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Finance Director
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Town of Emerald Isle

*7500 Emerald Drive
Emerald Isle, NC 28594
(252)-354-3424
emeraldisle-nc.org*

REQUEST FOR QUALIFICATIONS (RFQ) ANNOUNCED PURSUANT TO N.C. GEN. STAT. § 143-64.31

**FOR CONSULTANT ENGINEERING SERVICES TO DEVELOP A STORM
WATER MASTER PLAN WITH RECOMMENDATIONS AND POTENTIAL
DESIGN/PERMITTING/BIDDING/CONSTRUCTION OBSERVATIONS FOR
STORMWATER SYSTEM IMPROVEMENTS AS DIRECTED
BY TOWN OF EMERALD ISLE
STAFF.**

The Town of Emerald Isle is requesting that licensed engineering firms submit qualifications with expertise in stormwater infrastructure planning, design and permitting.

STUDY OBJECTIVE

Recent flooding events have highlighted the need to address stormwater drainage issues on a comprehensive Town-wide basis. To this end, the Town is pursuing the creation of a stormwater master plan to guide stormwater improvements over the next 30 years. The Town is issuing this RFQ to select a qualified firm to assist with the development of the Town-wide Stormwater Master Plan as well as possible design/permitting/bidding/construction observations of system improvements.

SCOPE OF SERVICES

A qualified firm will be selected to work with the Town to develop a detailed Scope of Services that will address the Town's needs in managing stormwater runoff and preparing a

plan that will guide stormwater infrastructure improvements over the next 30 years.

The following represents the types of tasks that will be included in the final Scope of Services (as a minimum but not limited to):

- Evaluate existing stormwater runoff conditions, existing system capacity, and identify areas with frequent flooding.
- Evaluate existing capacity of stormwater infrastructure, pumping stations and identify additional capacity needs.
- Identify capital stormwater improvements to reduce flooding risk, reduce damage to public and private property, and improve access and safety in the Town.
- Quantify the capital and ongoing maintenance costs for implementing the stormwater infrastructure projects.
- Identify permitting pathways to implement stormwater system improvements.
- Prioritization of stormwater system improvements.
- Design/Permitting/Bidding/Construction Observations of stormwater system improvements (later phases)

The Town will provide existing data for the stormwater system including material, size, elevations, and conditions to the successful firm. It is expected that additional surveying/stormwater system inventory will be required.

The Town will also provide a list of flooding complaints from property owners and residents.

PROPOSAL REQUIREMENTS

The proposal shall concisely address the following requirements and be limited to 20 pages front and back, excluding the cover letter, resumes of key personnel, proof of insurance, as well as graphical covers and dividers.

The proposal shall explicitly include, at a minimum, the following elements:

- 1. Cover Letter and Executive Summary of the Approach that the Firm Will Take to Fulfill the Goals and Objectives of the Project:** A cover letter by an individual who is authorized to bind the responding firm contractually shall be attached to the proposal. Within that cover letter, the respondent shall give a summary of those elements and approaches that the firm proposes to fulfill the goals and objectives of the contract.
- 2. Statement of Qualifications and Level of Experience:** The firm shall present a statement of qualifications as to their prior history with similar projects to include

references. A brief summary of those similar projects is encouraged. The statement of qualification should include:

- A statement of qualification and experience for prime firm and any subcontractors;
 - Identification of the staff to be assigned to this project;
 - Resumes of all key staff to be employed on the project;
 - A Project Manager having overall project management authority;
 - An outline of your team's general approach to undertaking this project demonstrating an understanding of the project goals and a capability to successfully complete the project;
 - References for projects similar in nature and scope completed within the last ten (10) years;
 - For each referenced project, identify the project name including contact information and describe the scope of work undertaken by your company/team;
 - A detailed project approach including information on the process and protocols proposed to be used
- a. **Detailed Timeline:** In addition to the submittal of the firm's approach to the project, the firm shall include a detailed timeline of events that correspond with approach that the firm will be taking to complete the project.
- b. **Deliverables:** The firm shall detail the deliverables that will be expected following the completion of the project.
- c. **Proof of Insurance and Disclosure of any Litigation:** The firm shall provide proof of insurance with an original insurance certification naming the Town as additional insured if selected. In addition, the RFP should disclose and describe all publicly recorded legal actions stemming from performance of professional responsibilities in which the firm or individuals assigned to this project have been named. Specifically describe the outcome of all actions or declare the current status if litigation is pending.
- d. **Historically Underutilized Business (HUB) Certifications.** The firm shall submit and supplement all requested HUB certification and forms as requested by Town staff.

PROPOSAL SUBMITTAL

At a minimum, the information requested in this RFQ shall be submitted and can include additional information if it will further qualify the approach and qualifications of the firm making the proposal.

Following the selection of the successful submitter, a turn-key scope of work including tasks, man-hours, fees and schedule will be negotiated and submitted to the Town for review and final approval.

3. DEADLINE FOR SUBMISSION OF PROPOSALS:

Interested firms should submit proposals no later than **2:00 pm** on **WEDNESDAY, OCTOBER 7, 2020** to:

Proposals shall be Mailed or Hand Delivered to:

Storm Water RFQ
Attn: Matt Zapp, Town Manager
7500 Emerald Drive
Emerald Isle, NC 28594

Or emailed to:

mzapp@emeraldisle-nc.org

Proposals received after the required deadline will not be accepted. The project will be awarded to the most qualified and responsible bidder(s). The Town of Emerald Isle reserves the right to approve proposals, deny proposals, negotiate proposal or re-advertise for additional proposals for the project if deemed necessary by the Board of Commissioners or Town Manager. The Board of Commissioners and Town Staff reserve the right to interview any or all of the applicants if needed to help aid in determining the most qualified firm. The Bidding requirements of the North Carolina General Statutes will be considered when reviewing and approving the final firm.

4. CONTACT, QUESTIONS AND CORRESPONDENCE

All contact, questions, and correspondence regarding the project and proposal shall be directed to the following:

Matt Zapp, Town Manager
7500 Emerald Drive
Emerald Isle, NC 28594

Or emailed to:

mzapp@emeraldisle-nc.org

Note – All written correspondence and e-mails are considered public documents in the State of North Carolina.