

**REQUEST FOR QUALIFICATIONS (RFQ)
ANNOUNCED PURSUANT TO N.C. GEN. STAT. § 143-64.31**

**FOR CONSULTANT ENGINEERING SERVICES TO ASSESS THE
CURRENT CONDITION OF THE TOWN'S STORM WATER SYSTEM WITH
RECOMMENDATIONS FOR IMPROVEMENTS THERETO, AS DIRECTED
BY TOWN OF St. PAULS STORMWATER ADVISORY COMMITTEE.**

The Town of St. Pauls is requesting that licensed engineering firms submit qualifications with expertise in storm water infrastructure planning, design and permitting.

STUDY OBJECTIVE

The Town of St. Pauls has approximately 2,500 residents. The current condition and material of the Town's existing storm water/drainage system (hereinafter, "system") is largely unknown or unverified and needs to be assessed. Given the age and possible condition of the system, the Town needs to move forward to assess the system, identify problems, with the system, and create a remediation plan to repair and upgrade the system as needed.

SCOPE OF SERVICES

1. Phase 1:

Development of a Town-wide Stormwater Master Plan to assess the existing stormwater system condition and capacity and the development of an improvements plan that provides holistic solutions to flooding and stormwater management throughout Town. The Plan will include at a minimum a map of existing stormwater facilities, a detailed stormwater infrastructure inventory and condition assessment, assessment of the capacity of storm drainage features, identification of current and potential system issues, an evaluation of potential solutions, estimated associated cost, a prioritization of projects, recommendations for implementation and project funding mechanisms. The results of the plan will be utilized to direct current and future funds to areas identified as the highest priority and that can provide the most benefit to the Town's residents. Applicant firms will work at the direction of the Stormwater Advisory Committee.

2. Phase 2 (to be determined at a later date):
Oversee implementation of the plan of implementation addressed in Phase 1 (if needed or required).

PROPOSAL REQUIREMENTS

The proposal shall explicitly include, at a minimum, the following elements:

1. Cover Letter and Executive Summary of the Approach that the Firm Will Take to Fulfill the Goals and Objectives of the Project: A cover letter by an individual who is authorized to bind the responding firm contractually shall be attached to the proposal. Within that cover letter, the respondent shall give a summary of those elements and approaches that the firm proposes to fulfill the goals and objectives of the contract.

2. Statement of Qualifications and Level of Experience: The firm shall present a statement of qualifications as to their prior history with similar projects to include references. A brief summary of those similar projects is encouraged. The statement of qualification should include:

- A statement of qualification and experience;
 - Identification of the staff to be assigned to this project;
 - Resumes of all key staff to be employed on the project;
 - A Project Manager having overall project management authority; An outline of your team's general approach to undertaking this project demonstrating an understanding of the project goals and a capability to successfully complete the project;
 - References for projects similar in nature and scope completed within the last five (5) years;
 - For each referenced project, identify the project name including contact information and describe the scope of work undertaken by your company/team;
 - Technical information on the process and protocols proposed to be used and an hourly charge rate for key staff to be assigned to the project
- a. **Detailed Timeline:** In addition to the submittal of the firm's approach to the project, the firm shall include a detailed timeline of events that correspond with approach that the firm will be taking to complete the project.
 - b. **Deliverables:** The firm shall detail the deliverables that will be expected following the completion of the project.

- c. **Proof of Insurance and Disclosure of any Litigation:** The firm shall provide proof of insurance with an original insurance certification naming the Town as additional insured if selected. In addition, the RFP should disclose and describe all publicly recorded legal actions stemming from performance of professional responsibilities in which the firm or individuals assigned to this project have been named. Specifically describe the outcome of all actions or declare the current status if litigation is pending.
- d. **Preliminary Cost Proposal:** Please provide a standard rate schedule for all those participating in the Study.
- e. Historically Underutilized Business (HUB) Certifications. The firm shall submit and supplement all requested HUB certification and forms as requested by Town staff.

PROPOSAL SUBMITTAL

At a minimum, the information requested in this RFP shall be submitted and can include additional information if it will further qualify the approach and qualifications of the firm making the proposal.

Following the selection of the successful submitter, a turn-key scope of work including tasks, man-hours, fees and schedule will be negotiated and submitted to the Town for review and final approval.

3. DEADLINE FOR SUBMISSION OF PROPOSALS:

Interested firms should submit proposals no later than NOON on Friday, October 2, 2020. Proposals shall be Mailed or Hand Delivered to:

Town of St. Pauls
ATTN: Storm Water RFQ
Post Office Box 364
210 W. Blue Street
St. Pauls, NC 28384

Proposals received after the required deadline will not be accepted. Proposals will be awarded to the most qualified and responsible bidder(s). The Town of St. Pauls reserves the right to approve proposals, deny proposals, negotiate proposal or

re-advertise for additional proposals for the project if deemed necessary by the Board of Commissioners. The Board of Commissioners, Stormwater Advisory Committee, and Town Staff reserve the right to interview any or all of the applicants to help aid in determining the most qualified firm. The Bidding requirements of the North Carolina General Statutes will be considered when reviewing and approving the final firm.

4. CONTACT, QUESTIONS AND CORRESPONDENCE

All contact, questions, and correspondence regarding the project and proposal shall be directed to the following:

Stormwater Advisory Committee
Attn: Danny Holloman, Public Works Director
210 W. Blue Street
P.O. Box 364
St. Pauls, NC 28384

Email: Danny@stpaulsnc.gov

Telephone: 910-633-9432

Note – All written correspondence and e-mails are considered public documents in the State of North Carolina.