

Request for Qualifications (RFQ)

The Town of Mount Pleasant, North Carolina is seeking assistance for engineering services for FEMA Disaster Recovery and subsequent implementation of Dutch Buffalo Creek Dam repair project number 79774 (4393DR).

The type of project involved is:

Repairs to the Town of Mount Pleasant's raw water intake site located at the end of Meadowood Drive on the Dutch Buffalo Creek. The flooding of Dutch Buffalo Creek that occurred during Hurricane Florence overtopped the existing dam and washed out the abutments and area below the dam and damaged and removed a valve platform and section of concrete on top of the dam leaving a hole in the dam.

PART ONE: SCOPE OF SERVICES

The Town of Mount Pleasant is soliciting qualification statements for engineering services to assist the Town with preliminary engineering, design engineering, and inspections of this project in compliance with FEMA Disaster Recovery Program requirements. The agreement will be on a lump sum, fixed price basis (or cost reimbursement "not to exceed" basis,) with payment terms to be negotiated with the selected firm.

The services to be provided will include, but not be limited to:

1. Designing system improvements and construction engineering.
2. The design of the dam repairs will need to address at a minimum the following issues:
 - A. The repairs will need to be designed to minimize the impact on the stream and stay within the footprint of the existing crossing.
 - B. The location and configuration of the repairs will need to be designed to not increase the 100- year flood elevation of Dutch Buffalo Creek.
 - C. The stream will need to be bypassed around the work areas in order to prevent live concrete from coming in contact with the stream.
3. Assisting the administrative consultant with the construction bid package in conformance with applicable federal requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.

4. Assist in conducting the preconstruction conference.
5. Field staking, on-site supervision of construction work, and preparing inspection reports.
6. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
7. Providing reproducible plan drawings to the Town of Mount Pleasant upon project completion.
8. Prepare operating and maintenance manuals as needed.
9. Conducting final inspection and testing.

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title "Request for Qualification Statements for Engineering Services for the Dutch Buffalo Creek Dam repairs FEMA Disaster Recovery Program":

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Respondent federal tax identification number
5. Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

Contents of RFQ

Respondents should letter and number responses exactly as the questions are presented herein.

Interested Respondents are invited to submit RFQs that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications

1. Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:

- a. A brief statement of the Respondent's understanding of the scope of the work to be performed;

- b. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of North Carolina;
- c. A confirmation that the Respondent has not had a record of substandard work within the last five years;
- d. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- e. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the Respondent feels appropriate;
- g. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.

2. Background and Experience

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with Disaster Recovery projects and any other projects relating to FEMA. Respondent should include all examples of work on similar projects as described in Part One. Respondent should provide a list of completed Disaster Recovery projects, and/or similar projects if available. Preference is for the types of projects similar to those described in Part One. Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- c. Describe the firm's workload and current capacity to accomplish the work in the required time.
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- e. Is licensed to perform the required services in the State of North Carolina.
- f. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.
- g. Provide evidence of adequate financial stability through certified financial statements, including a balance sheet and income statement. The Town of Mount Pleasant reserves the right to request any additional information to assure itself of a Respondent's financial status.

3. Specialized Knowledge

Respondents should:

- a. Describe their knowledge and experience in the particular types of projects described in Part One.
- b. Describe their knowledge of FEMA's requirements for the disaster recovery projects.
- c. Describe their knowledge of FEMA's National Flood Insurance Program.
- d. Describe their knowledge of FEMA HECRAS modeling and FEMA No Rise Certification.

4. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members (as applicable), in the job classifications of (1) Principal in Charge, (2) Project Engineer, (3) Senior Engineer, (4) Mid-level Engineer, (5) Junior Engineer (6) Surveyor, (7) Engineer interns (8) Senior CAD technician, (9)CAD technician, and (10) Engineering technician; who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to Disaster Recovery on which they have worked. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on Disaster Recovery projects.
- c. Estimate the number of persons to be assigned to this project, indicating the number working in North Carolina and the number working elsewhere.

PART THREE: SELECTION CRITERIA WILL BE A QUALIFICATIONS BASED PROCESS WITHOUT CONSIDERATION OF FEE PROPOSALS:

The Town of Mount Pleasant shall evaluate each potential contractor in terms of it's:

1. Professional qualifications necessary for satisfactory performance of required services;

2. Specialized experience and technical competence in the type of work required;
3. Capacity to accomplish the work in the required time;
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;
5. Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.

Respondents will be evaluated on the basis of the written materials submitted and according to the following factors:

1. Experience of the firm with this particular type of construction project / repair project(s) as described in Part One.
_____ pts.
2. Experience of the firm with other type of construction projects.
_____ pts.
3. Current capacity to accomplish the work in the required time.
_____ pts.
4. Reference from other clients attesting to firms:
 - a. Quality of work
_____ pts.
 - b. Compliance with performance schedules
_____ pts.

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the Town of Mount Pleasant will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to:

Terry Holloway, Town Manager at hollowayr@mtpleasantnc.us or 704-436-0384.

Responses to this RFQ should be delivered to Amy Schueneman, Town Clerk, at the Town of Mount Pleasant Town Hall located at 8590 Park Drive, Mount Pleasant, NC or mailed to Amy Schueneman, Town Clerk at PO Box 787, Mount Pleasant, NC 28124.

Responses to this RFQ must be received no later than June 5, 2019 @3pm. Please state "Disaster Recovery Dutch Buffalo Creek Dam Repair Qualifications Statement-Engineering Services" on the cover.
