



New Hanover County

Request for Qualifications

Stormwater Ordinance and Stormwater Design Manual

Issue Date: 08/18/2021

Due Date: 09/10/2021

Mailing Address:

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

TABLE OF CONTENTS

PROJECT OVERVIEW 3

- I. Introduction 3
- II. Project Background 3
- III. Project Goals..... 3

Scope of Work 4

- IV. Project Approach 4
- V. Deliverables 4
- VI. Project Timeline..... 4
- VII. **Proposal Evaluation Criteria & Submission Procedures..... 4**
- VIII. Evaluation Criteria..... 4
- IX. Submission Requirements..... 5
- X. Submission Procedures 6

Selection Process And Timeline 6

- XI. Selection Criteria 6
- XII. Addenda and Clarification of Specifications..... 7
- XIII. Acceptance/Rejection of Proposals 7

Appendix: Reference Documents & Other Resources..... 7

- XIV. Existing Ordinances & Design Manual 7

PROJECT OVERVIEW

INTRODUCTION

The New Hanover County Engineering Department invites interested engineering firms or teams with proven experience evaluating, researching and writing stormwater regulations to provide technical guidance and assistance in updating the New Hanover County Stormwater Design Manual. The existing design manual was created and adopted on September 5, 2000.

This request for qualifications seeks a professional engineering firm or team of consultants interested in providing document production assistance for the revised design manual. The selected consultant will be responsible for providing professional recommendations regarding needed revisions for stormwater controls and for drafting the documents after receiving policy direction from the New Hanover County.

PROJECT BACKGROUND

New Hanover County is located in the rapidly growing southeastern coastal region of North Carolina. New Hanover County has had a Stormwater Ordinance and Design Manual in place since September 5, 2000 that established regulations for stormwater management within the unincorporated areas of the county. The county has played a role in regulating facilities that control runoff from new construction and placed responsibilities on private property owners to maintain stormwater conveyances.

PROJECT GOALS

The primary goal of this project is to update the design manual to meet the current and future needs of regulating stormwater control facilities. Comprehensive project goals include:

- Redesign the Stormwater Design Manual to include updated Stormwater Control Measures (SCMs), design methods, design calculations and procedures;
- Update all figures, tables, coefficients, terms, definitions, equations and examples in the Stormwater Design Manual;
- Revise the document to provide a **more customer focused, electronic format** that is easier to use and can be readily updated in the future;
- Provide recommendations and other innovative solutions to improve overall quality of the final document.

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, Chief Project Engineer and Associate Engineer.

The selected consultant will be expected to provide an evaluation of different approaches and recommendations in order to determine the best path forward. Staff will be responsible for providing the

selected consultant with all pertinent background information and county information needed in developing and selecting the recommended option.

DELIVERABLES

CORE PROJECT DELIVERABLES

The selected consultant will evaluate design manual changes and provide recommendations in the form of a draft revised design manual that can be kept current as regulations, design methods and needs change.

ADDITIONAL PROJECT DELIVERABLES

Documents should be produced in Microsoft Word, though graphics may be produced in Adobe InDesign, Illustrator, and/or Photoshop. All documents should be provided in digital format, and staff shall have the ability to take ownership of and edit.

PROJECT TIMELINE

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

A. Project Orientation

At the beginning of the project, the consultant will meet with project staff for a project orientation meeting to ensure a common understanding of the project components. The initial briefing will include an update to the consulting team on work completed to-date, the status of work currently in progress, and the remaining steps in completion of the project. Prior to this meeting, the consultant will be responsible for reviewing and understanding the current design manual and all relevant and applicable local, state, and federal laws.

B. Stormwater Design Manual

The consultant will provide technical assistance in revising the content and layout of the Stormwater Design Manual to include all figures, tables and supporting graphics.

PROPOSAL EVALUATION CRITERIA & SUBMISSION PROCEDURES

EVALUATION CRITERIA

Weighted specific criteria, among other factors, will include:

- A. Clear demonstration of the capability to write, rewrite, consolidate, and implement projects comparable to the proposed one in jurisdictions similar to New Hanover County.
- B. Clear demonstration of the ability to manage a project of this size and scope with expertise and attention to detail.
- C. Recommendations from provided references.
- D. The proposed design approach for the project including, but not limited to, items provided in the Submission Requirements section.
- E. Understanding of local stormwater, drainage, and topographic conditions including but not limited to coastal and legal experiences related to the southeast region of North Carolina.

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 to be assigned to the project, their role on the project, their titles, education, experience, and period of service with the team;
- A description of what disciplines are included within the consulting firm;
- 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;
- A description of the approach to be taken toward completing the project scope, including the process and any deliverables resulting from each task;
- 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 comparable projects in progress or completed, including references, with the following information:

- Contact name, phone number, and email address;
- Current status of the design manual and the completion year, if applicable;
- Size and scale of the geographic area under jurisdiction;
- Scope of work performed for each;

- Link to the design manual;
- 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. Please submit your proposal 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 **(5)** hard copies and one **(1)** digital copy of the complete proposal on or before 09/10/2021 at 5:00PM EST. Late submissions will not be accepted. The costs for preparing the Qualifications document are solely the responsibility of the respondent.

SELECTION PROCESS AND TIMELINE

Date	Task
08/18/2021	Issue RFQ
08/30/2021	Questions Deadline
09/10/2021	Qualifications Submission Deadline
09/15/2021	Review of Qualifications
09/17/2021	Final Selection
TBD	Contract Awarded and Execution

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 08/27/2021.

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

EXISTING STORMWATER ORDINANCE & STORMWATER DESIGN MANUAL

The ordinances, plans, and documents listed below comprise current local land use regulations and will be extensively referenced and drawn upon throughout the development of the revised design manual. As such, the selected consultant should be familiar with the inventory and general content of the reference documents.

Ordinances:

- New Hanover County Stormwater Ordinance
- Erosion & Sedimentation Control Ordinance
<https://engineering.nhcgov.com/wp-content/uploads/2020/01/2019-NHC-Erosion-and-Sedimentation-Control-Ordinance.pdf>
- New Hanover County Zoning Ordinance
<http://laserfiche.nhcgov.com/weblink/0/edoc/3397071/NHC%20Zoning%20Ordinance%20Updated%206.5.18.pdf>
- New Hanover County Subdivision Ordinance
<http://laserfiche.nhcgov.com/weblink/0/edoc/3273274/NHC-Subdivision-Regs-updated-April-2014.pdf>
- New Hanover County Flood Damage Prevention Ordinance
<http://laserfiche.nhcgov.com/weblink/0/edoc/3273273/Flood-Damage-Prevention-Ordinance.pdf>

Additional Documents:

- New Hanover County Stormwater Design Manual
<https://engineering.nhcgov.com/wp-content/uploads/2017/05/NewHanoverCountyStormWaterDesignManual09052000.pdf>
- New Hanover County/City of Wilmington LID Manual
<http://laserfiche.nhcgov.com/weblink/0/edoc/3273331/LID-Manual.pdf>