

Request for Qualifications Engineering and Design Services



JACK'S CREEK FLOODPLAIN AND GREENWAY IMPROVEMENTS Washington North Carolina

Issue Date: February 01, 2023

Statements of Qualifications Due: February 22, 2023

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, "Washington Jack's Creek RFQ")

Introduction

The Mid-East Commission on behalf of Washington, North Carolina is soliciting qualifications from engineering firms for engineering and design services for the “Jack’s Creek Floodplain and Greenway Improvements” project. The city 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 the “Jack’s Creek Floodplain and Greenway Improvements” project.

This hybrid project, containing both nature-based and infrastructure components, proposes to improve the Jack's Creek floodplain and greenway to increase overland rainfall capacity and decrease flooding. Jack's Creek is an urban stream that flows through downtown Washington, NC and is currently actively managed by flood control gates that limit the backwater from the Pamlico River from entering the Jack's Creek system. Increasing the volumetric capacity of the Jack's Creek system will improve the city's ability to handle higher frequency rainfall events and will make the city more resilient.

This project will help to reduce the potential for damages to nearby structures and assets, including road infrastructure and residential buildings, caused by these events, by incorporating additional volume into the system. This additional detention area will utilize land currently owned by the city to create volume for flood storage, but also will continue to serve a dual purpose as a public recreational area. The recreational area currently includes a greenway trail, rest areas, open space, and shading vegetation for public enjoyment which will be maintained in the design.

A grading plan will be completed to reflect the excavation within the floodplain. The amount of excavation will be coordinated with the City and will be based on anticipated funding for construction so that the project can be “right sized”. Improvements to the greenway will likely be necessary to achieve additional volume within the floodplain.

The proposed project will increase the stormwater carrying capacity of Jack's Creek and reduce the frequency and severity of flooding, mitigating and minimizing damage to property and structures in the surrounding community and minimizing adverse effects to the natural environment. This project will help to achieve the goal of addressing stormwater and flooding problems at their source resulting from excessive impervious surfaces on developed sites and inadequate or non-functioning ditches and drainage systems.

Services and Deliverables

- Services
 - Engineering and design services for the above detailed City of Washington “Jack’s Creek Floodplain and Greenway Improvements” 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: January 31, 2023
- Statements of Qualifications due: February 22, 2023
- Firm selection: February 28, 2023
- Proposed Contract sent to City: March 05, 2023
- Contract and Notice to Proceed: March 13, 2023
- Engineering and Design Services: March 13, 2023 – May 01, 2023
- Draft deliverables submitted for City review – April 15, 2023
- Final Deliverables – May 01, 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 City.
 - 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 Washington 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

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

Washington 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, Washington 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 February 15, 2023. 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 “Washington Jack’s Creek 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 February 22, 2023.