



COUNTY OF CURRITUCK
Request for Qualifications for Engineering Services for the
Carova Beach Park Bulkhead Repair Project
RFQ 2019-11.12

The County of Currituck, North Carolina (“County”) is soliciting responses to a Request for Qualifications for professional design and engineering services for the Carova Beach Park Bulkhead Repair. These services shall be performed in accordance with all local, State, and Federal laws, regulations, and executive orders.

The complete submittal, consisting of one (1) original and two (2) additional hard copies, must be in a sealed package, clearly marked RFQ - Carova Beach Park Bulkhead Repair and delivered to Attn: Rebecca Gay, Contract Purchasing Agent, 153 Courthouse Road, Suite 210, Currituck, NC 27929 by no later than 4:00 p.m. on December 5, 2019. Submittals received after this deadline will not be considered.

The County reserves the right to negotiate with any and all individuals or firms that submit qualifications. The County further reserves the right to reject all offers or award a contract which, in its judgment, is in the best interest of Currituck County. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals.

Instructions to Submitters
RFQ 2019 – 11.12

Submittals:

The complete submittal, consisting of one (1) original and two (2) additional hard copies, must be in a sealed package, clearly marked RFQ - Carova Beach Park Bulkhead Repair. Statements must be signed in ink by an authorized representative of the firm.

Submittals shall be delivered to Rebecca Gay, Contract Purchasing Agent at the following location:

Physical Address: Rebecca Gay, Contract Purchasing Agent
153 Courthouse Road, Suite 210
Currituck, NC 27929

Mailing Address: Rebecca Gay, Contract Purchasing Agent
153 Courthouse Road, Suite 210
Currituck, NC 27929

Submittals must be received no later than 4:00 p.m. on December 5, 2019. Submittals received after this deadline will not be considered. Actual receipt by the County and not the mailing or sending date shall control. Requests for extensions of this date will not be granted except by written amendment to the RFQ applicable to all prospective firms. Statements must be complete when submitted, including a cover sheet and all attachments.

Firms submitting qualifications in response to the RFQ may be required to make an oral presentation(s) of their submittal to the County at their own expense. The County may request the presence of the firms(s) representatives(s) at these presentations. The County will schedule the time and location for these presentations. By submitting its Statement of Qualifications, the firm agrees to make its representatives reasonably available to the County, and acknowledges that the failure to do so may result in the submittal not being considered.

Questions:

Written questions and requests for clarification shall be submitted via email to rebecca.gay@currituckcountync.gov no later than 2:00 p.m. on November 22, 2019. To the extent Currituck County determines to respond to questions and requests for clarification, responses and any supplemental instructions will be in the form of a final written addendum, which if issued, will be emailed to all firms holding this RFQ no later than 4:00 p.m. on November 26, 2019. All addenda shall become part of the RFQ.

Confidentiality:

Any confidential and proprietary information provided to the County by the firms pursuant to this RFQ shall be subject to disclosure under the North Carolina Public Records law. To prevent the release of any confidential and proprietary information that otherwise could be held in confidence, the firms submitting the information must:

- Invoke the exclusion from Public Record Law when the data or materials are submitted to the County or before such submission,
- Identify the data and materials for which protection from disclosure is sought, and
- State why the exclusion from disclosure is necessary.

The firms may request and receive a determination from the County as to the anticipated scope of protection prior to submitting the proposal. The County is authorized and obligated to protect only confidential proprietary information, and thus will not protect any portion of a proposal from disclosure if the entire proposal has been designated confidential by the firms without reasonably differentiating between the proprietary and non-proprietary information contained therein.

Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area firms:

Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFQ. If the awarded firm (prime consultant) uses any subcontractors or subconsultants, the following affirmative steps are required of the prime consultant:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Additional Terms:

The information required by this RFQ must be complete and the firm's submittal must "stand alone." This RFQ with all attachments and the firm's responses may become part of the Service Contract as determined by the County.

The County will not be responsible for any expenses incurred by firms in preparing and submitting qualifications, or in engaging in oral presentations, discussions, or negotiations.

Neither this RFQ nor the County's consideration of any submittal shall create any contract, express or implied and contractual obligation by the County to any firm, or any other obligation by the County to any firms. The County makes no promise, express or implied, regarding whether it will enter into a Service Contract with any firms or regarding the manner in which it will consider submittals.

The County reserves the right to negotiate with any and all individuals or firms that submit qualifications. The County further reserves the right to reject all offers or award a contract which, in its judgment, is in the best interest of Currituck County.

The County will not discriminate against any firms because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

**Request for Qualifications for Engineering Services for the
Carova Beach Park Bulkhead Repair Project
RFQ 2019-11.12**

Currituck County seeks to enter into an engineering services contract with a North Carolina registered engineer. The following outlines this request for qualifications.

I. Introduction

Carova Beach Park is located at 2100 Ocean Pearl Road, Corolla, North Carolina 27927.

The bulkhead and attached boardwalk sustained damage during Hurricane Dorian. Funding for this project is provided by the Federal Emergency Management Agency's Public Assistance Grant Program (FEMA - 4465 - DR - NC).

II. Project Description

The project consists of replacement of +/- 150 linear feet of bulkhead system and attached boardwalk and handrail at Carova Beach Park in Corolla, North Carolina. The proposed bulkhead system is comprised of vinyl sheet piling, walers, and tie-rods and anchor system.

III. Scope of Services

All engineering services shall be performed in compliance with all local, State, and Federal laws, regulations, and executive orders as applicable and required.

The Engineer shall:

- Perform initial surveys, soil investigations, etc. as needed for design;
- Prepare preliminary and final design plans and specifications;
- Apply for and receive all necessary approvals, permits and environmental letters from federal, state, and local agencies;
- Provide an engineer's cost estimate with quantities and line item costs;
- Prepare bid package and manage bidding process;
- Provide construction administration; and
- Prepare record drawings and provide in digital format.

Please specify actual tasks to be performed under each of these categories in your response.

IV. Technical Expertise

The County is seeking to contract with a competent engineering firm, registered to practice in the State of North Carolina. It is anticipated that the successful firm will have extensive knowledge and expertise in the marine design and construction.

V. Selection Process

This RFQ provides information necessary to prepare and submit a Statement of Qualifications (SOQ) for consideration and ranking by the County using the point system described below.

The evaluation committee will rank the firms in order of the most qualified, based on demonstrated competence and qualifications to perform the services. Upon authorization, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations for a fair and re

The fee for basic services will be a fixed price.

By submitting its SOQ in response to this RFQ, respondent accepts the evaluation process as outlined in the SOQ Requirements and Evaluation section which follows.

Criteria	Maximum Points
General Qualification and Availability	10
Proposed Staff	20
Project Experience	50
Project Approach / Performance	20

VI. Statement of Qualifications Requirements

Respondents shall carefully read the information in the following evaluation criteria and submit a complete SOQ to all questions in this RFQ as formatted below:

Item 1: General Qualifications and Availability - 10 pts

a. Provide the following information:

- Legal Name of Firm; Date of Firm Formation
- Location of Office that will be conducting the work
- Contact Person(s)
- Legal Business Description (Individual, Partnership, Corporation, Joint Venture, etc.)
- Provide a summary of any litigation, claim(s), or contract disputes filed by or against the firm in the past five (5) years which is related to the services that the firm provides in the regular course of business.
- A copy of your current certificate of insurance for professional liability.
- A statement of conflicts (if any) the proposing entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, please state so.

- b. Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the County's staff. Regular weekly, biweekly or monthly project meetings will be required, depending upon the project.
- c. Provide a statement of interest for the project including a narrative describing the benefits that the County will realize in selecting the Respondent's firm or team, including the firm's specific expertise and unique qualifications, capabilities, specialized experience, best practices or other factors that distinguish the Respondent from other Respondents.

Item 2: Proposed Staff - 20 pts

- a. Organizational chart for personnel (including any sub-consultants) who are to work on this project including licensure information.
- b. Names and roles of key personnel proposed to work on this project and their office locations.
- c. Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
- d. Provide staffing size by areas of expertise.
- e. Provide staff availability to perform services.

Item 3: Project Experience - 50 pts

Set forth your experience and qualifications as they relate to the proposed project in terms of technical scope, tasks involved, deliverable products, and other elements of the work, as they relate to the evaluation criteria and all requirements of this RFQ including the following:

- a. Provide an overview and brief history of the firm.
- b. Provide verifiable examples of similar projects completed within the last ten (10) years by the firm, including:
 - Project name and location;
 - Services provided;
 - Date of completion or project status;
 - Final construction costs;
 - Client name and contact person;
 - History of meeting project schedules and budget; and
 - Detail cost savings or cost increases.

Item 4: Project Approach/Performance - 20 pts

- a. Explain how the team will assess and design the project.
- b. Provide an example of a typical project schedule.
- c. Provide a minimum of three (3) references or reference statements with contact information for verification.