October 12, 2026 submission deadline. A withdrawal request must be on the Vendor’s letterhead and signed by an authorized official of the Vendor.

2.7 INFORMAL COMMENTS.

The Town shall not be bound by informal explanations, instructions, or information given at any time by anyone on behalf of the Town during the evaluation process.

2.8 COST OF PREPARING THE RESPONSE.

Any costs incurred by a Vendor in preparing or submitting a response are the Vendor’s sole responsibility, and the Town shall not reimburse any Vendor for any costs incurred in preparing its response.

3.0 VENDOR’S REPRESENTATIONS.

A. Vendor warrants that only qualified personnel shall provide services under any agreement resulting from this RFQ and that they shall do so in a professional manner. As used herein, “professional manner” means that the personnel performing the services possess the skill and competence consistent with the prevailing business standards in the subject industry.

B. Vendor warrants that it: has the financial capacity to perform and to continue to perform its obligations under any agreement resulting from this procurement process; has no actual or constructive knowledge of any actual or potential legal proceeding brought or being brought against it that could, materially and adversely, affect the Vendor's performance of any resultant agreement with the Town; and is not prohibited under any contract or court order from entering into an agreement resulting from this procurement process.

EXHIBIT A

CERTIFICATION OF FINANCIAL CONDITION

Name of Vendor: _____.

The undersigned hereby certifies that [check all applicable boxes]:

- ☐ Vendor is in sound financial condition.
- ☐ Vendor has no outstanding tax or judgment liens.
- ☐ Vendor is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.
- ☐ Vendor is not the subject of any current litigation or findings of non-compliance under federal or state law.
- ☐ Vendor has not been the subject of any past or current litigation or findings in any past litigation which may impact in any way its ability to perform its obligations under an agreement resulting from this procurement process.
- ☐ The undersigned is authorized to make the foregoing statements on Vendor's behalf.

If one or more of the foregoing boxes is NOT checked, please set forth the reason in the space directly below.

◆ _____ ◆

Signature

Date

Printed name and title