

**TOWN OF ROSMAN  
POST OFFICE BOX 636  
ROSMAN, NC 28772**

**MEMO TO:** Prospective Contractors

**FROM:** Brian Shelton, Mayor

**SUBJECT:** Request for Qualifications – Professional Services for Phase 1 Rosman Riverfront Park

**RESPONSES DUE MAY 28, 2025, AT 4:00 PM:**

The Town of Rosman is requesting proposals to implement Phase 1 of the Rosman Riverfront Park. Enclosed are the specifications covering this project. Please review this document carefully.

All proposals are to be received no later than **MAY 28, 2025, AT 4:00 PM**. Each proposal should be clearly marked: "Qualifications for Professional Services for Phase 1 Rosman Riverfront Park".

These materials should be mailed or delivered to:

Town of Rosman – Town Hall  
Brian Shelton, Mayor  
P.O. Box 636  
6 Main Street  
Rosman, NC 28772

**\*\*\*Email or facsimile submissions will not be accepted\*\*\***

Should you have any questions, please contact Kayla DiCristina, Project Administrator, by phone at 561-251-9657 or email at [kayla@landofsky.org](mailto:kayla@landofsky.org).

## **Request for Qualifications for Professional Services for Phase 1 Rosman Riverfront Park**

The Town of Rosman (hereinafter called the "Town") invites qualified professionals (hereinafter called "contractor") having sufficient experience in performing the requested services in accordance with the specifications outlined in this Request for Qualifications (RFQ) to submit a proposal.

There is no expressed or implied obligation for the Town of Rosman to reimburse contractors or firms for any expenses incurred in preparing proposals in response to this request. The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFQ shall govern in any resulting contract(s) unless approved otherwise in writing by the Town. The contractor consents to personal jurisdiction and venue in a state court of competent jurisdiction in Transylvania County, North Carolina.

### **Introduction**

The Town is requesting qualifications from a qualified professional to perform the following scope of work. This scope of work seeks to implement a portion of phase one of the Rosman Riverfront Park at 6 Main Street, Rosman, NC 28772, as part of the development of the Rosman Riverfront Park. In 2023, the Town of Rosman adopted the

This plan provides a three-stage path to revitalize and activate a key 7.22-acre public space in the heart of Rosman. Upon implementation of all three phases, existing facilities will be renovated and improved, new river access points will be established, a new accessible fishing dock, river front pavilions, basketball court, playground, and splash pad will be constructed, and all of the amenities will be connected by accessible pathways with overall park signage and design elements contributing to a strong sense of place.

This RFQ is for a portion of the first phase of work proposed in the master plan. The scope of work for this application includes a 1,300 linear foot greenway constructed of 4-foot-wide hard surfaces, improvements to the existing river access on the northern end of the site, installation of a handicap-accessible fishing dock, improvements in the layout and circulation of an existing parking lot on the northern side of the site, and construction of a new public restroom. Stormwater management measures to manage stormwater generated by new impervious surfaces before it is discharged into the adjacent French Broad River are also included in this phase along with signage. The project area for this RFQ includes areas within the Special Flood Hazard Area (subject to the ) of the French Broad River and within a regulated trout buffer.

### **Scope of Work**

Professional services shall include, but are not limited to, standard tasks necessary for the implementation of the project:

1. Develop a final design and associated plans for the portion of phase one improvements described in the "Scope of Work".

2. Assist the Town with obtaining regulatory and development approvals, including preparation of required floodplain development materials.
3. Develop the associated construction bid package.
4. Assist the Town in conducting the bid opening and contractor selection.
5. Supervise construction work on-site, including surveying and field-staking.
6. Review and approve contractor payment requests and change orders.
7. Provide "As-Built" plan drawings to the Town upon project completion.
8. Complete final inspection, testing and certifications.

### **Required Qualifications**

Contractors will be evaluated in part on the basis of the following criteria:

1. Professional qualifications necessary for satisfactory performance of required services.
2. Specialized experience and technical competence in the type of work required. Of particular importance are experience in developing river adjacent recreation in floodplain areas.
3. Capacity to accomplish the work in a timely manner.
4. Past performance on contracts for similar projects with government agencies and private industry in terms of cost control, quality of work, regulatory requirements, and compliance with performance schedules.

The person/firm must keep current all required insurance coverage sufficient to cover the projected liability of the assigned project. As part of the contract, the person/firm will be required to provide evidence of coverage of professional liability insurance and evidence that it will indemnify and hold harmless the Town from any and all claims and/or liability which may arise as a result of the person/firm's negligence, errors and/or omissions.

The Town reserves the right to reject any or all proposals, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the Town. Failure to respond to any requirements outlined in the RFQ, or failure to enclose copies of the required documents, may disqualify the proposal.

### **Proposal Requirements**

The following information should be included under the title "Qualifications for Professional Services for Phase 1 Rosman Riverfront Park":

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Respondent federal tax identification number
5. Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

### ***Contents of Statement of Qualifications***

Respondents should letter and number responses exactly as the questions are presented herein.

- A. Introduction (transmittal letter)
- B. Background and Experience
- C. Personnel/Professional Qualifications

#### **A. Introduction (transmittal letter)**

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ transmittal letter should include:

1. A brief statement of the Respondent's understanding of the scope of the work to be performed.
2. If applicable, a confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of North Carolina.
3. A confirmation that the Respondent has not had a record of substandard work within the last five years.
4. A confirmation that the Respondent has not engaged in any unethical practices within the last five years.
5. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract.
6. Any other information that the Respondent feels appropriate.
7. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.

#### **B. Background and Experience**

Respondents should:

1. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
2. Describe prior engagements in which Respondent's firm assisted a governmental entity in dealings with projects for river adjacent recreation in floodplains. Respondent should include examples of work on similar projects. Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted.
3. Provide information about the Respondent's insurance coverage.

#### **C. Personnel/Professional Qualifications**

Respondents should:

1. Estimate the number of persons to be assigned to this project.
2. Identify staff members who would be assigned to act for Respondent's firm in key management and field positions providing the services described in the Scope of Work, and the functions to be performed by each.
3. Identify the hourly billed rates for each of these staff members.

### **Submission of Proposals**

Interested firms shall submit one original and two copies of the proposal in a sealed enclosure bearing the name and address of the firm and the words "Qualifications for Professional Services for Phase 1 Rosman Riverfront Park" by **MAY 28, 2025, AT 4:00 PM**. Responses may be hand delivered, mailed, or delivered via courier service to the following address. Proposals received after this deadline will not be considered. Faxes and/or emails are not accepted.

Address the submittal package to:

Town of Rosman – Town Hall  
Brian Shelton, Mayor  
P.O. Box 636  
6 Main Street  
Rosman, NC 28772

Any questions regarding this request should be directed to Kayla DiCristina, 561-251-9657 or [kayla@landofsky.org](mailto:kayla@landofsky.org).

The selected firm will be notified by telephone by **JUNE 4, 2025, AT 4:00 PM**. Notification will not be sent to firms not selected.

### **Conditions and Limitations**

The Town expects to select a firm from the qualifications submitted, but reserves the right to request additional information from the firm if needed. The Town also reserves the right to reject any and all responses to the RFQ and advertise for new responses, or to accept any response deemed to be in the best interest of the Town. A response to the RFQ should not be interpreted as a contract or an indication of a commitment of any kind on the part of the Town, nor does it commit either to pay for costs incurred in the submission of a response to this request prior to execution of a final contract.

Upon selection a professional service contract shall be prepared and negotiated and fully executed before work is initiated. The Town reserves the right to dismiss any part or all of the contracted team, when in the Town's opinion the project is not moving as scheduled or is hindered in any way by the action or performance of the team members. Unless authorized by the Mayor, no other Town Official or employee is empowered to speak for the Town with respect to this RFQ.

project. The Town also promotes Fair Housing, is an Equal Opportunity Employer, and encourages others to provide equal employment opportunities. The Town does not discriminate on the basis of handicap status.

This information is available in Spanish or any other language upon request. Please contact Kayla DiCristina at 561-251-9657 or at Land-of-Sky Regional Council, 339 New Leicester Hwy., Suite 140, Asheville, NC 28806 for accommodations for this request.

Esta Informacion esta disponible en espanol on en cualquier otro idioma bajo peticion. Por favor, pongase encontacto con Kayla DiCristina al 561-251-9657 o en Land-of-Sky Regional Council, 339 New Leicester Hwy., Suite 140, Asheville, NC 28806. De alojamiento para esta solicitud.

