

# Request for Qualifications Engineering and Planning Services



## TOWN OF AURORA DRAINAGE DITCH AND TRIBUTARY MAINTENANCE AND EASEMENT PLAN Town of Aurora North Carolina

**Issue Date:** October 21, 2022

**Statements of Qualifications Due:** November 18, 2022

**CONTACT PERSON:**

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Mid-East Commission  
jheath@mideastcom.org  
(252)296-1656

**Statements of Qualifications should be mailed or emailed to:**

Mid-East Commission  
ATTN: Jamie Heath  
1502 N Market Street, Suite A  
Washington, NC 27889

jheath@mideastcom.org (with subject line, "Aurora Ditch Plan RFQ")

## **Introduction**

The Mid-East Commission on behalf of the Town of Aurora, North Carolina is soliciting qualifications from engineering and planning firms for development of the Town of Aurora Drainage Ditch and Tributary Maintenance and Easement Plan. The plan will cover the entire corporate limits of the Town of Aurora. This project was funded through a Golden Leaf Flood Mitigation Grant. A copy of the grant application is available upon request.

## **Plan Description**

The intent is for this to be a highly detailed plan. Every drainage ditch and tributary in the Town of Aurora will be evaluated for needed maintenance tasks, i.e. correcting sediment build up, disposing of ditch spoils, unblocking blocked culverts, replacing damaged culverts, controlling erosion at culvert ends, upgrading culvert pipes, stabilizing ditch banks, etc. A complete inventory of each ditch and tributary will be undertaken so the town knows exactly what needs to be done to bring each element of the drainage system up to desired standards. Planning level cost estimates will be included. An analysis of all federal, state, and local environmental regulations and permit requirements will also be included. A continuing maintenance schedule will be developed as part of the plan, to ensure that ditches and tributaries are maintained after repairs/improvements are made. In addition, the plan will include an evaluation of locations for bioswales and other stormwater BMPs to provide water capacity and/or treat water, thereby reducing flooding and improving water quality. These items describe the maintenance portion of the plan. The easement portion of the plan will include an analysis of which drainage ditches and tributaries already have adequate easements legally recorded, and where the town still needs to acquire easements in order to conduct repair and maintenance activities. Planning level cost estimates for easement acquisition will be included. A plan for implementation of recommendations with a timeline will be included for both the maintenance and easement portions of the plan.

## **Services and Deliverables**

- Services
  - Develop the Town of Aurora Drainage Ditch and Tributary Maintenance and Easement Plan as described above.
  - Coordinate with town staff and Mid-East Commission staff.
- Deliverables
  - Plan document
  - All background data files and mapping files

## **Timeline**

This project is grant funded through Golden Leaf with a timeline for expenditure of funds. The selected firm is expected to render deliverables according to the schedule below.

- RFQ advertised: October 21, 2022
- Statements of Qualifications due: November 18, 2022
- Firm selection: November 30, 2022
- Contract and Notice to Proceed: December 14, 2022
- Planning Services: December 14, 2022 – January 31, 2024
- Draft Plan submitted for Town review – December 01, 2023
- Final Deliverables – January 31, 2024

## **Requirements**

### A. Organization and Background

1. Briefly describe your organization, the year it was founded, location of its headquarters and other offices, its ownership structure, key individuals, and affiliation with other companies.
2. Provide the name, address, phone number, and email for individual(s) directly responsible for responding to this RFQ.

### B. Staffing

1. Provide an organizational chart that includes all individuals that will be directly involved with rendering services for the Town.
2. Provide a biographical sketch or resume of the individual(s) that will be overseeing the project, including title and experience.

### C. Services

1. Describe any past experience your firm has with similar projects.

## **Selection Process**

Statements of Qualifications will be reviewed by a selection committee comprised of Mid-East Commission and/or Town of Aurora staff members. Based upon evaluation of the submittal package and consideration of the factors outlined above, the selection committee will select a firm to provide the above detailed engineering and planning services. If an agreement cannot be reached with the selected firm, the selection committee will consider another firm.

## **Miscellaneous Provisions**

The Town of Aurora and the selection committee reserve the right to reject any and all submittals, waive technicalities, and judge the suitability of the proposed services for its intended use, and further specifically reserve the right to make the award in the best interests of the Town and negotiate the total fee amount. Upon delivery, all RFQ submittals shall become the property of the Town of Aurora and shall become a matter of public record.

The Town of Aurora and the selection committee may conduct any reasonable inquiry to determine the responsibility of the respondent. The submission of a Statement of Qualifications constitutes permission by the respondent for the selection committee to verify all information contained therein. If the selection committee deems it necessary, additional information may be requested from any respondent. Failure to comply with such request may disqualify a respondent from consideration.

Please note that Statements of Qualifications may be considered public record. If there are any sections of your statement that may be considered confidential under law (i.e. trade secrets and proprietary information), please mark these sections of your statement.

## **Historically Underutilized Businesses**

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled. Pursuant to G.S. 143B-1361 (a), 143-48 and 143-128.4, the Town of Aurora invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit

work centers for the blind and severely disabled. Any questions concerning NC HUB certification, contact the North Carolina Office of Historically Underutilized Businesses at (919) 807-2330.

**Submission Information**

Questions regarding this RFQ shall be submitted in writing no later than 5:00 pm on November 11, 2022. Responses to all questions will be communicated via email or mail to all respondents. Individuals responding to this solicitation should mail or email Statements of Qualifications and direct all inquiries regarding this project to:

Mid-East Commission  
ATTN: Jamie Heath  
1502 N Market Street, Suite A  
Washington, NC 27889

Email: [jheath@mideastcom.org](mailto:jheath@mideastcom.org) (with subject line “Aurora Ditch Plan RFQ”)

Statements of Qualifications must be signed/dated and should include the submitting agency’s letterhead. Statements of Qualifications must be received by mail or email no later than November 18, 2022.