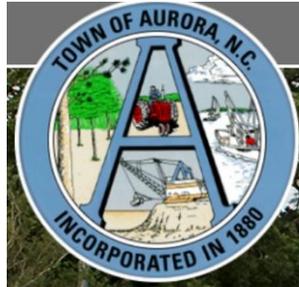


# Request for Qualifications

## Engineering and Design Services



### WETLAND RESTORATION AT WASTEWATER TREATMENT PLANT Town of Aurora North Carolina

**Issue Date:** October 21, 2022

**Statements of Qualifications Due:** November 11, 2022

**CONTACT PERSON:**

Jamie Heath, Planner  
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 Wastewater Treatment Plant RFQ")

## **Introduction**

The Mid-East Commission on behalf of the Town of Aurora, North Carolina is soliciting qualifications from engineering firms for engineering and design services for the Town of Aurora wetland restoration at the wastewater treatment plant. The town is seeking detailed engineering and design services which will be used to move forward into the permitting and construction phase of the project. This project was funded through the NC Division of Coastal Management's Resilient Coastal Communities Program, Phase 3 (Engineering/Design). A copy of the grant application is available upon request.

## **Project Description**

Aurora's unique wastewater treatment plant (WWTP) utilizes the natural function of a wetland in its process to sanitize and purify wastewater. This project will restore wetland function by removing sludge from the existing holding ponds and relining them, and by restoring the function of the Freshwater Basin wetland complex used in the process of the WWTP, which naturally filters biological contaminants and excess nutrients that come into the system. The project will additionally elevate the sides of the berms surrounding the WWTP above the 500-year FEMA elevation, or above future estimated sea level rise, to protect the facility against storm surge and other flooding, thereby increasing its resiliency.

## **Services and Deliverables**

- Services
  - Engineering and design services for the above detailed Town of Aurora wastewater treatment plant project.
- Deliverables
  - Construction level engineering and design drawings/documents
  - Construction cost estimates

## **Timeline**

This project is grant funded through the NC Division of Coastal Management's Resilient Coastal Communities Program with a timeline for expenditure of funds. The selected firm is expected to render deliverables according to the schedule below.

- RFQ advertised:
- Statements of Qualifications due: November 11, 2022
- Firm selection: November 18, 2022
- Contract and Notice to Proceed: December 05, 2022
- Engineering and Design Services: December 05, 2022 – January 31, 2023
- Draft deliverables submitted for Town review – January 15, 2023
- Final Deliverables – January 31, 2023

## **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 04, 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 Wastewater Treatment Plant 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 11, 2022.