



**REQUEST FOR
QUALIFICATIONS FOR
DESIGN SERVICES**

**CURRITUCK COUNTY
PUBLIC ACCESS
WALKOVERS**

Corolla, NC

September 25, 2019

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**Qualification Package
Due Date:** October 9, 2019

The County of Currituck, North Carolina (“County”) is soliciting responses to a Request for Qualifications (RFQ) for professional design and engineering services from one or more multidisciplinary firms to complete a Beach Walkover Project described below:

The RFQ will be posted on the Bids and RFP’s page on the County’s website in the “Government” section at <https://www.currituckcountync.gov>. For questions relating to this solicitation, please contact Eileen Wirth, Project Manager at Eileen.Wirth@CurrituckCountyNC.gov or 252-232-6018.

The deadline for submission of a complete Qualifications Package is October 9, 2019, by 4:00 p.m. (EST) at the Currituck County Public Works Department, 145 Courthouse Road, Currituck, NC 27929. Packages must include an original signed print copy, three (3) additional printed copies, and a digital copy (Word and pdf preferred).

The County reserves the right to reject any offer for failure to comply with the requirements of this notice; however, the County may waive any minor defects or information at its discretion. The County further reserves the right to reject all offers or award a contract which, in its judgment, is in the best interest of Currituck County.

1) INTRODUCTION AND PROJECT OVERVIEW

Currituck County is the northeastern-most county in the State of North Carolina and has a unique geographic layout with its mainland communities and coastal community separated by the Currituck Sound. Currituck County's largest industry is Tourism.

The beach communities located on the Currituck northern outer banks have grown exponentially since the late 1980's and pride themselves as family beach destinations boasting wide, clean beaches with an abundance of cultural and historical destinations that make it charming.

The County maintains 15 public beach access walkovers from the county line to the 4x4 off road ramp at the north end of Corolla. Thirteen of these access walkovers are located in the Whalehead Subdivision and were built more than 20 years ago. The walkovers are deteriorating and in need of replacement. This RFQ is directly related to the following goals of the Currituck County Board of Commissioners:

- To begin a long range Capital Improvement Plan that addresses the deteriorating public beach access walkovers and develops a plan to systematically replace thirteen walkways in the Whalehead Subdivision and one additional walkover known as the "Southern Beach Access" which is located at the north end of Pine Island.
- To continue improving our existing public access facilities and provide safe, well maintained accessibility to the beautiful beaches on the northern outer banks of Currituck County.

Currituck County seeks firms to submit qualifications for preliminary engineering and design services for the following project:

1. Plan and design the public access walkover known as "Sailfish Walkover" located on Lighthouse Drive in Corolla, North Carolina. The County desires to complete the construction of the walkover by May 2020;
2. Plan and design two additional public beach access walkovers for buildout by May 2021. Walkovers will be identified by County.

The selected firm(s) will demonstrate experience and excellence in completing projects that encompass:

- Creating design concepts of ocean front beach access walkovers within constrained areas; implementing innovative and creative solutions for pedestrian facilities and the challenges with growing dune encroachment.
- Proven experience in designing beach walkovers, familiarity with walkover treatments and materials that will provide low maintenance, sustainability and be in harmony with the environment and the surrounding community.

- Incorporating local design standards and incorporating feedback from local officials and staff.
- Managing environmental impact assessment process. Evaluating necessity of right-of-way/construction easement acquisitions. Anticipating and planning for any required relocation of utilities.
- Knowledge of relevant NCDOT regulations for Lighthouse Drive and local Unified Development Ordinance.

2) SCOPE OF SERVICES DESCRIPTION

- Conduct preliminary survey of “Sailfish Walkover”. See attached map.
- Provide conceptual design drawings and meet with County staff for review and approval to proceed that include:
 - Analyses to determine the ability to offer full ADA accessibility and/or options for benches or viewing platforms where full ADA accessibility is not possible.
 - Recommendations for drop off area if applicable
 - Recommendations for bicycle racks and trash receptacle locations
 - Consider driveways and property impacts, as well as on-site maneuverability.
 - Provide feasible alternatives in materials and designs.
- Prepare final construction plans of improvements that include:
 - Meeting any and all applicable local standards in County of Currituck Unified Development Ordinance.
 - Prepare all data/design drawings in AutoCAD using the drawing standards and layering conventions agreed upon by the County and the firm.
 - Prepare and obtain any required approvals, permits, and environmental letters from relevant federal, state and local agencies.
 - Determine if Right-of-Way or easement acquisition is required. Generate Right-of-Way and Easement plats if required, (with parcels and owners identified) ready for recording.
 - Provide an engineer’s cost estimate with quantities and line item costs.
 - Prepare bid package and manage bidding process.

*Note that construction administration is not part of the scope of work for this project.

3) **TIME LINE**

The proposed project time line is as follows:

September 25, 2019	Post RFQ
October 9, 2019	RFQ due to County
October 16, 2019	Selection Notification
January 5, 2020	Sailfish Walkover Project Out to Bid
February 3, 2020	Bid Opening
February 17, 2020	Bid Award to BOC
February 18, 2020	Notice of Award Issued
March 16, 2020	Notice to Proceed
May 15, 2020	Completion of Sailfish Walkover

4) **REQUIRED ELEMENTS OF A COMPLETE QUALIFICATIONS PACKAGE**

When drafting responses to this RFQ, firms should provide information that would allow staff to evaluate them based on the evaluation criteria listed in the next section. In order for a proposal to be considered, it must include the following items:

- a. Commonly used business name of the firm and the name of the legal entity that would enter into a contract with the County (if different);
- b. Contact information including the name, phone number, and email address of the County's primary contact person;
- c. Address of the office where the work will be performed;
- d. Certificate of Insurance;
- e. The firm's NC Engineering License Number;
- f. A brief written description of the firm's approach to the project;
- g. A brief written description of general qualifications, the multidisciplinary nature of the team assembled for this project, and specific evidence relevant to this project of the team assembled by the firm to carry out the work;
- h. A list of comparable projects undertaken by the firm and/or team members to include references and contact information and outcome of the model completed.

5) **EVALUATION CRITERIA**

The following factors will be used in the initial evaluation process:

- a. Does the firm and their staff working on this project have experience with comparable projects?
- b. Does the firm have knowledge and experience working with applicable regulatory agencies?
- c. How substantial is the firm's experience in providing similar services for a State, County, or Town of comparable size and complexity?

- d. Has the firm worked for the County in the past and if so, when and in what capacity? Was the work satisfactory to the County? Was the work finished on time and within budget?
- e. Does the firm's organizational structure support the objectives?
- f. Does the firm have a solid understanding of the community needs, the project specific issues and their responsibility in delivering services for the advertised project?

6) SELECTION PROCESS

A committee of County staff will review all submittals. The committee will evaluate the information provided jointly and may request an interview with the short listed firms. The selected firm will develop a scope of services to the satisfaction of the committee. The committee will then request cost proposals including specific detail on direct labor costs, miscellaneous fees, overhead, etc., in order to finalize details of a contract.

In the event County staff and the top rated firm cannot come to agreement within a reasonable amount of time as determined by the County, negotiations will be terminated and the next most qualified firm will be contacted.

7) TERMS AND CONDITIONS OF THIS RFQ

The following terms and conditions apply to this RFQ, and by submitting its proposal, the firms agree to them without exception:

1. Neither this RFQ nor the County's consideration of any proposal shall create any contract, express or implied and contractual obligation by the County to any firm, or any other obligation by the County to any firms. The County makes no promise, express or implied, regarding whether it will enter into a Service Contract with any firms or regarding the manner in which it will consider proposals.
2. The County will not be responsible for any expenses incurred by firms in preparing and submitting a proposal, or in engaging in oral presentations, discussions, or negotiations.
3. Firms submitting a proposal in response to the RFQ may be required to make an oral presentation or oral presentations of their proposals to the county at their own expense. The County may request the presence of the firms(s) representatives(s) at these presentations. The County will schedule the time and location for these presentations. By submitting its proposal, the firms agree to make these representatives reasonably available to the County, and acknowledges that the failure to do so may result in the proposal not being considered.
4. The County reserves the right to waive any informality with respect to any proposal submitted in response to this RFQ.

5. The County reserves the right to accept or reject any and all proposals received by reason of this requires, in whole or in part, and to negotiate separately in any manner necessary to serve the best interests of the County.
6. Any confidential and proprietary information provided to the County by the firms pursuant to this RFQ shall be subject to disclosure under the North Carolina Public Records law.
 - A. To prevent the release of any confidential and proprietary information that otherwise could be held in confidence, the firms submitting the information must:
 - Invoke the exclusion from Public Record Law when the data or materials are submitted to the County or before such submission,
 - Identify the data and materials for which protection from disclosure is sought, and
 - State why the exclusion from disclosure is necessary.
 - B. The firms may request and receive a determination from the County as to the anticipated scope of protection prior to submitting the proposal. The County is authorized and obligated to protect only confidential proprietary information, and thus will not protect any portion of a proposal from disclosure if the entire proposal has been designated confidential by the firms without reasonably differentiating between the proprietary and non-proprietary information contained therein.
 - The County will not discriminate against any firms because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
 - This RFQ with all attachments and the firm's responses may become part of the Service Contract as determined by the County.

8) INSTRUCTIONS TO FIRMS ON PROPOSAL SUBMISSION

Proposals must be submitted in a sealed envelope with the words "BEACH WALKOVER PROJECT" on the face of the envelope. Proposals must be signed in ink by an authorized representative of the firm. Provide one (1) original and 3 copies of the proposal. The lower left corner of the face of the envelope shall indicate the firm's name and title of the proposal. Deliver proposals to Currituck County Public Works and Engineering at the following location:

Physical Address: Currituck County Public Works and Engineering
Attention: Eileen Wirth, Project Manager
145 Courthouse Road
Currituck, NC 27929

Mailing Address: Currituck County Public Works and Engineering
Attention: Eileen Wirth, Project Manager
153 Courthouse Road, Suite 302
Currituck, NC 27929

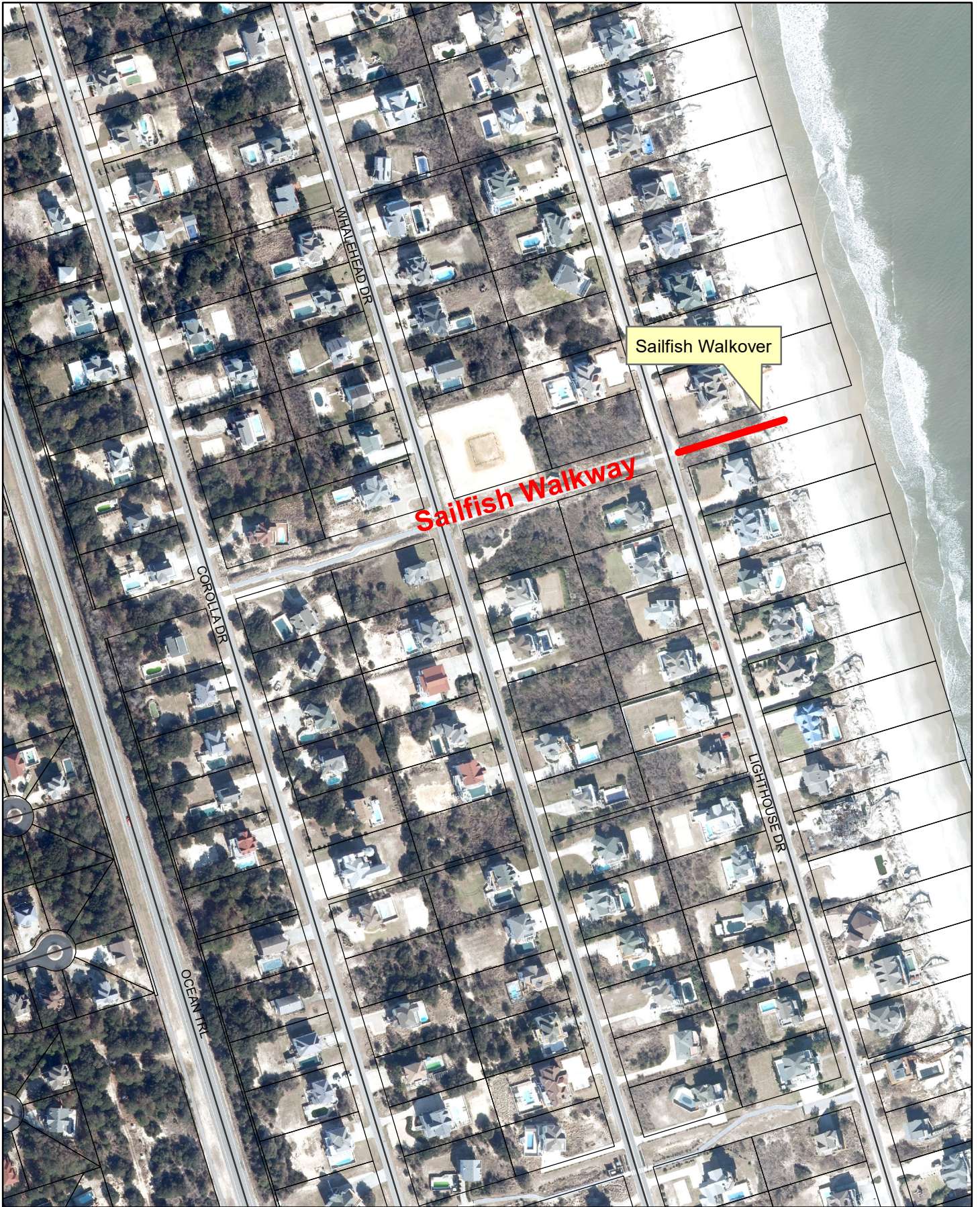
Proposals must be complete when submitted, including a cover sheet and all attachments. Proposals or amendments to proposals received by the County after the closing date and time will not be considered. Actual receipt by the County and not the mailing or sending date shall control.

Written questions and requests for clarification shall be submitted no later than October 2, 2019. To the extent Currituck County determines to respond to questions and requests for clarification, responses and any supplemental instructions will be in the form of a final written addendum, which if issued, will be emailed to all firms holding this RFQ not later than October 4, 2019 at 4:00 p.m. All addenda shall become part of the RFQ.

Proposals must be received no later than October 9, 2019 at 4:00 p.m. Requests for extensions of this date will not be granted except by written amendment to the RFQ applicable to all prospective firms.

Firms are encouraged to carefully examine the RFQ for discrepancies, errors, omissions or ambiguities. Any questions concerning the requirements of the RFQ should be directed to Eileen Wirth, at 252.232.6018 or email (preferred) at eileen.wirth@currituckcountync.gov.

The information required by this RFQ must be complete and the firm's submittal must "stand alone".



Sailfish Public Access Walkover



0 100 200 400 Feet

