



COUNTY OF CURRITUCK

Request for Qualifications for Engineering Services for the CCRC Bulkhead Repair

Date of Issue: May 19, 2020

The County of Currituck, North Carolina (“County”) requests Statements of Qualifications from interested and qualified firms for professional design and engineering services for the CCRC Bulkhead Repair. These services shall be performed in accordance with all local, State, and Federal laws, regulations, and executive orders.

Statements of Qualifications (SOQ) will be received until 4:00 p.m. on June 5, 2020. Submittals received after this deadline will not be considered.

Responding firms shall submit an electronic copy of the SOQ in PDF format to Rebecca Gay by email at rebecca.gay@currituckcountync.gov. The responding firm’s name and the project name shall be clearly displayed in the email subject line and attachment.

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 Statements of Qualifications.

Instructions to Responding Firms

Submittals

Statements of Qualifications (SOQ) will be received until 4:00 p.m. on June 5, 2020. Submittals received after this deadline will not be considered.

Responding firms shall submit an electronic copy of the SOQ in PDF format to Rebecca Gay by email to rebecca.gay@currituckcountync.gov. The responding firm's name and the project name shall be clearly displayed in the email subject line and attachment.

It is the sole responsibility of the firm to ensure receipt of the firm's Statement of Qualifications to the County. Confirmation of receipt by telephone can be made directly to Rebecca Gay at 252-232-6080.

Submittals will be opened and evaluated following the submission deadline.

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 May 27, 2020. 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 May 29, 2020. All addenda shall become part of the RFQ.

Terms and Conditions

1. The information required by this RFQ must be complete and the firm's submittal must "stand alone." This RFQ and the firm's SOQ may become part of the Professional Services Agreement as determined by the County.
2. The County will not be responsible for any expenses incurred by firms in preparing and submitting qualifications, discussions, or negotiations.
3. 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 Professional Services Agreement with any firms or regarding the manner in which it will consider submittals.
4. 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.
5. 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.
6. Funding for this project is provided by the Federal Emergency Management Agency's Public Assistance Grant Program (FEMA - 4465 - DR - NC). The selected firm shall be required to comply with all applicable federal, state, and local procurement laws, regulations, and procedures.

Scope of Services

Project Description

CCRC, Currituck County Rural Center, is a 105-acre County owned park located at 184 Milburn Sawyer Road in Powells Point, North Carolina. The park includes a canal with an outlet to the Currituck Sound. Approximately fifty (50) linear feet of the canal bulkhead sustained damaged during Hurricane Dorian in September 2019.

The project consists of design for the repair of the bulkhead system. The proposed bulkhead system is comprised of vinyl sheet piling, walers, and tie-rods and anchor system.

Scope of Services

The County seeks a qualified engineering firm registered to practice in the State of North Carolina for engineering services for the repair of the bulkhead to pre-disaster condition. The selected firm will demonstrate extensive knowledge and expertise in marine design and construction.

The successful firm 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;
- Provide construction administration; and
- Prepare record drawings and provide in digital format.

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

Statement of Qualifications Format

To facilitate the review of your qualifications by Currituck County, it is requested that your SOQ conform to the following format:

Section One: General Qualifications and Availability

Provide the following information:

- a. Legal Name of Firm; Date of Firm Formation
- b. Legal Business Description (Individual, Partnership, Corporation, Joint Venture, etc.)
- c. Principal Office Location; Location of office that will be conducting the work if different than Principal Office
- d. Name and contact information of Authorized Representative
- e. A copy of your current Certificate of Licensure to Practice Engineering
- f. 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. If no litigation, claims, or contract disputes exist, state “not applicable.”
- g. 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, state “not applicable.”
- h. 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.

Section Two: Experience of the Firm

- a. Provide a narrative of your firm’s prior experience and qualifications in marine design and construction for projects of similar size and scope. Responsibilities similar to those defined in the scope provided above should be specifically referenced.
- b. Provide verifiable examples of similar projects completed within the last seven (7) years by the firm. Reference the experience of firm personnel working with state and federal regulatory agencies to obtain coastal and wetlands development permits.

Section Three: Project Team

- a. Provide the names and roles of project team members proposed to work on this project.
- b. Provide a brief resume for each project team member listing specific similar project experience.

Section Four: Project Approach/Performance

- a. Explain how the team will assess and design the project.
- b. Provide an example of a typical project schedule.

Section Five: References

- a. Provide three (3) references or reference statements with contact information for verification.

Evaluation Criteria

Criteria to be used in evaluating qualifications and selection of the successful firm are as follows:

- 1. Qualifications of the Firm, including Firm Personnel – 30 total points available**
Preference shall be given to those firms and personnel with experience in marine design and construction, as well as experience working with state and federal regulatory agencies to obtain coastal and wetlands development permits.
- 2. Qualifications of the Project Team – 30 total points available**
Preference shall be given to project teams with specific experience in projects of similar size and scope, and familiarity with marine design, permitting, and construction in North Carolina.
- 3. Project Understanding – 25 total points available**
Preference shall be given to firms demonstrating a detailed understanding of the project requirements.
- 4. References – 15 total points available**
Preference shall be given to firms with references whom are able to speak to the firm's ability to perform the work described in the scope of services.