New Hanover County

Request for Qualifications

Engineering Services -
Sneeden Drive Pipe Replacement

Issue Date: September 21, 2020
Due Date: October 9, 2020

Mailing Address:

New Hanover County Finance Department
230 Government Center Drive, Suite 165
Wilmington, NC 28403
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PROJECT OVERVIEW

INTRODUCTION
The New Hanover County Engineering Department invites interested engineering firms with proven experience evaluating, designing, and preparing construction plans and specifications for drainage pipes and culverts with outfalls to waters that are direct tributaries to the Intracoastal Waterway.

This request for qualifications seeks a professional engineering firm or interested in assisting New Hanover County in developing a solution and preparing construction plans to replace an existing pipe on Sneeden Drive that was damaged during Hurricane Florence in 2018 and aid in protecting it from damage in future storm events.

PROJECT BACKGROUND
In 2018, Hurricane Florence inflicted significant damages throughout New Hanover County including substantial flooding of drainage systems and natural streams and creeks throughout the County. The flooding resulted in significant amounts of debris and erosion within the drainage paths. New Hanover County has received funding through the USDA NRCS to remove debris and sediment from creeks and drainage ways throughout the County and to repair/restore areas that were identified in the aftermath of Hurricane Florence.

New Hanover County was awarded funding to address a pipe/culvert that was damaged underneath Sneeden Drive which is located off of Middle Sound Loop Road in the Ogden area of New Hanover County. The funding will allow for replacement and potential to increase capacity of the pipe if needed in a manner to restore the previous conditions and protect it from damage in future storm events.

PROJECT GOALS
The primary goal of this project is to determine a course of action, develop construction plans and specifications, and obtain any necessary permits to repair the damage resulting from Hurricane Florence to the pipe identified above. Additional and secondary goals include:

- Increase capacity if needed
- Minimized potential damage from future storms

SCOPE OF WORK

PROJECT APPROACH
The selected consultant will work closely with Engineering staff, who will be responsible for the successful completion of this project. Project staff will include the County Engineer and Chief Project Engineer.

The selected consultant will be expected to provide an evaluation of different approaches and recommendations in order to determine the best path forward. After a desired approach is selected, the selected consultant will prepare construction plans and specifications and obtain the permitting necessary
to bid the project for construction. The selected consultant is expected to be retained for construction support services and any potential monitoring that may be required as part of the work.

**Deliverables**

**Core Project Deliverables**
The selected consultant will evaluate the contributing watershed, culvert/pipe, and outfall conditions to develop/produce/obtain the following:

- Alternatives Analysis and Estimates;
- Construction Plans and Specifications for selected alternative;
- Permits in compliance with local, state, and federal standards;

**Project Timeline**
The anticipated project timeline shall include the following phases of activity:

A. Advertisement of RFQ (September 2020)
B. Consultant Selection (October 2020)
C. Project Scoping (October 2020)
   
   At the beginning of the project, the consultant will meet with project staff for a project scoping meeting to ensure a common understanding of the project components for the development of a scope and fee proposal. Prior to this meeting, the consultant will be responsible for making themselves familiar with the project area and all relevant and applicable local, state, and federal laws.

D. Notice to Proceed
   
   Once the scope and fee has been agreed upon and a contract has been executed, a formal notice to proceed will be provided to the selected consultant.

E. Alternatives Analysis and Selection (November 2020)

   The consultant will evaluate the site and conditions, prepare potential solutions with estimated costs and permitting requirements, and present the findings to the County’s project staff.

F. Final Construction Plans and Specifications (January 2020)

   Based upon the preferred alternative, the consultant will prepare final construction plans and technical specifications for the project.

G. Permits (Spring 2020)

   Utilizing the construction plans for the project, the consultant will work with the necessary local, state, and federal agencies to obtain any necessary permits required to perform the work.

H. Bid for Construction (Spring 2020)
Once plans are complete and permits are in hand. New Hanover County will bid the project for construction.

**Proposal Evaluation Criteria & Submission Procedures**

**Evaluation Criteria**

Weighted specific criteria, among other factors, will include:

A. **Experience (20%)** - Clear demonstration of experience in design and permitting projects of similar size and scope.

B. **References (10%)** - Recommendations from provided references.

C. **Project Approach (30%)** - The proposed design approach for the project including, but not limited to, items provided in the Submission Requirements section.

D. **Local Experience (25%)** - Understanding of local environmental, stormwater, drainage, and topographic conditions including but not limited to coastal and permitting experiences related to the southeast region of North Carolina.

E. **Schedule (15%)** - Consultant’s availability to complete the work.

**Submission Requirements**

Submitted qualification documents must include the following information:

**Section 1: Cover Letter** - A cover letter expressing interest in working with New Hanover County that includes a point of contact for the firm. The letter should include:

- A clear indication of the name of the consulting firm, mailing address, telephone and fax numbers, and e-mail address;
- A statement indicating that the firm is independent, properly licensed to practice engineering in the state of North Carolina, and has no conflict of interests with regard to any other work performed by the consulting firm for the County.

**Section 2: Table of Contents**

**Section 3: Introduction/Summary** - Qualification documents should include an introduction and summary containing but not limited to:

- The company background;
- The names of key personnel (including sub-consultants if utilized) to be assigned to the project, their role on the project, their titles, education, experience, and period of service with the team;
- Current workload.

**Section 4: Method of Approach** - Qualification documents should include:

- A narrative that presents the services the firm will provide detailing the approach, methodology, and deliverables, including the strategy used to achieve the project objectives, and scope of services;
Any proposed changes to the project scope;
Additional related services should be incorporated into the proposal if applicable
Any tasks that will be subcontracted to other disciplines/consultants;
Organizational chart and management approach, including the roles and responsibilities of any sub-contractor;
Any additional information the consultant believes to distinguish their qualifications from others.

Section 5: Comparable Projects- List at least (3) comparable projects in progress or completed, including references, with the following information:
- Contact name, phone number, and email address;
- Current status of the project and the completion year, if applicable;
- Scope of work performed for each;
- Additional relevant information may be included.

Section 6: Timeframe- Qualification documents should include:
- A description how the work will be completed in an effective, timely, economical and professional manner;
- A proposed schedule for the entire process, including the approximate timeline for completing each of the individual tasks, meetings, presentations, deliverables, and final completion;
- An estimated time that would be devoted to this project.

Submission Procedures
The proposal responses must be submitted as a comprehensive document or package. Submittal package shall be limited to fifteen (15) pages including Cover letter. Please submit your proposal no later than 4:00 PM on October 9, 2020 to:

New Hanover County Finance Department
Attn: Lena Butler, Purchasing Agent
230 Government Center Drive, Suite 165
Wilmington, NC 28403

All applicants are required to submit one (1) digital copy via email to Lena Butler (lbutler@nhcgov.com) of the complete proposal on or before 4:00 PM on October 9, 2020. Late submissions will not be accepted. The costs for preparing the Qualifications document are solely the responsibility of the respondent.

Selection Process And Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
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<tbody>
<tr>
<td>September 21, 2020</td>
<td>Issue RFQ</td>
</tr>
<tr>
<td>September 28, 2020</td>
<td>Questions Deadline</td>
</tr>
</tbody>
</table>
Selection Criteria
The County will conduct a fair and impartial process for the selection of the engineering consulting firm. The County may appoint a selection committee to review all proposals and select one or more teams for in-person interviews. The interviews and presentations will be determined using the applicant’s proposal document and the stated Evaluation Criteria. All consulting firms should be prepared to present to the selection committee.

Addenda and Clarification of Specifications
Any and all questions regarding this RFQ must be submitted to Lena Butler, Purchasing Supervisor, at lbutler@nhcgov.com. Any and all revisions to this RFQ will be made only by written addendum from New Hanover County. All questions should be submitted no later than September 28, 2020.

Acceptance/Rejection of Proposals
The County reserves the right to accept and reject any or all statements of proposals submitted, in whole or in part. The County reserves the right to negotiate any and all elements of the proposal by and with any consultants it deems suitable to carry out this project. New Hanover County has no obligation to award work based off this RFQ and reserves the right to re-advertise.

Appendix: Reference Documents & Other Resources
Project Maps
A vicinity map has been included for reference to support the project description and for use in preparing responses to this RFQ.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>October 9, 2020</td>
<td>Qualifications Submission Deadline</td>
</tr>
<tr>
<td>October 16, 2020</td>
<td>Final Selection</td>
</tr>
<tr>
<td>TBD</td>
<td>Contract Awarded and Execution</td>
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</table>
Submit with Your Statement of Qualifications

Minority & Women Business Enterprise (MWBE) Program

FORM

A. Authorized Representative
I HEREBY AFFIRM THAT:
I am [name] ________________________________, [title] __________________________, and the duly authorized representative of [Business Name] __________________________ and that I possess the legal authority to make this statement on behalf of myself and the Business for which I am acting.

B. Affirmation Regarding MWBE Program Acknowledgement and Compliance
I FURTHER AFFIRM THAT:
I am aware of and intend to comply with the County’s MWBE Program. As such [check one]:

_____ The Business is certified as a woman- or minority-owned business by an accepted agency. (Attach proof certification)

_____ The Business is a woman- or minority-owned business but has not been certified by an accepted agency. (Attach document of ownership such as articles of incorporation, current business license, K-1 of the most recent business tax return.)

_____ The Business is not a woman- or minority-owned business; however, the bidder acknowledges the MWBE policy and if it should become necessary to subcontract some portion of the work at a later date or obtain materials or services in conjunction with this solicitation, the bidder will institute good faith efforts to comply with all requirements of the MWBE program in providing equal opportunities to MWBEs.

Signature: ________________________________ Date: __________