

Request for Qualifications

Engineering and Design Services



LOW IMPACT DEVELOPMENT DEMONSTRATION SITE AT BEAUFORT COUNTY COMMUNITY COLLEGE Beaufort County North Carolina

Issue Date: October 21, 2022

Statements of Qualifications Due: November 11, 2022

CONTACT PERSON:

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Mid-East Commission
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(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, "Beaufort County LID Demonstration Site RFQ")

Introduction

The Mid-East Commission on behalf of Beaufort County, North Carolina is soliciting qualifications from engineering and planning firms for engineering and design services for a Low Impact Development Demonstration Site to be located at Beaufort County Community College. The county 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

This project is for design and engineering of a Low Impact Development (LID) Demonstration Site on the Beaufort County Community College campus. This hybrid solution will be combined with the development of educational materials for developers and homeowners to learn about different nature-based and hybrid options that can be implemented on future residential or commercial projects, ultimately reducing stormwater runoff.

Specifically, the LID Demonstration site will include a bio-retention cell, rain garden, pervious parking spaces, and water diversion techniques. These LID techniques will be accompanied by on-site educational signs. Pamphlets and other educational materials will be available on campus and throughout the county that highlight LID techniques and the demonstration site. This project will be an effort to familiarize and educate the community on these LID options. This project should complement the constructed stormwater wetlands developed on campus by Sound Rivers.

Services and Deliverables

- Services
 - Engineering and design services for the above detailed Low Impact Development Demonstration site
 - Development of public educational materials
- Deliverables
 - Construction level engineering and design drawings/documents
 - Construction cost estimates
 - Print-ready digital format public educational materials geared towards developers
 - Print-ready digital format public educational materials geared towards homeowners

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: October 21, 2022
- 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 County 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 County.
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 Beaufort County 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

Beaufort County 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 County and negotiate the total fee amount. Upon delivery, all RFQ submittals shall become the property of the Beaufort County and shall become a matter of public record.

Beaufort County 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, Beaufort County 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 (with subject line “Beaufort County LID Demonstration Site 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.