

*November 7, 2024*

The Town of Landis requests a **Statement of Qualifications** from qualified planning firms for the professional services for Code Enforcement.

Services will include, but not be limited to, addressing nuisance, housing, non-residential building code and zoning violations, and works with owners and tenants to bring properties into compliance.

Firms interested in being considered for this work should submit their qualifications *electronically* to:

***Maddalyn Shuffler, Deputy Town Clerk, Landis, NC***  
[townclerk@townoflandisnc.gov](mailto:townclerk@townoflandisnc.gov)

For consideration, a response to this request for proposal must be submitted by 2:00 PM on December 3, 2024.

**SOQ Organization:** To facilitate the Town's objective review of the SOQs from different Consultants, the Consultants are requested to organize the main document using a standardized format. Each SOQ should contain the following:

- A cover letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services.
- Information on the following topics:

Executive Summary: Should address the highlights of the SOQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of the Town.

Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided by the consultant in response to this Request. Also, include information on any proposed sub-consultants. Also, highlight any projects performed for the Town of Landis during the past 5 years.

Project Team & Project Management: Please identify the proposed project team (including any sub-consultants) and key personnel for the successful completion of projects in partnership with the Town. Please include an organizational chart and brief resumes of the project team members. Also, please identify the project

manager or primary contact and any other team leaders proposed, and briefly describe how projects will be successfully managed.

References: Please provide the name, telephone number, and address of at least **three references** in organizations within North Carolina for whom your firm provided professional services and whom the Town of Landis may contact regarding your firm's performance on their projects.

## **SELECTION**

Selection of consultants will be made based upon the qualifications of the firm and ability to meet the project schedule when presented.

Qualification statements will be evaluated by a selection committee on the following basis for the project under consideration:

- Firm Experience and Capability – Firms will be evaluated with respect to their experience with projects funded through the NC Division of Water Infrastructure and familiarity with the project area (30 points)
- Qualifications of Team – Firms will be evaluated on the qualifications and experience of the firm's proposed project team (35 points)
- Project Approach – Firms will be evaluated on the overall understanding of the project and their technical approach to meeting the project objectives (25 points)
- Customer Service – Firms will be evaluated on their approach to maintaining open lines of communication and being responsive to the Town during all phases of the project (10 points)

If the Consultant wishes to submit additional information in support of or to strengthen the SOQ, such information may be submitted separately in Appendices. **SOQs must be limited to no more than 15 numbered pages, excluding the cover page, cover letter, and resumes.**

The Town of Landis reserves the right to select the firm that best meets its needs and negotiate a final Scope of Work that reflects the work to be done. Based upon the number of proposals received, the Town may subsequently request oral presentations as a part of the selection process. All firms submitting a proposal will receive notification once the contract has been awarded.