

ADVERTISEMENT FOR REQUEST FOR QUALIFICATION

The City of Greenville Recreation and Parks Department is soliciting Statements of Qualifications (SOQ) from engineering, architectural and landscape architectural firms for the provision of Design Development Documents for the Town Common Phase I Improvements Project. Firms that are interested in providing the required services are invited to submit an SOQ, in electronic format only to Lamarco M. Morrison using one of the following methods:

- 1). You may submit to lmorrison@greenvillenc.gov. (files must be less than 10 megabits to use this method).
- 2). You may download the SOQ to the City of Greenville's ftp site at <ftp://ftp.greenvillenc.gov/>. Username **PublicUser**, Password is **publicuser** (all lowercase letters). Locate the folder labeled "Town Common Design Development", and drag your electronic SOQ to that folder. Insure that the name of your firm and contact information is labeled on or within your file.
- 3). You may email a link to your firms ftp site so that the SOQ can be downloaded directly. Include the required username and password along with the ftp address.
- 4). You may provide a link to download the SOQ via Dropbox.
- 5). You may provide a CD or thumb drive with the SOQ, by delivery or by shipping to 2000 Cedar Lane, Greenville, NC 27858.

Each firm is solely responsible for the timely delivery of its SOQ. All SOQs must be received **by 2:00 PM local time on Tuesday, September 8, 2015. No Qualification Packages will be accepted after this deadline.** Firms accept all risks of late delivery regardless of fault.

The City will conduct a pre-submittal meeting at the Recreation and Parks Administration Offices – Jaycee Park, 2000 Cedar Lane, Greenville, NC 27858, **2:00 PM local time, on August 25, 2015.** Attendance is strongly recommended and the city may consider attendance in deciding on the award of the contract. Attendees should be familiar with the requirements of this RFQ.

The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of M/WBE firms in supplying good and services for the completion of this project. All firms submitting qualifications to employ "good faith efforts" towards achieving these goals, and supply other information as requested in the "M/WBE Professional and Personal Services Forms". Failure to properly fill out these forms shall deem your SOQ nonresponsive.

For further information, contact Lamarco Morrison at the email address listed above.