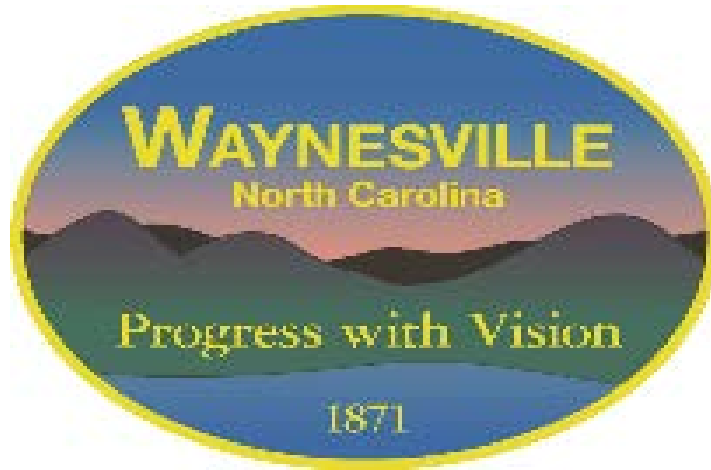


TOWN OF WAYNESVILLE



**Request for Qualifications
Green Hill Cemetery Master Plan**

Submittals due January 9, 2024 at 2:00 P.M.

REQUEST FOR QUALIFICATIONS(RFQ)

GREEN HILL CEMETERY MASTER PLAN

1. Introduction/Project Description

The Town of Waynesville, NC is seeking proposals from qualified firms/providers to provide professional services in developing a master plan for Green Hill Cemetery in Waynesville, NC.

The purpose of the master plan is to provide guidance for preservation, future development, and on-going maintenance of the Cemetery. The Town of Waynesville's Green Hill Cemetery Master Plan will provide guidance by examining the conditions of the cemetery, establishing goals for the cemetery, and providing an implementation guide to achieve the goals.

2. Background

Green Hill Cemetery was established around 1826 and occupies approximately 26 acres of land located on the south side of Waynesville, North Carolina. Green Hill is owned and operated by the Town of Waynesville with the historic section listed on the National Register of Historic Places. Green Hill is an active municipal cemetery with Urn Garden, Columbarium, and full-depth plots capacity still available.

3. Scope of Work

The primary objective of the project will be to produce a master plan and long-term vision for Green Hill Cemetery. This RFQ is not meant to be all inclusive, and bidders are invited to include in their proposal any and all tasks and services deemed necessary to complete the work successfully. The master plan will be used to inform members of the Town of Waynesville Cemetery Committee of recommendations along with comparisons to similar cemeteries of their current sites, operation, and management. The plan is to evaluate elements of Green Hill Cemetery such as interment space inventory, sales and service trends, site conditions, needed capital improvements, and revenue to operating costs.

The Green Hill Cemetery Master Plan should include a long-term vision but divided into phases for completion. The Master Plan should include burial plots, columbarium, urn garden, roads, parking, infrastructure, and other applicable items.

Components of the Master Plan should include the following:

- Review the project scope and schedule with Town of Waynesville Staff.
- Review existing documents, plans provided by Town Staff.
- Review and assess the Cemetery's business and management processes.
- Fee Study pertaining to Cemetery fees and related costs.
- Detail current and projected trends for relevant cemetery market.
- Review the Perpetual Care Fund.
- Review records preservation.
- Review existing computer cemetery management software and mapping systems.
- Provide a comprehensive evaluation of the Cemetery's operations and facilities and capital improvement needs.
- Describe the condition of the grounds such as boundary walls, fencings, gates, roads, parking areas, storm drainage etc. .categorizing as Urgent(posing public safety hazard), Necessary and Desirable
- Create a phased plan for additions, improvement or replacement of existing facilities and grounds.
- Research other public uses that may be viable for the Cemetery, such as arts and culture programming, historic tours, donor benches and trees, etc.

Master Plan Recommendations

- A series of recommendations for future development and operation of Town of Waynesville Green Hill Cemetery should be included. .
- Recommend ways to enhance the Cemetery importance to the community such as adequate maintenance and preservation of the Cemetery's historical elements and improving the facilities and grounds.
- Recommendations for facility development and projected capital improvement costs.

Deliverables shall include but not be limited to.

- Master plan development including any conceptual site design completed through meetings with staff, Cemetery Committee.
- Master plans development including but not limited to preliminary and final surveys, geotechnical investigations, and environmental assessment including any erosion control, drainage and utility plans as needed.
- Landscape design by a licensed architect.
- Research and recommendation for record keeping for deeds, plots, burial locations, and sales.
- Final report to include research, operations analysis, conceptual design work, final plans, and specifications. The final report is to be submitted as 10 bound hard copies, 1 un-bound print ready hardcopy and one digital copy in both Microsoft Word and Adobe Acrobat compatible format.
- Final report should include an executive summary/quick reference guide with a written conceptual layout plan and phasing plan for easy reference and distribution.
- Final report should include a PowerPoint presentation for the Cemetery Committee.

Applicants should feel free during the selection process to provide any suggestions or comments that might be advantageous for the Town of Waynesville to consider in terms of any efficiencies, issues, processes, or products.

4. Administrative Information:

A. Standard Terms and Conditions of Request for Qualifications

1. The Town of Waynesville reserves the right to reject any and all proposals, to consider alternatives, to wave irregularities and to re-solicit qualification submittals.
2. All qualification submittals must be valid for a minimum period of ninety (90) days after the date of the qualification submittal opening.
3. The Town of Waynesville reserves the right to select the most responsible and responsive qualification submittal which it finds to be within the best interests of the Town.
4. The Town of Waynesville makes no guarantees to any proposing firm until such time the Town approves the negotiated contract.

B. Project Contact

The Town of Waynesville's contact for this project is Julie Grasty, Asset Services Manager.

Prospective applicants may make inquiries concerning the Request for Qualifications to obtain clarification of the requirements. Direct all inquiries to:

Town of Waynesville
Public Services
Attn: Julie Grasty
129 Legion Drive
Waynesville, NC 28786
Telephone 828-456-3706

Email at: jgrasty@waynesvillenc.gov

C. Purpose

This Request for Qualifications (RFQ) provides prospective firms with sufficient information to prepare and submit qualification submittals for consideration by the Town of Waynesville. To be considered, each qualification submittal must provide completion of the tasks outlined in the RFQ.

D. Scope

This RFQ contains the instructions governing the qualification submittals to be submitted and the materials to be included. These are mandatory requirements that must be met to be eligible for consideration.

E. Submittal

Five (5) copies of the qualification submittal shall be submitted to:

Town of Waynesville
Attn: Julie Grasty, Asset Services Manager
129 Legion Drive
Waynesville, NC 28786

Submittals will be received no later than 2:00 PM on January 9, 2024. Late proposals will not be considered.

F. Proprietary Information

Any restrictions on the use of the data contained within the qualification submittal must be clearly stated in the qualification submittal itself.

G. Response Material Ownership

All materials submitted regarding the RFQ become the property of the Town of Waynesville and will only be returned at the town's option. Responses may be viewed by any person at the qualification submittal opening time and after the final selection has been made. The Town has the right to use any or all of the material outlined in the Proprietary Information above.

H. Incurring Costs

The Town of Waynesville is not liable for any costs incurred by those who have submitted qualification submittals prior to issuance of a signed contract.

I. Payment for Services

The firm agrees to bill the Town of Waynesville as each task is completed and approved and allow 30 days for payment to be received.

5. Qualification Submittal Content

The qualification submittal submitted must clearly address the requirements outlined in the RFQ. Any concerns that the proposing firm may have about meeting these requirements shall be specifically identified in the qualification submittal. The proposing firm must ensure that all proposed work meets all applicable State and Federal requirements.

Each respondent shall organize its qualification package as outlined below:

1. Introduction: Firm name, address, telephone, contact person and email address. Include name(s) of principals of the firm, any licenses they may hold and types of services for which the firm is qualified.
2. Project Team: List of staff members and resumes of those persons who will be assigned to work on this project.
3. Firms approach to this project.
4. Experience: Include a statement of qualifications that includes a summary of experience that pertains to the disciplines described in the Scope of Work (Section 3). The firm shall provide summaries of the location and scope of similar recent projects that show experience in any of the tasks.
5. Schedule: Provide a project schedule outlining timeframes for completion of task for each part of the Scope of Work.
6. Hourly billing rates charged by your firm for each position type and reimbursable expenses.

Questions concerning this RFQ should be directed to:

Town of Waynesville
Public Services Department
Attn: Julie Grasty
129 Legion Drive
Waynesville, NC 28786
828-456-3706

E-mail: jgrasty@waynesvillenc.gov

6. Evaluation Process

Following the deadline for submittal of qualifications, a review of the submitted qualifications will be conducted by Town Staff. Staff will review all submittals based on their response to the information requested and then the Green Hill Cemetery Committee will review the submittals and then make a recommendation to the Town Manager based on the following criteria:

- Technical Approach/Understanding of the Project 15 points max.
- Qualifications, Competence, Personnel 25 points max.
- Firm's ability to meet schedule for work 20 points max.
- Related Experience/Performance on Similar Projects 30 points max.
- Recent and Current Work for the Town 10 points max.

SPECIAL TERMS AND CONDITIONS

1. Detailed Specifications

Proposals to be submitted in accordance with the attached specifications and these **Special Terms and Conditions**, both of which require doing all that is necessary, proper, or incidental to the furnishing of the equipment identified herein. All things not expressly stated in the attached specifications or Special Terms and Conditions but involved in carrying them out must be included in Supplier's proposal as though they were specifically stated.

2. Notice to Vendors

All Proposals are subject to the provisions of the instructions to Vendors, special terms and conditions specific to this Request for Qualifications, and General Contract Terms and Conditions. The Town of Waynesville objects to and will not evaluate or consider any additional terms and conditions submitted with a vendor response. This applies to any response appearing in or attached to the document as part of the Vendor's response.

DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS. By execution and delivery of a proposal, the Vendor agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect. It shall be the Vendor's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.

3. Clarifications/Interpretations

Any and all questions regarding this document must be addressed to the Town of Waynesville Asset Services Division. Technical inquiries may be directed to the individual named herein. Any and all revisions to this document shall be made only by written addendum from the Town of Waynesville Asset Services Division. Therefore, no oral statements by any person shall modify or otherwise affect the terms, conditions, or specifications stated in this request for Proposals and proposals. The Vendor is cautioned that the requirements of this Proposal can be altered only by written addendum and that verbal communications from whatever source are of no effect.

4. Nonconforming Terms and Conditions

A Proposal response that includes terms and conditions that do not conform to the terms and conditions in this Proposal document is subject to rejection as nonresponsive. The Town of Waynesville reserves the right to permit the vendor to withdraw nonconforming terms and conditions from its Proposal prior to a determination by the Town of Waynesville of non-responsiveness.

5. Vendor Submittal

Vendor must furnish all information requested herein including descriptive literature. Proposals which do not comply with these requirements will be subject to rejection. All documents submitted should bear the name of the Vendor.

6. Expenses Incurred In Preparing Proposal

The Town of Waynesville accepts no responsibility for any expense incurred by the Vendor in the preparation and presentation of a Proposal. Such expenses shall be borne exclusively by the Vendor.

7. Contract/Award

Pursuant to the laws governing public contracts in North Carolina, the successful Vendor's response to this Request for Qualifications and any addenda thereto, plus the Town's issuance of a Town of Waynesville Purchase Order for the proposed services shall constitute a binding contract.

8. Indemnification

The Vendor covenants to save, defend, keep harmless, and indemnify the Town of Waynesville and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties, and cost - including court costs and attorney's fees, charges, liability, and exposure, however, caused - resulting from, arising out of or in any way connected with the Vendor's negligent performance or nonperformance of the terms of the contract.

9. Assignment

During the performance of the contract, the Vendor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, without the prior written consent of the Town of Waynesville.

10. Tax Exemptions

The Town of Waynesville is exempt from Federal Excise Tax but not State and Local Sales Tax. Sales tax should not be included in Proposal prices but must be added as separate item.

11. Duration

All Proposals shall be made firm for no less than sixty (60) days.

12. Iran Divestment Certification

The Contractor certifies that it currently complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, and that at all times during the term of this Contract, it will continue to comply with these requirements. Consultant also certifies that it will require that all of its subcontractors that perform any work pursuant to this Contract to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Violation of this section shall be deemed a material breach of this Contract.

13. E-Verify Employer Compliance

Employers and their subcontractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must comply with E-Verify requirements to contract with governmental units. E-Verify is a federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. E-verify can be accessed via this link: <http://www.uscis.gov/e-verify/employers>

14. Drug-Free Workplace

The Town of Waynesville has adopted a Drug-Free Workplace Policy requiring the contractor to ensure that a drug-free workplace is provided in the performance of this agreement. The requirements of that policy are included in the invitation to bid and included in the agreement of the Project.

15. Minority/Woman Business Enterprise (M/WBE)

It is the policy of the Town of Waynesville to ensure that all businesses, including M/WBE's are afforded the maximum practical opportunity to participate in the Town's purchasing and contracting processes. Therefore, the Town will not enter into a contract with any business entity that has discriminated in the solicitation, selection, hiring or commercial treatment of vendors, suppliers, Subcontractors, or commercial customers on the basis of race, color, religion, national origin, sex, age, or handicap.

16. Conflict of Interest

No officer, employee or agent of the Town, and no sub-grantee or sub-recipient of any federal or state funds from the Town shall participate in the selection or in the award or administration of a contract supported by federal, state, or City funds if a conflict of interest, real or apparent, would be involved. Such a conflict of interest would arise when any of the following persons or entities has a financial or other interest in the firm selected for the award:

1. The employee, officer, agent
2. Any member of his immediate family
3. His or her partner; or
4. An organization which employs or is about to employ anyone listed in (1) and (2) above.

The grantee or sub-grantee's officers, employees or agents will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements except as may be allowed in the Town's Gift Policy.

17. Divestment From Companies Boycotting Israel Certification

As of the date of this Agreement, the Contractor certifies that it is not listed on the Final Divestment and Do-Not Contract List of Restricted Companies Boycotting Israel created by the State Treasurer pursuant to N.C.G.S. 147-86.81 and that the Contractor will not utilize any subcontractor found on the State Treasurer's Final Divestment and Do-Not-Contract List. All individuals signing this Contract on behalf of the Contractor certify that they are authorized by the **Contractor to make this certification.**