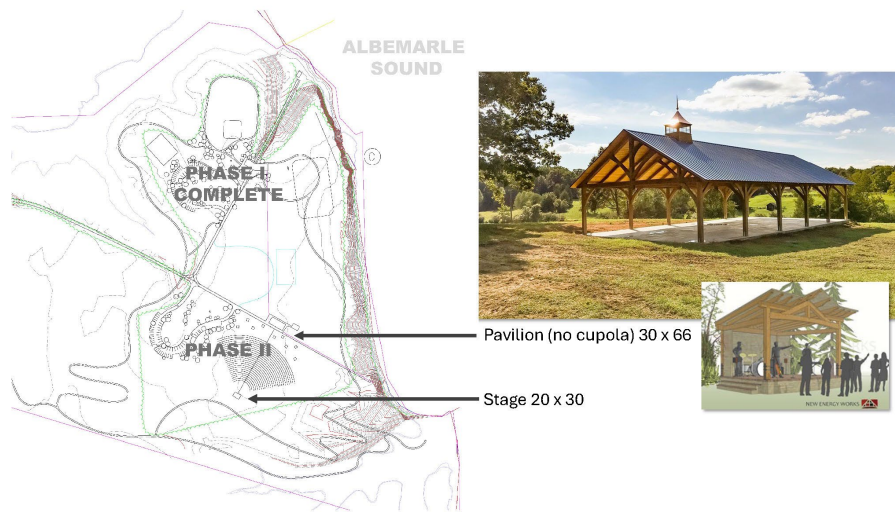


# REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL CONSULTANT SERVICES FOR

Design & Engineering for Phase II Park located in Merry Hill, NC

## Bertie County TGOW Project Phase II



Bertie County, NC is seeking Qualification Statements from interested and qualified architectural firms to provide design services to construct a pavilion, stage, and parking located at a public outdoor recreation park located on the eastern boundary of Bertie County at the Albemarle Sound.

### PURPOSE

This Request for Qualifications is sought to obtain professional and technical services at the discretion of Bertie County and its Board of Commissioners to provide: Design and construction documents as needed for implementation.

### SCOPE

The Bertie County Board of Commissioners is actively seeking a qualified firm to assist with the development of this project through schematic design, design development, construction documents and construction administration in the following areas:

- Construction documentation for 30 x 66 Pavilion with concrete slab and applicable utility services
- Construction documentation for 20 x 30 raised stage and applicable utility services
- Parking

## **PROJECT TIMELINE**

The Board of Commissioners has placed a high priority on this project and will move expeditiously to secure professional services within 30 days. Grant funding is in place and construction documents must be completed prior to January 31, 2026.

## **QUALIFICATIONS STATEMENT FORMAT**

- 1) Firm history and statement of qualifications
- 2) Recent examples of similar projects with references.
- 3) Description of the schedule of activity to complete on time. Include any additional analysis or service that may be pertinent to this type of project.

## **REVIEW OF QUALIFICATIONS AND EVALUATION CRITERIA**

- 1) Specialized and relevant experience
- 2) Overall performance based on past projects, evidenced by references
- 3) Project approach and proposed organization to complete objectives
- 4) Proposed schedule

## **INCURRING COSTS**

The County of Bertie is not liable for any costs incurred by the Consultant in the preparation or presentation of a response to this request.

## **RIGHT TO AWARD OR REJECT**

It is understood that all submittals will become part of the public file on this matter, without obligation to the County of Bertie. Bertie County reserves the right to reject any or all submittals.

## **CONTRACT**

The successful proposer will be required to execute a general design and engineering base contract with the County of Bertie. In addition, each work element will require a detailed scope of work and task order approved by the County. Fees shall be agreed upon in advance by both parties. Such an agreement shall be an approved work authorization or supplement to the contract and approved by Bertie County.

The selected firm will be expected to assist Bertie County in complying with the appropriate MBE/WBE or DBE to help ensure that minority/women owned and disadvantaged business enterprises have the maximum opportunity to participate in the performance of contracts and subcontracts, and shall not be discriminated against on the basis of race, color, national origin, disability or sex on projects funded by state or federal grants or other financing required by Bertie County.

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The firm or team desiring to propose services will submit via email entitled "Bertie County TGOW Project Phase II" on or before the close of business on September 15, 2025 to:

Robin Payne  
Project Manager  
106 Dundee Street  
Windsor, NC 27983  
[Robin.payne@bertie.nc.gov](mailto:Robin.payne@bertie.nc.gov)  
(252) 588-2318