



Town of Southern Shores
5375 N. Virginia Dare Trail, Southern Shores, NC 27949
Phone 252-261-2394 / Fax 252-255-0876
www.southernshores-nc.gov

REQUEST FOR QUALIFICATIONS

Professional Engineering Services **Planning and Design Services for the Juniper/Trinitie Trail Bridge** **Replacement Project.**

1. Description of Project:

Pursuant to North Carolina general Statute §143-64.31, the Town Council of the Town of Southern Shores, NC, cordially invites you to submit statements of qualifications to provide professional engineering services for the above referenced purpose. The Town is seeking a qualified firm capable of providing planning and design services for a Cored Slab Bridge for the Juniper/Trinitie Trail Bridge Replacement Project. The work will include but not limited to hydraulic design, geotechnical investigations with foundation recommendations, location and surveys, erosion control plans, roadway design, structure design, preparation of permit application, preparation of planning document, preparation of construction contract proposal and estimates, and utility conflict plans.

The purpose of this RFQ is to select the firm determined to be best able to provide the required Professional Engineering Services based on the criteria specified herein and to generally set forth the terms and conditions whereby the Town will contract with the selected firm.

The Request for Qualifications packet submitted, and possible subsequent interviews shall serve as the basis for selection. The information provided in the RFQ notice from the Town is intended to give information to the prospective firms concerning the required services and the basis for awarding of the agreement for engineering services. It is not necessarily intended to completely define the selection criteria or contractual relationship to be entered into by the Town of Southern Shores and the successful firm(s).

2. Required Qualifications:

In order to be considered for this contract, a service provider, person or firm must demonstrate that it has significant experience with similar projects. The person/firm performing the work and responsible for the work must be a registered Professional Engineer and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of required insurance coverage in the amounts specified by the Town of Southern Shores. The firm must have an adequate accounting system to identify costs chargeable to the project.

3. Statement of Qualifications (SOQ):

Any person or firm desiring to be considered for providing the desired services to the Town of Southern Shores, should please submit a SOQ in written format, eight (8) total hard copies also in digital format, and one (1) copy to: Clerk, Town of Southern Shores, 5375 N. Virginia Dare Trail, Southern Shores, NC 27949 at skane@southernshores-nc.gov. All Qualifications Packages must be received by 2:00 PM **Month**, , 2022.

4. Contents of SOQ:

The SOQ must be signed by the person expecting to be communicated with during the selection process and must include a direct contact phone number and email address with the signature line. The SOQ should be in letter form and should consist of and describe in concise form the following items:

- a. Biographical information on all professional staff who will provide services, including a list of customary sub-contractors and consultants the person or firm typically uses in providing the described services.
- b. A list of projects performed in the last ten (10) years by the person or firm, which indicate experience within the scope of this project. Include Pictures of finished projects and note any projects in residential settings. Note and explain any major legal or technical problems or challenges encountered on those projects.
- c. Provide detailed examples of experience of the specific designer(s), and Engineer-in-Charge of a firm, proposed for this work. Include all certifications and describe specific examples of local government projects that each designer may have worked on and their role in the project.
- d. Describe in detail the firm or person's current workload, including current projects, and current staffing availability.
- e. Describe in detail the firm's or person's experience in cored slab bridge design.
- f. A written statement acknowledging that the Town is the proprietor of all work product developed for or on behalf of the Town by the selected firm or person, regardless of location, type, and format of the work product - and acknowledging that all work product will be retained and submitted to the Town, or a specified agent or contract consultant of the Town at the Town's direction, upon request, regardless of whether the work product is considered a "trade secret".

- g. Provide a minimum of three (3) professional references from a local government, including name, organization, telephone number, email address (if available), and applicable project name(s).
- h. The selected consultant will work with the Town to identify optional additions based on budget availability and limitations. While it is believed that this scope includes all elements essential to complete a full assessment, proposing firms are advised to include any items that they believe may have been overlooked, and necessary for compliance with Federal, State, County and Town funding programs.
- i. Proposing firms may also note any required items that they believe may be excessive or unnecessary.

5. Evaluation Determination:

The Town will develop a Review Committee to meet to review, discuss, and score the submittals and select the preferred firm based on the Evaluation Criteria listed below. In the event that the committee determines that more than one firm is qualified, they may elect to short list the firms for further evaluation, including interviews as necessary.

The selected consultant will be notified by telephone or email. Notification may not be sent to firms not selected. After negotiations, the selected firm will be required to execute a contract with the Town of Southern Shores.

It is critical that all potential respondents are given clear and consistent information. As a result, we highly encourage those parties wishing to submit qualifications to register with the contact person listed below. Registered respondents will be contacted directly regarding any addenda or any clarifications of this solicitation contents.

Contact Person:

David Bradley, Public Works Director

Phone: (252)256-2503

Email: dbradley@southernshore-nc.gov

Mailing Address: 5375 N. Virginia Dare Trail, Southern Shores, NC 27949

6. SOQ Evaluation Criteria:

- 1. COMPANY EXPERIENCE AND QUALIFICATIONS–20%
 - 1.1. Provide detailed information of relevant projects performed by your firm. Include date of completion and schedule.

- 1.2. List three (3) professional service references with a contact person, phone number and e-mail.
- 1.3. Provide a list of any legal judgments against your firm within the last 5 years associated with project performance or professional liability. Upon request, the firm shall provide clarification of the judgment.
2. PROFESSIONAL EXPERIENCE–20%
 - 2.1. Include a brief resume of key personnel that will perform work on this project. Please indicate professional registrations, experience, and qualifications.
3. PROJECT UNDERSTANDING AND APPROACH – 40%
 - 3.1. Provide a recommended scope of work to include: Cored Slab Bridge Planning and Design
4. QUALITY ASSURANCE / QUALITY CONTROL QA/QC–20%
 - 4.1. Describe the firm's procedures or programs for managing schedules, time, and cost control.
 - 4.2. Discuss location logistics if the Consultant's office is not located within 30 miles of the Town.

7. Proposed Schedule:

Date of Issue:

Deadline to Submit Letter of Interest:

Deadline for Questions:

Post Responses to RFIs/Questions:

Deadline to Submit RFQ:

8. Public Records:

Upon receipt by the Town, your Qualifications Package is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statute §66-152, et seq. staff will review your Qualifications Package and make a recommendation to the Town Council for award.. In addition, members of the general public who submit public record requests will also have access to information not identified as "Trade Secret". To properly designate material as a trade secret under these circumstances, each person or firm must take the following precautions: (a) any trade secret submitted by a person or 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 Qualifications Package", and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a Qualifications Package, each person or firm agrees that the Town Council may reveal any trade secret materials contained in such response to all Town

officials and Town staff who may be requested by the Town Council to be involved in the selection process and to any outside consultant or other third parties who are may be hired by the Town Council to assist in the selection process. Furthermore, each person or firm agrees to indemnify and hold harmless the Town and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the person or firm has designated as a trade secret. Any person or firm that designates its entire Qualifications Package as a trade secret may be disqualified from the selection process.