

Town of Mooresville, North Carolina



Request for Qualifications

RFQ No. 600-06-22

Glenwood Memorial Park Cemetery Master Plan

November 17, 2021

PROPOSALS DUE:

Tuesday, December 14, 2021 - 2:00 PM

*Late proposals will be rejected

David Whitaker
Purchasing & Contract Manager
413 N Main Street
Mooresville, NC 28115
dwhitaker@mooresvillenc.gov
(704) 662-8534

LEGAL NOTICE
TOWN OF MOORESVILLE
REQUEST FOR QUALIFICATOINS
RFQ No. 600-06-22

The Town of Mooresville, through its Purchasing Department, is seeking qualifications from a qualified consultant team with proven expertise in cemetery master planning to assist in developing a master plan for Glenwood Memorial Park Cemetery, 273 Glenwood Drive, Mooresville, NC.

Statements of Qualifications can be emailed to the Purchasing Department at dwhitaker@mooresvillenc.gov and cc'd to preidy@mooresvillenc.gov, delivered to 413 North Main Street, Mooresville, NC or mailed to PO Box 878, Mooresville, NC 28115 **on or before 2:00 PM, Tuesday, December 14, 2021**. Statements received after that time will be rejected. This is not a formal bid; proposals will not be opened publicly.

Glenwood Cemetery
Master Plan

The Town of Mooresville reserves the right to reject any and all proposals or to waive any informalities in the proposal process, if deemed in the Town's best interest.

The Request for Qualifications (RFQ), containing scope of services, proposal requirements and evaluation criteria will be/is available upon request from the Purchasing Department, Mooresville Town Hall, 413 North Main Street, Mooresville, NC 28115

The RFQ may be viewed and printed from the Town's website, www.mooresvillenc.gov

Office hours: Monday - Friday (8:30am - 5:00pm)

David Whitaker
Purchasing & Contract Manager



PART 1. GENERAL INFORMATION

1.1 PROCUREMENT DESCRIPTION

The Town of Mooresville is seeking responses to the Request for Qualifications (RFQ) from Firms and Consultants with expertise in cemetery master planning.

The purpose of this project is to develop a master plan for Glenwood Memorial Park Cemetery located at 732 Glenwood Dr, Mooresville, NC. The Town of Mooresville's Cemetery Master Plan will provide guidance for the preservation and development of the cemetery by examining the conditions of the cemetery, establishing goals for the cemetery, and providing an Implementation Guide to achieve the goals.

1.2 APPLICABLE LAW

This procurement will be conducted pursuant to North Carolina General Statute 143-64.31

1.3 APPROVAL

Any contract that may result from the procurement shall be subject to the approval of the Town Manager or Town Board of Commissioners of the Town of Mooresville.

1.4 INCORPORATION BY REFERENCE

All requirements, specifications, terms, and conditions described in this Request for Qualifications (RFQ) shall be incorporated by reference into any contract that may result.

1.5 TIME FOR AWARD

Any contract that may result from the procurement shall be awarded within forty-five (45) days after the proposal due date. The time for award may be extended for up to 45 additional days by mutual agreement between the Town and the most advantageous proposer.

1.6 RIGHT TO CANCEL/REJECT

The Town reserves the right to cancel this RFQ or reject in whole or in part any and all proposals if the Town determines that cancellation or rejection serves the best interests of the Town.

1.7 CONTRACT

After a Firm chosen from this RFQ and price negotiated, the Firm will be required to sign the Town's standard contract. A sample of the contract can be found at <https://moorevillenc.gov/152/Purchasing>.



PART 2. BACKGROUND

2.1 BACKGROUND

Glenwood Memorial Park is comprised of 29 acres and was established in 1940. In addition to space for traditional and cremation burials, the cemetery features two columbaria providing 96 niches and a scatter garden for the disposition of cremains. The cemetery also hosts a veteran's monument. The Town owns an additional 7.65 undeveloped acres adjacent to the cemetery and anticipates utilizing this property for Glenwood Memorial Park expansion.

PART 3. INSTRUCTIONS TO PROPOSERS

3.1 REQUIREMENTS AND SUBMISSIONS

SUBMISSIONS shall include the following:

ACKNOWLEDGEMENT – INTENT TO SUBMIT A PROPOSAL

Each firm must submit an acknowledgement or their intent to submit a proposal to David Whitaker, Purchasing & Contract Manager at dwhitaker@mooresivllenc.gov in order to receive addendums and corrections. Failure to do so will result in disqualification from submitting a proposal.

APPLICANT

Cover sheet must provide the identity of the individual partnership or team applying for the contract award. It must include the applicant's address, telephone, e-mail, and the date submitted. If the applicant is a partnership or joint venture, the proposal should specify who will act as lead consultant for contract responsibility. If the consultant intends to sub-contract any work require in the Scope of Work, the sub-Consultant(s) must be identified as well as the percentage of work to be done by the sub-Consultant(s). Sample work products of sub-Consultant(s) are required.

QUALIFICATIONS/MINIMUM REQUIREMENTS

A qualifications statement must attest to the proposer's capacity to perform the required work program. Resumes are required for all project personnel, and they should detail academic and professional work experience attesting to the capacity to perform the required work program. The principal in charge of this project must be experienced in conducting cemetery master planning. The ideal project team will also include an environmental engineer, a naturalist/arborist, and a financial analyst.

Consultants must provide proof of at least two successful master plans completed for cemeteries and list their locations.



TEAM MEMBERS

Please provide a list of all the members of the proposed consulting team. Include educational backgrounds, professional experiences, resumes and respective roles of all team members. Please include information pertaining to the number of years and/ or projects on which you have worked with each of the persons listed. Identify person(s) with ultimate responsibility for the project. Also identify the project manager who will be the day-to-day contact person.

APPROACH TO SCOPE OF WORK

Provide in concise narrative form, your understanding of the Town's needs, goals, and objectives as they relate to the project, and your overall approach to accomplishing the project. Give an overview on your proposed vision, ideas and methodology. Describe your proposed approach to the project. As part of the project approach, the proposer shall propose a scheduling methodology (timeline) for effectively managing and executing the work in the optimum time with in the 5 phases as outlined by the Town (Section 4). Also provide information on your firm's current workload and how this project will fit into your workload. Describe available facilities, technological capabilities and other available resources you offer for the project.

Additionally, the proposal should specifically address:

- Describe the proposer's understanding of cemetery services and the issues commensurate to the provision of such services.
- Provide a narrative indicating full understanding of the project and related work required.
- Describe how the Cemetery Master Plan study will be conducted. Include project goals, anticipated outcomes, and timeframes for completion including work plan schedule after award of contract. Key provisions of the proposal should be clearly identified with timeframes.
- Identify key personnel (including sub-proposers) who will be assigned to each major task. Include a description of their prior experience with similar projects.
- A long-range vision for the Glenwood Cemetery including specific goals and priorities that incorporate all findings from each of the above components.
- A specific action plan that implements standards, guidelines, policies and recommendations of the Master Plan. This plan should address administration and management as well as maintenance and operations for cemetery development and related services.
- Include a discussion of the roles of Town staff, and firm during the study period.

PREVIOUS PROJECTS

Proposers shall describe their expertise in cemetery master plans. Included in this description should be a discussion of comparable contracts, any problems that arose, and how these problems were resolved.

PROJECT SCHEDULE

Proposers shall provide a project timeline for accomplishment of each of the elements and related work.



REFERENCES

Proposers should submit three (3) references with the following information: name of person managing your contract; name of project; name of city/ town/ entity; contact person's mailing address, telephone number, and e-mail address. Indicate the personal and/ or professional relationship between the persons listed and the consultants.

WORK SAMPLES

Proposers must submit at least two work samples of similar cemetery master plans. If you would like review samples returned, please provide a self-addressed stamped envelope and indicate so in your proposal.

CURRENT PROJECTS

Proposers must provide a list of all the current projects they will be engaged in during the time of the project.

ADDITIONAL INFORMATION

Proposers may include additional information, such as narrative summaries, business brochures, and letters of recommendation, that they deem relevant to the project and which they believe will further the competitiveness of the proposal.

INSURANCE POLICIES

The firm which is awarded the Contract will be required to provide the Town of Mooresville with a Certificate of Insurance including all of the required policies and limits as outlined in the Town's Standard Contract. The Town of Mooresville will not execute a Contract with a firm who cannot provide this Certificate of Insurance at the time of Contract execution.

3.2 PROPOSAL DELIVERY

Below please find a description of the manner in which proposals must be submitted.

DUE DATE AND TIME

Proposals shall be received by the Office of the Purchasing Agent on or before **Tuesday, December 14, 2021, at 2:00 PM.**

Any proposal received after that time will be rejected as non-responsive.

ADDRESS

Proposals can be delivered to the Purchasing Department, 413 North Main Street, Mooresville, NC 28115 or emailed to dwhitaker@moorevillenc.gov and cc preidy@moorevillenc.gov .



Any proposal received after that time will be rejected as non-responsive. It is the responsibility of each proposer to ensure their proposal packet is received on time.

HOURS OF OPERATION

Proposals must be delivered (if you choose to do so) during the normal hours of operation of the Town of Mooresville:

Monday-Friday: 8:30 AM-5:00 PM

COPIES

Proposers may submit one (1) original and three (3) copies of the proposal for review by the Selection Committee if your proposal is submitted in hard copies.

3.3 SIGNATURES

A proposal must be signed as follows: 1) if the proposer is an individual, by her/him personally; 2) if the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the proposer is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.

3.4 QUESTIONS, CHANGES, MODIFICATIONS AND WITHDRAWALS

QUESTIONS

Questions concerning this RFQ must be submitted in writing to: David Whitaker at dwhitaker@mooresvillenc.gov at least five (5) business days prior to the bid opening date. Written responses will be compiled and emailed to all bidders on record as having responded with their intent to submit a proposal.

CHANGES

If any changes are made to this RFQ, addenda will be issued. Addenda will be e-mailed to all proposers who have acknowledged their intent to submit a proposal.

MODIFICATIONS AND WITHDRAWALS

A proposer may correct, modify, or withdraw a proposal by written notice received by the Town of Mooresville prior to the time and date set the proposal due date.



3.5 UNFORESEEN OFFICE CLOSURES

If, at the time of the scheduled due date, 413 North Main Street, Mooresville, NC, is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the due date will be postponed until 11:00 AM on the next normal business day. Proposals will be accepted until that date and time.

PART 4. SCOPE OF SERVICES

4.1 PURPOSE

The Town of Mooresville is seeking responses to this Request for Qualifications (RFQ) from firms with expertise in cemetery master planning

The purpose of this project is to develop a master plan for Glenwood Memorial Park Cemetery, a municipal cemetery in the Town of Mooresville. The Glenwood Cemetery Master Plan will assess the physical condition of this public asset and provide a set of recommendations in the form of a schedule of capital improvements, guidance for best practices for long-term use and guidelines for conservation of landscape, monuments, buildings and features of the site.

The project will involve the following:

- 1) Project Map – the contractor shall provide an overhead map of Glenwood Memorial Park Cemetery that encompasses the project area and identifies current key features of the cemetery.
- 2) Existing Conditions – the contractor shall provide a report of existing conditions of the cemetery’s current infrastructure and Town-owned amenities.
- 3) Development and Expansion Concept – the contractor shall explore the installation of a mausoleum, additional columbarium facilities, a green burial site and other type of burial options where appropriate.
- 4) Opinion of Probable Cost – The contractor shall provide a phased Opinion of Probable Cost for any capital improvements recommended for the site.
- 5) Schedule – the contractor shall provide a Project Plan and Schedule within ten (10) business days of the Notice to Proceed. The Project Plan and Schedule shall include milestones and target delivery dates for approval by the Town.

PART 5. EVALUATION AND SELECTION

5.1 MINIMUM REQUIREMENTS

All proposals will be evaluated based upon minimum and comparative criteria. The Town will award a contract for the most advantageous proposal based on consideration of specified evaluation and selection criteria. The Town may at its own discretion schedule interviews after considering the proposals.



5.2 Evaluation of Qualifications

Qualifications should include, and will be evaluated based on the entities' ability to meet the standards laid out in this RFQ as well as the following items:

- Experience with cemetery master plan development
- Qualifications package appearance, responsiveness and quality
- References from past project managers
- Geographic location of all involved parties
- Certification, qualifications, and abilities of members involved in the project

