

# Town of White Lake

Office of the Town Administrator



## Request For Qualifications (RFQ)

# Golden Leaf Foundation Grant FY2023-047 White Lake Stormwater Management Plan Professional Engineering Services

Summary of Key Information	
RFQ Title:	The Golden Leaf Foundation Grant FY2023-047 White Lake Stormwater Management Plan Professional Engineering Services
Contact Person:	Sean Martin, Town of White Lake Town Administrator  Mailing Address: Town of White Lake ATTN: Sean Martin 1879 White Lake Dr PMB 7250 White Lake, NC 28337  Questions on RFQ should be sent in writing via e-mail to: <a href="mailto:smartin@whitelakenc.org">smartin@whitelakenc.org</a> <b><u>All questions must be submitted by March 17, 2023.</u></b>  Phone: 910-862-4800
Date Issued:	February 24, 2023
Submission Deadline:	<b>By 4:00 PM EST on March 28, 2023</b>
Selection Date:	April 2023

**Purpose:**

The Town of White Lake is soliciting a Request for Qualifications (RFQ) from professional engineering firms to perform an analysis (engineering flood study) to determine a list of priority projects for flood and stormwater mitigation. Public entities and private property owners will be responsible for implementation, and all should benefit from future implementation projects. The results of the proposed study will be used to plan, budget, and construct improvements for planning and lake maintenance.

**Scope of Services:**

The selected consultant/team shall conduct an engineering flood study of the entire White Lake incorporated area watershed. A detailed final scope of services will be negotiated following the selection of a qualified firm. The scope is anticipated to include, but not be limited to, the following:

1. **Project Coordination:** Regular project coordination with Town staff and immediate project stakeholders to maintain smooth project execution. This may also include coordination with elected officials and/or citizens as necessary.
2. **Site Reconnaissance and Data Preparation:** Site visit and documentation. Obtain supporting information (i.e. LiDAR, contours) from the NCFMP/NCDOT websites. Obtain additional information (i.e. parcels, land use/landcover, flood history, stormwater drainage network). Utilize topographic information supplemented by survey data previously collected for the Bladen County watershed study.
3. **Field Survey:** Field Survey to supplement and/or verify stormwater inventory to support model development. Include GPS location of other utilities to mitigate conflicts, building first floor elevation shots to support risk assessments and other items.
4. **Hydrologic Analysis:** Rainfall-runoff modeling using SCS runoff methodology in HEC-HMS and/or XPSWMM of project area using updated/latest terrain and land use data. Scope to be confirmed but assume analysis of up to 6 events (2-, 5-, 10-, 25-, 50- and 100-year).
5. **Existing Hydraulic Analysis:** Existing conditions combined 1-D/2-D model using HEC-RAS and/or XPSWMM of open-channel, hydraulic structures, and stormwater conveyance flow.
6. **Mitigation Alternatives Modeling:** Develop proposed conditions scenarios focusing on providing targeted level of service and flood mitigation for larger events. Produce updated floodplain mapping and risk assessments for alternatives.
7. **Alternatives Costing, Benefit/Cost Analysis, and Scoring/Prioritization:** Develop approximate cost estimates for mitigation alternatives implementation, perform benefit/cost analysis for alternatives, and score/prioritize alternatives. Alternatives will be reviewed for "constructability" to ensure designs can reasonably be implemented. Provide project prioritization matrix with construction cost.
8. **Develop Report:** Develop report and supporting figures summarizing modeling approach, results, and recommendations for comprehensive plan to include considerations of structural and non-structural (e.g. ordinance updates) alternatives. Report will include narrative, exhibits, maps, hydraulic modeling, engineering calculations, conceptual design schematics of alternatives, and potential funding sources for implementation.
9. **Stakeholder Engagement/Outreach:** Support for stakeholder engagement and public outreach. Attend meetings to discuss analysis and/or present to the stakeholders (i.e. Staff, elected officials, property owners).

**Content Requirements:**

The RFQ should provide forms and responses that include the following information:

If your firm is interested in this work, please submit a proposal expressing your interest and qualifications organized in the following manner: (All items are to be thoroughly answered for the proposal to be considered complete)

1. A cover letter that clearly states why you feel your firm/team would be best suited for the project.
2. Provide previous experience and examples of similar projects designed by the office where the work will be performed, giving the name of the client, brief description of the project and the services your firm provided, and dates work was started and completed. List only projects involving current staff, indicate which team members were actually involved in the project, and specify their role. Limit examples to projects performed in the last five years. Provide at least 3 examples.
3. Organizational chart of the consultant team including subconsultants to be assigned to the project along with their respective assignments/responsibilities. A maximum one-page resume for each team member is allowed. Include projects each member has worked on within the past five years that are similar to the project for which you are proposing. If a similar project was done by a team member while they were employed by another firm, state the name of that firm, the responsible supervisor, and their phone number.
4. Provide a list of projects and dates of any direct consultant/engineering contract work done with Town of White Lake departments during the past seven years. Please also include a current Town contact person with a phone number for each project.
5. Provide the amounts of professional liability and general liability insurance carried by the firm.
6. Provide a list of billable hourly rates for all classifications of personnel to be used on the project and your firm's current NCDOT approved overhead rate. If you do not have an approved rate, provide your current rate with an appropriate explanation.

**Format:**

The submittal package is required to contain the following information with an emphasis on conciseness, clarity and completeness. Firms interested must submit the proposal on 8½" x 11" size paper, minimum font size 11, Proposal shall contain a Table of Contents and be organized in sections according to the content requirements. The package shall not exceed 12 pages (front and back counts as 2 pages). Cover letter, Table of Contents, and resumes are excluded from the page count total.

Applicants must provide **three (3) paper copies** and **one (1) electronic copy** in PDF format.

**Due Date:**

See information provided on the first page (Summary of Key Information) for due date, mailing address, contact person, and email address.

**Selection Committee:**

A selection committee of Town staff members will review RFQ submissions and rank them in keeping with the criteria contained herein. Each RFQ will be evaluated based on the Consultant's responses to the requirements of this RFQ. The Town reserves the right to select the firm providing the best benefit to the Town. The Town reserves the right to obtain clarifications or additional information from any consultant regarding its RFQ. All consultants that submit RFQs will be notified of the final selection decision.

The qualification and selection of consultants will be in accordance with the N.C.G.S. 143 – 64.31 (Mini- Brooks Act).

**Criteria:**

In evaluating the proposals, the following criteria will be used for scoring:

- Strength of firm’s or teaming partner’s experience. (30% of total score)
- Strength of project team including qualifications of key personnel. (30% of total score)
- Quality of work performed by the project team on previous assignments which are generally similar to the proposed project. (25% of total score)
- Organization, completeness, and overall presentation of RFQ. (15% of total score)

After review of the proposals by the Selection Committee, selection of the top firm will be made, and fee negotiations will commence. Final recommendations and approval of the design fee will be taken to Town Board once the fee negotiations have been completed. The Selection Committee may conduct consultant interviews or make other contact for clarification of issues that may arise during proposal review.

**Costs:**

Any cost incurred by respondents in preparing or submitting a RFQ for the project shall be the Proposer’s sole responsibility.

**Ownership of Proposals:**

Upon receipt by the Town, each RFQ becomes the property of the Town and is considered a public record except for material that qualifies as “Trade Secret” information under North Carolina General Statute 66-152 et seq. RFQs will be reviewed by the Town’s selection committee, as well as other Town staff and members of the general public who submit public record requests after a selection result has been announced to the public.

To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by the firm should be submitted in a separate, sealed envelope marked “Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Qualification package,” and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope. Any firm that designates its entire proposal as a trade secret may be disqualified from consideration.

**Registration with Secretary of State for North Carolina; Licensed Engineers:**

Consultants wishing to be considered for Engineering and Surveying Services must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors at the time of submission of the RFQ. Engineering firms selected under this RFQ will be responsible for providing all professional, technical, managerial, and administrative staff with the appropriate skills and qualifications to perform required services.

The engineers in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have good ethical and professional standing. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. It will be the responsibility of the prime firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting an RFQ.

**Disclosures of Conflict of Interest:**

Pursuant to the North Carolina Board of Examiners for Engineers & Surveyors Rules of Professional Conduct (21-56.0701), the Consultants wishing to be considered for Engineering and Surveying Services are asked to

inform the Town regarding all potential organizational conflicts of interest in its proposal, including any subconsultants which may present an organizational conflict of interest. If there are any such conflicts, the information should be attached in a letter addressed to the Town's project manager as identified on first page of this RFQ. The letter should carefully consider roles and responsibilities of the organization and/or individual identified and provide a recommended approach for resolving any said conflicts.

**Town Reserved Rights and Options:**

The Town expects to select one (1) consultant. The Town reserves the right to modify any part of this RFQ by issuing one (1) or more addenda during the RFQ response period. The Town reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses or to accept any RFQ response, in whole or part, deemed to be in the best interest of the Town.