



REQUEST FOR INTEREST (RFI)

**FOR THE PROVISION OF LOCAL GOVERNMENT
PLANNING SERVICES REGARDING THE TOWN OF STANTONSBURG'S SEAL
BUILDING TRANSFORMATION PROJECT**

ISSUE DATE: May 22, 2023

Submission Deadline: June 19, 2023, at 12:00pm EST

Contract Duration: Award Date to December 1, 2023

The Town of Stantonburg is issuing this Request for Interest (RFI) for planning services focused on their former Applewhite Lumber Company Building, or “Seal Building,” site. **Interested organizations should submit a Statement of Interest (SOI) in response to this RFI. Only the organizations responding to this RFI by the deadline will be considered. SOI’s must be received no later than 12:00PM on June 19, 2023. Electronic submissions are acceptable.**

RFI Issuance	DATE	May 22, 2023
SOI Submittals Due	DATE	12:00PM, June 19, 2023
Interviews (if necessary)	WEEK of	June 19, 2023
Anticipated Selection	WEEK of	June 26, 2023
Desired Contract Start	DATE	July 1, 2023
Contract Completion	DATE	December 1, 2023

Direct all meeting requests or other inquiries to:

Brian Hawley, Town Manager: bhawley@townofstantonburg.com

BACKGROUND AND PURPOSE

The Town of Stantonburg, in Wilson County, received funding through the first round of the North Carolina Department of Commerce’s Rural Transformation Grant Fund (RTGF). The project, titled “Stantonburg Seal Building Transformation Project,” received funding through the program’s Downtown Revitalization category in the amount of \$50,000. A portion of those funds are reserved for site-specific planning activities.

The focus of the proposed planning activities is the Town’s “Seal Building” site, which is the site of the former Applewhite Lumber Company building in the center of Stantonburg (101-104 S. Main Street). The site and the remaining structure are referred to as the “Seal Building” because it is prominently featured on the Town’s seal (which can be found at the top of this RFI). Prior to the town’s acquisition of the property, the Seal Building fell into a severe state of disrepair. By 2012, the Seal Building was completely vacant and presented a health and safety issue in the center of town. When the Town acquired the property in 2017, it worked diligently to preserve as much of the dilapidated building as possible, recognizing its potential for future downtown development and its cultural significance to Stantonburg residents and business owners. After conducting a comprehensive engineering analysis of the building, the Town made the difficult decision to demolish the majority of the Seal Building, but preserved the prominent façade, leaving them supported by steel stilts. The façade was painted, and the sidewalk overhang was reconstructed in the previous phases of the Seal Building site restoration.

The RTGF-funded Stantonburg Seal Building Transformation Project represents the second phase of the Town’s Seal Building site redevelopment. With a portion of the RTGF funds, the Town will make critical safety improvements and further preserve the Seal Building façade to prepare the whole site for use as a public space in the short-term. The planning activities aim to

comprehensively study the site's potential long-term use as an asset to downtown Stantonburg and explore public-private partnership opportunities that may increase the Town's tax base.

PLANNING ACTIVITIES

The Town of Stantonburg seeks a qualified firm to lead a site-specific master planning process focused on the Seal Building site. The firm's process shall include:

1. Public engagement activities that will target Stantonburg residents and business owners primarily to gather the community's vision for the Seal Building site. This public input activities will involve at least one in-person charrette hosted at the Seal Building site.
2. A structural survey of the existing Seal Building façade to objectively determine its potential to be used again as a newly constructed building's façade.
3. A subsurface survey of the entire Seal Building site to objectively determine its potential to support a building in the future. This survey will identify any underground utilities or environmental concerns that may be a barrier to future construction.
4. Presentation of test-fits (vetted options for future site development) that include an analysis of potential cost and steps for implementation.
5. Review of potential public-private partnerships that may help finance future Seal Building site development, including an overview of what benefits such partnerships can provide in terms of measurable outcomes (amount of available commercial space, square footage constructed, etc).

If the structural survey or subsurface survey identify any barriers to future development at the Seal Building site, the selected firm shall provide recommendations to mitigate those barriers. The priority will be for each test fit option to preserve as much of the existing Seal Building façade as possible, while incorporating all information gathered during the site surveying and public input activities.

The purpose of this Request for Interest (RFI) is for the Town to identify and secure a qualified organization to execute all the planning activities described above.

SOI CONTENT AND FORMAT

The SOI must include, at a minimum, the following information:

- a) A brief description of the organization, including corporate type, size, age, and mission of the organization as well as type(s) of services provided.
- b) A general description of the organization's applicable professional experience, ideally targeted to the approximate \$40,000 cost range.
- c) Key personnel to be assigned for this effort that includes their position, role, location, qualifications and specific experience providing similar and/or relevant work.
- d) Descriptive examples of relevant projects key personnel have worked on, preferably with active web links to work products.
- e) A minimum of 3 relevant client references for comparable projects completed or very near completion, preferably utilizing the key staff to be assigned to this project.

References must include a contact person with their current telephone number, e-mail address, and title. Each referenced project should include a brief project description and project budget.

- f) A current schedule of fees for all individuals anticipated to be involved in the project.
- g) The name, address, telephone number, and email address of the proposing organization's designated contact and/or principals authorized to conduct negotiations for the organization.
- h) A statement disclosing any and all lawsuits, debarments, suspensions, decertification's, administrative claims, fine proceedings or responsibility matters that the organization or any of its principals has been a party to in the past five (5) years.
- i) Other relevant information that will assist the Town in selecting the most qualified organization(s) and team.

SOI SUBMITTAL REQUIREMENTS

To be considered for a contract, organizations must submit one (1) electronic copy of the complete SOI to the email addresses below. Submission of additional hard copy SOIs is welcome, but not required, and can be mailed to the mailing address below. The required electronic submission must be received by **June 19, 2023, at 12:00PM.**

Hard copy SOIs may be delivered to:

Town of Stantonburg
Attn: Brian Hawley, Town Manager
108 E. Commercial Ave
Stantonburg, NC 27883.

Required Electronic Copy must be delivered to:

BHawley@townofstantonburg.com
CRhodes@townofstantonburg.com
BFarmer@ucpcog.org

Organizations intending to submit a SOI should notify **Brian Hawley** at BHawley@townofstantonburg.com if more information is needed. Pre-submittal meetings may be scheduled at the prospective organization's request. The Town of Stantonburg does not guarantee that a pre-submittal meeting can be scheduled or accommodated. Any modifications to the RFI will be posted at <https://www.townofstantonburg.com/>.

EVALUATION CRITERIA and SELECTION PROCESS

A committee of town staff, along with a representative from the Upper Coastal Plain Council of Governments, will review the submittals and may invite organization(s) to engage in discussions and/or formal interviews. The committee will review each SOI for completeness and content. Each SOI will be evaluated based upon the relevant information including the experience of the organization and its assigned team, references, fee schedules, and other items enlisted in SOI

CONTENT AND FORMAT section's a) through i) above.

The committee will consider the organization's overall suitability to provide the services outlined in this request within the timeframe, budget, and operational constraints that may be present, and the comments and/or recommendations of the organization's previous clients, references and others.

The committee shall have the right, before negotiating and awarding any contract, to require a responding organization to submit other evidence of qualifications as it may deem necessary and may consider any evidence available to it concerning the financial, technical, and other qualifications and abilities of a organization.

A contract is expected to be negotiated and awarded with an effective start on or about **July 1, 2023 and completion date of December 1, 2023**. The Town of Stantonburg reserves the right to modify, alter, or reject, in whole or part, any and all proposals, and to waive formalities. Organizations will not be compensated for time spent preparing responses to this RFI.

SITE PHOTOS

