



COUNTY OF CURRITUCK
Request for Qualifications for Professional Design and Engineering Services for the
Historic Corolla Village Sidewalk Project
RFQ 2019-11.12.1

The County of Currituck, North Carolina (“County”) is soliciting responses to a Request for Qualifications for professional design and engineering services for the Historic Corolla Village Sidewalk Project. 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 submitted in a sealed envelope, clearly marked RFQ – Historic Corolla Village Sidewalk Project, 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 4, 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 – 11.12.1

Submittals:

The complete submittal, consisting of one (1) original and two (2) additional hard copies must be submitted in a sealed envelope, clearly marked RFQ – Historic Corolla Village Sidewalk Project. The lower left corner of the face of the envelope shall indicate the firm's name. 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 4, 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 21, 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.

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.

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I. Introduction

Historic Corolla Village is centrally located on the Currituck Outer Banks and is a hub for cultural, historical, and ecological learning opportunities. The Village is a walkable community with a narrow paved road that loops through the community. There are numerous destinations within close proximity to the Village including Whalehead at Historic Corolla Park, the Outer Banks Center for Wildlife Education, and the Currituck Beach Lighthouse.

The Currituck County Planning and Community Development Department has worked with Corolla residents, property owners and business owners for several years to develop plans that address the specific needs of the community. Three Board-approved plans guide growth and improvements within the Village:

- Corolla Village Small Area Plan (2011) seeks to balance growth in a way that preserves the physical and natural environments that make Corolla Village distinct from other coastal communities.
- Connecting Corolla Bike, Pedestrian, Access & Wayfinding Plan (2013) recommends policies and enhancements to improve safety and mobility between destinations and enhance the overall sense of place, feel and quality of life.
- Corolla Village Circulation and Wayfinding Plan (2014) seeks to improve mobility and accessibility for all modes of transportation, improve safety by reducing pedestrian-cyclist-car conflicts, increase the number of people biking and walking, improve resident and visitor experience, and protect and enhance the ecological and historic integrity of the Village.

The plans are located on the Planning and Community Development section of the County website at <https://co.currituck.nc.us/planning-zoning/planning-documents-plans/>. These plans should help interested firms understand the unique characteristics of Historic Corolla Village and the collective vision of the community.

The Historic Corolla Village Sidewalk Project aligns with the following goals of the County Board of Commissioners by:

Designing and constructing a pedestrian sidewalk or multi-use path through Historic Corolla Village that will reduce the current vehicular/pedestrian conflict, giving careful consideration to protecting the uniqueness and history Historic Corolla Village represents.

- Providing residents and visitors with opportunities that encourage walking and bicycling throughout Historic Corolla Village, such as benches, bike racks, parking areas and signage.
- Encouraging and supporting compatible future improvements that promote a small village feel.

II. Project Overview

Currituck County seeks firms to submit qualifications for engineering services for the following project:

- Planning, design, permitting and construction management of a pedestrian sidewalk or multi-use path through Historic Corolla Village that will reduce the vehicular/pedestrian conflict that currently exists, giving careful consideration to protecting the uniqueness and history Historic Corolla Village represents.

The selected firm(s) will demonstrate experience and excellence in completing projects that encompass:

- Creating design concepts of pedestrian sidewalks and multi-use path designs within constrained areas; implementing innovative and creative solutions for pedestrian/vehicular traffic conflict.
- Proven experience in designing pedestrian sidewalks and multi-use paths, familiarity with treatments and materials that will provide low maintenance, sustainability and be in harmony with the environment and the surrounding community.
- Incorporating local design standards and incorporating feedback from local officials, staff and the Corolla community.
- Managing environmental impact assessment process. Evaluating necessity of right-of-way/construction easement acquisitions. Anticipating and planning for any required relocation of utilities.
- Knowledge of relevant NCDOT regulations for Corolla Village Road and local Unified Development Ordinance.

III. Scope of Services

The Engineer shall:

- a. Conduct a survey of Corolla Village Road;
- b. Determine if Right-of-Way or easement acquisition is required and as needed, generate right-of-way and easement plats (with parcels and owners identified) ready for recording.
- c. Provide conceptual design drawings considering:
 - Feasibility to offer full Americans with Disabilities Act (ADA) accessibility and/or options for benches, bike racks, and signage;
 - Feasible alternatives in materials and designs; and
 - Driveway and property impacts, as well as on-site maneuverability.
- d. Meet with County staff and hold community meetings for review and approval of design;
- e. Prepare final construction plans of improvements that are compliant with the County of Currituck Unified Development Ordinance. All data/design drawings shall be created in AutoCAD using the drawing standards and layering conventions agreed upon by the County and the firm;
- f. Prepare and obtain any required approvals, permits, and environmental letters from relevant federal, state and local agencies;
- g. Provide an engineer's cost estimate with quantities and line item costs;

- h. Prepare bid package and manage bidding process; and
- i. Provide construction administration for this project.

IV. Proposed Timeline

The proposed project timeline under the aforementioned scope of work is as follows:

November 12, 2019	Advertise RFQ
December 4, 2019	RFQ due to County
December 13, 2019	Selection Notification
January 20, 2019	Develop proposal and Notice to Proceed
March 2020	Staff/Community Meetings
June 2020	Final Drawings for Approval
July 2020	Project Out to Bid
August 2020	Bid Opening
September 2020	Bid Award to BOC
September 2020	Notice of Award Issued
September 2020	Notice to Proceed
March 2021	Completion of Project

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. The County may request an interview with the short listed firms. Upon authorization, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price. In the event that the County and the top rated firm cannot come to an agreement within a reasonable amount of time, as determined by the County, negotiations will be terminated and the next most qualified firm will be contacted.

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	25
Project Experience	30
Project Approach / Performance	30
Complete and Accurate Package	5

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

Provide the following information:

- a. Legal Name of Firm; Date of Firm Formation
- b. Location of Office that will be conducting the work
- c. Contact information including the name, phone number, and email address of the Firm's primary contact person;
- d. Legal Business Description (Individual, Partnership, Corporation, Joint Venture, etc.)
- e. 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.
- f. A copy of the Firm's North Carolina Engineering License Number;
- g. A copy of your current certificate of insurance for professional liability.
- h. 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.

Item 2: Proposed Staff - 25 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 - 30 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 - 30 pts

- a. Explain how the team will assess and design the project.
- b. Demonstrate the firms' understanding of the community needs and project-specific issues and the firm's approach to meeting those needs.
- c. Provide an example of a typical project schedule.
- d. Provide a minimum of three (3) references or reference statements with contact information for verification.