



NEW HANOVER COUNTY
FINANCE DEPARTMENT, PURCHASING DIVISION
ADDENDUM 1

From: Lena Butler, Purchasing Supervisor
To: All Firms
Project: RFQ-Smith Creek Park Phase 2A and Northern Regional Park Phase 2
Date: July 7, 2021

This Addendum is related to the County's Request for Proposals "**RFQ-Smith Creek Phase 2A and Northern Regional Park Phase 2**" and is hereby made a part of said Request for Proposals to the same extent as though it were originally therein.

1. Cover page of the RFQ - The current project is listed as Phase 2A and Phase 2 for the respective sites. Is it possible to review documentation of Phase 1 for each site? **Yes, phase one portions of the project are already in the ground, so best representation would be to visit sites.**

2. Section 2.10, Page 4 - It states that there is an overall annual goal of 10% for Minority/Women Business Enterprise firms. Is it possible to get a written copy of the policy? Is it based on the state policy or a local one? Are the MBE firms involved required to have an office within a certain radius of the project location? **The goal listed here pertains to the County's construction projects. For all other project, the language reads as follows:**
Equal Opportunity
The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.
The Provider agrees not to discriminate against any employees or applicant for employment because of physical or mental handicap regarding any position for which the employees or applicant is qualified. The Provider agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.
Pursuant to GS 143-48, New Hanover County invites and encourages participation in this procurement process by businesses owned by minorities, women, and handicapped. Hence, there is no specified percentage involved with this solicitation. Please complete the Minority & Woman Business Enterprise Form and return with your submission. MWBE firms are not required to have an office within a certain radius of the project location. A copy of the County's MWBE Policy is attached.

3. Section 3 Background and Scope, Page 7 – Would the County provide the name of the firm that executed the preliminary design work for these two sites? **Smith Creek lead-Thomas & Hutton NRP lead- Coastal Land Design**
4. Section 4 (a), Page 8 - It says that two contact persons should be identified. Please confirm – do both contact persons have to have authority to bind the firm? **No, just project management.**
5. Section 4 (b) (4) Format for Statements of Qualifications, Page 8 – Is there a page count associated with the section (4) that begins "Personnel proposed for assignment to the project..." **Maximum of four pages.**
6. Section 4 (b) (4) Format for Statements of Qualifications, Page 8 – Does the information that is asked for in the second paragraph that begins "Availability of the assigned contract managers..." need to go in to the (4) section of the proposal? **That would be helpful but not required to be placed there.**
7. Section 4 (b) (6) Format for Statement of Qualifications, Page 8 – In (6) Past Performance, do our three references need to include the listed details beneath this section (Project title, client name, etc)? **Would be helpful to compare previous work experience when listing references.**
8. Section 5 Evaluation Criteria, Page 10 – Could you provide more details as to what 'client evaluations' refers to? **Opinions of previous clients/references**
9. Section 5 Evaluation Criteria, Page 10 – "Capacity of proposed design team to accomplish **final design** within 120 days of contract award" – Does the phrase 'final design' refer to construction documents, or design development? **Construction documents. Correction: Should be 365 days, not 120 days.**
10. While the RFQ lists that "engineering firms" should submit, we are a landscape architecture firm. Can we submit? **Yes, firms capable of providing the scope of work as detailed in the RFQ. All subcontractors need to be listed.**
11. What is the maximum number of pages for Section 4 of the technical response? **A maximum of 4 pages.**
12. Will the projects be awarded to a single team, or will the two projects be awarded to separate teams? **Could be either one firm doing both (depending on capacity) but more likely two separate firms.**
13. Are master plans in place for each park and if so, will they drive the final programming and design? Or will the expansions be designed and planned from scratch? **Both parks already have established themes and concepts but may be outdated so design will include project brainstorming/input.**

14. Do you anticipate a need to conduct any level of community engagement for either park? **Online only, no public meetings.**
15. Should the team include services for surveying and/or geotech, or does the County have survey data and/or geotech reports in hand? **Included in team services.**
16. Is there an anticipated construction budget for the improvements? **NRP- \$2,000,000
Smith Creek- \$2,300,000.**

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17. Does the county anticipate the need for an architect on the project team for restroom facilities and/or shelters? **Yes**
18. Have there been previous preliminary or master plans prepared for these expansions? If so, can the county provide those? **See answer number 1.**

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19. Under II. Project Management, the next to last bullet seems incomplete...can you clarify intent? **Quality of work as demonstrated by history of previous designs. Capacity of proposed design team to accomplish final design within 365 days of contract award**
20. Under II. Project Management, it states that final design to be completed with 120 days from award. Does this mean complete construction documents or something less than that? **Correction- final design in 365 days (construction documents)**
21. Is there an identified date for completion of construction? **Smith Creek- construction begins FY 23-24 and NRP FY 22-23** Does the county want a proposed schedule for the project included in the response? **Yes**

General (not related to a page)

22. Is community engagement anticipated? If so are there any critical aspects or goals of the engagement process that need to be included? **No, staff will develop online surveys with input from design team. Surveys will be posted on NHC website and social media.**
23. Is there an identified construction budget for each park? **See question 16.**
24. Is environmental investigation, wetlands delineation, endangered species etc. required by the project? **Yes**
25. Have the sites been surveyed? Does that service need to be provided in areas where improvements will take place? **Survey completed at land purchase but will likely need updates.**



NEW HANOVER COUNTY

Administrative Memorandum

Minority and Women Business Enterprise

Memorandum No.	19-002
Originally Issued:	October 7, 2019
Effective Date:	November 1, 2019
Last Revised Date:	October 7, 2019
Revision (select one):	<input checked="" type="checkbox"/> As Needed <input type="checkbox"/> Annually
Approved By:	Chris Coudriet, County Manager

MINORITY AND WOMEN BUSINESS ENTERPRISE AND PERFORMANCE REPORTING

I. INTRODUCTION AND PURPOSE

It is the policy of New Hanover County to provide minorities and women equal opportunity to participate in all aspects of the county's contracting and procurement programs, including, but not limited to, construction projects, supplies and material purchases, and professional and personal service contracts, consistent with law and existing county policies.

New Hanover County's Minority and Women Business Enterprise (MWBE) Program is committed to support the economic development of small business enterprises and the minority community. It is further the intent of the program to widen opportunities for participation, increase competition, and ensure the proper diligent use of public funds. The county will do this by increasing the opportunities of the MWBE community within public contracting and providing firms with the tools that will help them become successful when opportunities arise.

II. ORGANIZATION(S) / INDIVIDUALS AFFECTED

This Administrative Memorandum applies to all county departments and employees.

III. DEFINITIONS

- a) **Minority and Women Business Enterprise (MWBE)** - North Carolina General Statute 143-128.2 defines a "minority business" as a business that is at least 51% owned and controlled by one or more minority persons or socially and economically disadvantaged individuals. The statute also includes corporations in which at least 51% of stock is owned by one or more minority or socially and economically disadvantaged individuals.

The statute defines the term “minority person” as the following:

- Black
- Hispanic
- Asian American
- American Indian
- Female

b) Socially and Economically Disadvantaged Individual(s) - are defined by reference to a federal statute (15 U.S. C. § 637). Socially disadvantaged individuals are “those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities.” Economically disadvantaged individuals “are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business who are not socially disadvantaged.”

IV. POLICY OBJECTIVES

- A) To ensure New Hanover County staff involved in purchasing make good faith efforts to utilize MWBE vendors in accordance with formal and informal procurement procedures.
- B) To create and maintain an ongoing outreach effort to MWBE vendors including, without limitation, MWBE firms in the county directory, assisting MWBEs to register with the NC Department of Administration’s Office for Historically Underutilized Businesses, State IPS system and the State E-procurement System, providing information regarding doing business with New Hanover County, and encouraging collaboration among MWBEs.
- C) To track MWBE good faith efforts and utilization.

V. POLICY

Goods, Apparatus, Materials, Supplies and Equipment

- A) When purchasing goods, apparatus, materials, supplies and equipment costing \$1,000 to \$89,999, employees / purchasing departments must first consult the county MWBE directory and confirm if there is one or more MWBE that provide said goods, apparatus, materials, supplies or equipment.

If yes;

- 1) employees are required to request a quote from at least one (1) of the eligible MWBEs if the cost is \$1,000 to \$29,999. Employees may also request quotes from any other vendor(s). Ultimate choice of supplier, from the quotes obtained, will remain the purview of the Department Head. Documentation of the MWBE bid / quote request (or a statement identifying that there were no eligible MWBE in the county directory) must be submitted as part of the documentation for the awarded/final requisition / PO.
- 2) employees are required to request an informal bid from at least one (1) of the eligible MWBEs if the cost is \$30,000-\$89,999. Informal bid selection must be in accordance with NC General Statutes and county policy. Documentation of the MWBE informal bid (or a

statement identifying that there were no eligible MWBE in the county directory) must be submitted as part of the documentation for the awarded/final requisition / PO.

Non-professional and Professional Services

- B) Non-professional or professional services (other than construction and those covered by GS 143-64.31), are distinguished by the provision of personal performance rather than the delivery of a tangible item. When purchasing non-professional or professional services costing up to \$29,999, employees / purchasing departments must first consult the county MWBE directory and confirm if there is one or more MWBE that provide said service or services.

If yes;

- 1) employees are required to request a quote from at least one (1) of the eligible MWBEs. Employees may also request quotes from any other vendor(s). Ultimate choice of supplier, from the quotes obtained, will remain the purview of the Department Head. Documentation of the MWBE bid / quote request (or a statement identifying that there were no eligible MWBE in the county directory) must be submitted as part of the documentation for the awarded/final requisition / PO.

Exemptions to MWBE Bid Requirements

- State Contract purchases
- Purchases from other governmental agencies
- Competitive group purchasing
- Sole Source (must have letter from manufacturer)
- Information technology goods or services purchased through the State Office of Information Technology

VI. INTERNAL CONTROLS

Department Heads shall be responsible for ensuring that procurement is appropriately managed and documented in their departments in accordance with this policy, the county purchasing policy and general statutes.

Department Heads shall be responsible for providing timely information related to anticipated procurement opportunities within their department, and providing staffing to participate in vendor outreach and other events as requested by Finance and Intergovernmental and Community Affairs.

Finance, in conjunction with department representatives, will review requisitions / PO requests for the appropriate documentation and will report annually at a county and department level about supplier diversity and utilization.

Finance, in conjunction with Intergovernmental and Community Affairs, will maintain an active listing of MWBE vendors. In addition, Finance and/or Intergovernmental and Community Affairs will organize / conduct vendor outreach events, provide workshops explaining the various certifications, provide information about and how to register with the NC Department of Administration's Office for Historically Underutilized Businesses, as well as how to do business with New Hanover County and the State.