

REQUEST FOR QUALIFICATIONS (RFQ)

Professional Architecture and Engineering Services
Chimney Rock Village – East Infill Project (Recovery Implementation)
Submittal Deadline: December 15, 2025, by 5:00 PM

I. Introduction & Purpose

Chimney Rock Village is soliciting Statements of Qualifications (SOQs) from qualified architecture firms to develop a Preliminary Engineering Report (PER) for the East Infill Project, as identified in the *Chimney Rock Recovery Action Plan* (www.raisethe rock.com). The PER will support the Village's pursuit of a federal Economic Development Administration (EDA) grant to construct new commercial units within the Village core.

The expectation is that an NC-licensed architecture firm will serve as the prime contractor, with an NC-licensed engineering firm as a sub-consultant. These commercial units will replace businesses lost during Hurricane Helene and create new opportunities vital to the economic and cultural recovery of the community.

This RFQ seeks to identify a firm that will not only prepare the PER but, subject to EDA funding award and federal procurement compliance, may be retained for full project implementation—including final design, engineering, permitting, construction administration, and inspection services.

II. Project Background

Following the impacts of Hurricane Helene, Chimney Rock Village lost multiple commercial structures critical to its small-business economy and tourism-driven identity. The Village has since adopted the *Chimney Rock Recovery Action Plan*, which identifies the East Infill Project as a high-priority redevelopment initiative.

This project will focus on site feasibility, utility infrastructure, floodplain and building resilience, and commercial development strategies to restore and enhance the Village's core. The selected firm will work closely with Village leadership, project partners, and the community to ensure alignment with EDA requirements and local recovery goals.

III. Scope of Services

The selected firm shall perform services in two anticipated phases:

Phase I – Preliminary Engineering Report (PER)

- Evaluate site constraints, including topography, access, utilities, environmental considerations, and flood resilience.
- Engage with Village staff and stakeholders to define project goals and development options.
- Develop preliminary site concepts and cost estimates in accordance with EDA PER guidance.
- Support the Village in preparing technical content for EDA grant submission.

Note: The cost of the PER will be covered by the Village. These services are pre-award and not reimbursable by EDA.

Phase II – Full Project Implementation (Contingent on EDA Award)

Subject to EDA funding and proper federal procurement clauses, the selected firm may proceed with:

- Full architectural design, engineering, and permitting
- Construction documentation
- Bid support and contract administration
- Construction observation and inspection

IV. Procurement Conditions & EDA Compliance

This solicitation is being conducted in accordance with federal procurement standards (2 CFR Part 200). To meet EDA pre-award procurement guidance, the following conditions apply:

- The contract shall clearly state that the selected firm is being procured for PER services and may be retained to perform full design, engineering, and construction services if the EDA grant is awarded.
- The Village shall pay for the PER as a non-reimbursable pre-award expense.

- Upon EDA award, and upon confirmation of procurement compliance, the selected firm may be authorized to continue services under the same contract, avoiding a second procurement.
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V. Submission Requirements

Firms shall submit a **Statement of Qualifications** that includes:

- **Cover Letter** expressing interest and understanding of the project and EDA requirements.
 - **Firm Overview** including relevant qualifications, certifications, and capacity.
 - **Key Staff and Resumes** (with specific experience in EDA-funded or federal grant projects).
 - **Relevant Project Experience**, especially in:
 - Downtown infill and flood-resilient commercial development
 - Small-town infrastructure and site design
 - Projects funded by EDA or other federal sources
 - **Project Approach** to both the PER and potential full design services.
 - **References** (minimum of 3) from similar clients or projects.
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VI. Selection Criteria

Submittals will be evaluated based on:

- Demonstrated experience with similar EDA or federal grant projects
- Technical qualifications and capacity of the project team
- Understanding of the project's context and recovery objectives

- Quality and clarity of the proposed approach
- Familiarity with small-town infill, infrastructure, and resilience design

Note: This RFQ does not request pricing. Compensation will be negotiated following selection.

VII. Updated Submission Deadline & Instructions

Updated Deadline: December 15, 2025, by 5:00 PM

Important Notice: *Chimney Rock Village did not receive the required minimum of three qualified submittals during the initial solicitation period. Therefore, the Village is reopening the RFQ process to ensure compliance with federal procurement standards. Firms that have not yet submitted are encouraged to do so by the new deadline.*

Format: Digital PDF

Delivery: Email proposals to:

- Mayor Peter O'Leary: bubbaolearys@bellsouth.net
- Town Administrator Stephen Duncan: tevierides@aol.com
- Project Consultant Eric Woolridge: eric@dbdplanning.com
- Project Consultant Ron Hancock: ron@dbdplanning.com

For questions or additional information, contact:
Eric Woolridge, Project Consultant, DbD Planning
Email: eric@dbdplanning.com | Phone: 828.719.1109

VIII. Additional Information

Chimney Rock Village reserves the right to reject any or all submissions, to waive technicalities, and to accept the firm deemed most advantageous based on qualifications and compliance with applicable federal requirements.