



Request for Qualifications

Leland Resilient Routes

September 13, 2022

Project Information

Pursuant to N.C. General Statute, §143-64.31, the Town of Leland is soliciting submittals from qualified Firms interested in providing services for Leland Resilient Routes (“Project”). The Firm should have the ability to deliver the Project on time, on budget, within the criteria and constraints identified by this document. This Request for Qualifications (“RFQ”) provides complete information on the services being sought, the submittal requirements, and timeline.

All submittals must be received by 3:00 PM on October 11, 2022. Inquiries, amendments, or submissions received after the time and date listed above shall not be considered for evaluation.

Questions, requests for information, and submittals to this RFQ shall be addressed and delivered to:

Adrianna Weber, Engineering Technician II
102 Town Hall Drive
Leland, NC 28451
aweber@townofleland.com
(910) 408-3052

Late submittals will not be accepted. The Town of Leland reserves the right to accept or reject any or all submissions, waive technicalities, and make decisions as it deems in its own best interest. This RFQ does not obligate the Town to pay any cost incurred by Firms in the preparation and submission of a submittal, nor does it obligate the Town to accept or contract for any expressed or implied services.

Questions regarding the submittal specifications should be directed to Adrianna Weber, Engineering Technician II, in writing, at aweber@townofleland.com no later than 48 hours prior to the deadline.

SECTION 1: INTRODUCTION

A. PURPOSE

The Town of Leland seeks to establish a contract with a qualified Firm to provide transportation infrastructure resiliency and engineering services for the Project. The selected company will define and execute services necessary for completion of the Project. The primary responsibility of the Firm will be to analyze and assess the critical routes throughout and surrounding Leland. This includes determining if a route is susceptible to coastal hazards, determining to what degree the route may be susceptible to coastal hazards, and designing sustainable options to mitigate the vulnerability of the route. These services may be expanded, modified, or altered by the Town to encompass other Town or departmental needs for accomplishing resiliency goals.

B. BACKGROUND

Leland is susceptible to natural disasters and many coastal hazards such as excess flooding and storm surge. During Hurricane Florence, parts of Leland were isolated due to flooding of roadways, including North Carolina Department of Transportation (NCDOT) identified evacuation routes. With climate change and coastal hazards increasing, the Town is taking steps to make the Town more resilient so it can prosper for many years to come.

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The North Carolina Department of Public Safety Emergency Management (NCDPSEM) Transportation Infrastructure Resiliency Grant Program's purpose is to fund transportation resilience against natural disasters. Eligible project types include:

- Projects that update and prepare transportation infrastructure for storms, mudslides, and flooding events taking projections of future risk into consideration.
- Risk assessments for critical transportation routes, building on existing and future reports such as the I-95 and I-40 Flood Resilience Feasibility Study.
- Creating community-informed flood risk and vulnerability assessments that identify resilience gaps and project opportunities for transportation routes in North Carolina to help maintain vital transportation functions following flooding events.

Through Leland's participation in Phase 1 and Phase 2 of the North Carolina Resilient Coastal Communities Program, the Leland Resilient Routes project was identified as a project to improve environmental resilience throughout the Town.

C. GENERAL INFORMATION

The RFQ may be advertised on one or more procurement websites so that it is open and competitive for all interested qualified Firms. In addition, the RFQ is advertised on the Town of Leland website at www.townofleland.com.

When responding to this RFQ, please follow all instructions carefully and exactly as directed. Firms should not deviate from the format, quantity, or content specified in the RFQ. Please submit documents according to the outline specified. Failure to follow these instructions may result in a submittal being considered non-responsive and may be eliminated from consideration. Firms are also advised not to provide brochures, marketing, advertising, or any other unspecified promotional materials with specified required documents.

Negligence or error on the part of any Firm in preparing its submittal confers no right of modification of their submittal to this RFQ after the designated submittal deadline.

Failure to return the required documents and information specified in this RFQ may result in a determination that the submittal is non-responsive. All costs associated with preparing a submittal, including any mailing costs, publishing cost, etc. will not be reimbursed by the Town.

SECTION 2: SUBMISSION REQUIREMENTS AND EVALUATION

A. GENERAL REQUIREMENTS

- Direct contact with any employee of the Town regarding this RFQ, other than the designated individual, is expressly forbidden. Violation may result in a determination that your Firm is ineligible for consideration for award.
- All submittals must be signed by an officer or employee having the authority to sign on behalf of the Firm or bind the Firm legally.
- Any interlineations, alterations, or erasures of provided materials must be initialed by the signer of the submittal.
- Provision of a submittal by the Firm is not to be construed as an award or order.

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- The Firm must show capability and experience performing all necessary work. This experience should demonstrate expertise in transportation infrastructure resiliency assessment, hydrologic and hydraulic (H&H) modeling, engineering design, project management, and stakeholder and agency coordination.

B. QUALIFICATION SUBMISSION REQUIREMENTS

The Town will receive qualification submittals until Tuesday, October 11, 2022, at 3:00 PM, Eastern Standard Time, at the address above. At that time, the Town will close the receipt of submittals and begin the evaluation process. Submittals received after the deadline **will not be accepted or considered**. The Town will not be held responsible for the failure of any mail or delivery service to deliver a qualification package prior to the stated submittal deadline.

Firms should submit one original paper copy, along with an electronic (PDF) copy emailed to aweber@townofleland.com. The package should be labeled in the following manner:

Town of Leland: Leland Resilient Routes
Company Name
Company Address

It is solely the Firm's responsibility to ascertain that they have received all required and necessary information, documents, and addenda prior to submitting and to ensure that the submittal is received at the correct location on time.

C. SUBMITTAL FORMAT REQUIREMENTS

To facilitate the analysis of submittals, Firms should prepare their submittals according to the instructions outlined in this RFQ. Submittals should be prepared as simply as possible with straightforward, concise narratives to demonstrate an understanding of the Project and services required by the Town. Submittals shall not exceed 12 pages in length. Submittals that provide innovative alternatives and creative approaches are encouraged. Any other information thought to be relevant but not applicable to the categories below may be provided as an appendix to the submittal.

Submittals should be organized into the following sections:

1. Letter of Transmittal

The letter should, at a minimum, acknowledge the Firm's intent to provide timely and professional services to the Town and identify the Firm's main point of contact for any communications regarding the submittal.

2. Executive Summary

Provide a brief narrative that summarizes the submittal and addresses the key benefits, qualifications, and capabilities of the Firm.

3. Company Profile

Provide a description of the Firm's history, ownership, business organization, financial status, overall qualifications, products or services offered, and any relevant licenses held, if applicable.

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- Provide evidence of registration and good standing with the North Carolina Secretary of State and State Boards governing applicable professional services required. In the case of out-of-state corporation, provide a Certificate of Authority as evidence of ability to do business in North Carolina.
- Describe the overall capability of the Firm to fully perform the contract requirements and the moral and business integrity and reliability which will assure the Town of good faith performance as required by these specifications.

4. Understanding and Approach

Provide a description of the Firm's understanding of the requirements contained in the Scope of Work described in this RFQ. This section should, at a minimum, address the following:

- Expression of the Firm's understanding of the services requested and demonstrated knowledge working on transportation infrastructure resiliency projects.
- A detailed description of the Firm's intended approach to providing the services identified in the Scope of Work.
- A list of all major tasks to be performed by the Firm and the deliverable products associated with each task. Also include information regarding the timelines associated with the delivery of required tasks.
- Ability and flexibility to meet the Town's needs; responsiveness under short notice.
- Understanding of federal/state environmental laws including but not limited to: Clean Water Act, 401 Water Quality Certification, US Army Corps Section 404, Identification of Endangered species, and Coastal Area Management Act.

5. Key Personnel

Identify all key personnel who will be assigned to the resulting contract and their role on the Firm's team. Describe each individual's experience, relevant licenses and/or certifications, relevant association memberships, and overall credentials related to the requested services. Also identify all subcontractors/sub-consultants who will support the work performed under the resulting contract and define their roles.

The RFQ should clearly identify personnel with transportation infrastructure resiliency experience, examples of their experience, and their proposed role for this contract. The RFQ should clearly identify the office location that such personnel are stationed.

6. Past Experience

Summarize the Firm's overall experience providing transportation infrastructure resiliency and engineering services, number of contracts (current and past); identify percent completed and detailed information regarding previously completed projects. Related projects that were similar in size and scope completed for other government agencies with comparable requirements, may be submitted in lieu of transportation infrastructure resiliency projects, but may be weighted less.

7. References

Firms should include at least three references for similar services provided within the past 10 years, reference specific to performance and execution of a transportation infrastructure resiliency contract for similar services is preferred.

SECTION 3: PROJECT DETAILS

The North Carolina Department of Public Safety Emergency Management (NCDPSEM) Transportation Infrastructure Resiliency Grant Program's purpose is to fund transportation resilience against natural disasters. Eligible project types include:

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Through Leland's participation in Phase 1 and Phase 2 of the North Carolina Resilient Coastal Communities Program, the Leland Resilient Routes project was identified as a project to improve environmental resilience throughout the Town.

The Town has the following Project goals:

1. Complete all required work as outlined in the Scope of Work.
2. Complete the required work within the budgeted guidelines that have been set by NCDPSEM.
3. Complete Project within established time frame through effective project management and communication with Town project lead.

The Town of Leland intends to utilize best practices to accomplish the goals of this Project and expects the Firm to proactively address risks and challenges in the process and provide value engineering options to achieve Project success. The Town also expects to work with the Firm to devise and implement appropriate processes for this Project to maximize efficiency, overall quality, and cost control.

CONTRACTOR RESPONSIBILITIES

The Firm will be expected to provide vulnerability assessment and engineering design, resulting in a Project that meets all guidelines and expectations outlined in this RFQ. The Firm, as the sole responsible source for total Project compliance, including assessment and design services, will hold all design professionals.

SCOPE OF WORK

The following is a preliminary scope of work that may be modified during contract negotiations with the selected Firm. Requirements include, but are not limited to, the following:

A. GENERAL REQUIREMENTS

To facilitate design and complete exigent projects, the selected Firm will serve as the primary consultant to the Town. The Firm will provide consultation, technical assistance, engineering and planning support, and preparation of progress reports and final reports. Duties/tasks include, but are not limited to, the following:

1. Identification of Critical Routes: Identify the critical transportation routes, including evacuation routes, within and surrounding Leland's corporate limits.
2. Analysis of Critical Routes: Utilize geospatial mapping and H&H modeling to determine routes vulnerable to natural hazards; prioritize identified vulnerable critical routes based on severity of vulnerability.
3. Concept Drawings and Cost Estimates: Design conceptual drawings of the top five prioritized vulnerable transportation areas; provide an opinion of probable cost per concept design.
4. Stakeholder and Agency Coordination: Assist the Town in coordinating with stakeholders and agencies throughout the Project; this may include in-person or virtual meetings.
5. Budgeting/Accounting: The Firm will review and submit all related invoices in a timely manner. Invoices should be reviewed for accuracy and work inspected prior to being submitted.
6. Reports/Meetings: Monthly progress meetings will occur between the Firm, the Town, and as needed, other stakeholders and agencies. Quarterly Reports shall be prepared and submitted to the Town Project Manager; deviations from scope of work, costs, or schedule will be noted in the Quarterly Report. A Final Report shall be prepared at the conclusion of the Project and submitted to the Town within the time period prescribed by the contract. Other reports and progress updates may be required by the Town as needed. Periodic meetings may be required by the Town to be held at office locations defined by the contract. A designated representative of the Firm shall attend meetings as requested by Town.

PROJECT BUDGET

The total budget for the Project cannot exceed \$950,000. This budget is inclusive of all work necessary to complete the Project and should not be deviated from.

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ANTICIPATED SCHEDULE

The Town reserves the right to modify and adjust the schedule as necessary.

Preliminary Project Schedule	Date	Time
Issue/Advertise RFQ in official advertising publications.	September 13, 2022	
Deadline for written questions and clarifications on the RFQ.	September 27, 2022	3:00 PM
Deadline for submission of Statement of Qualifications.	October 11, 2022	3:00 PM
Town completes qualification evaluation to establish shortlist of Firms remaining. Town notifies Firms and schedules interviews, if necessary.	October 18, 2022	
Complete interviews, if needed.	October 25, 2022	
Notify selected Firm and begin contract negotiations.	October 28, 2022	
Complete contract negotiations with selected Firm.	November 9, 2022	
Town Council award of contract.	November 17, 2022	
Issue Notice to Proceed.	November 18, 2022	
Project Completion.	December 2023	

PRE-CONSTRUCTION PROJECT PLANNING

The Firm, as part of its preconstruction services, shall assist with developing a strategy for the best approach for the successful completion of the Project including guidance and assistance in the preparation of a schedule and a reliable, preliminary cost estimate along with evaluations of any value engineering measures.

PROJECT DELIVERY AND OBJECTIVES

At all times and Project stages, the Firm shall act in the best interests of the Town and use their best efforts to deliver the Project in an expeditious and cost-effective manner consistent with the Town's Project requirements, time constraints, and budget. The Firm shall develop a contractually obligated overall Project schedule and will be responsible for all previously defined services, in addition to miscellaneous contracts required for completion of the Project within its predetermined budget limits and schedule.

The Town requires all parties associated with this Project to work closely together and deal appropriately with Project conditions to finish the job successfully. A spirit of cooperation, collaboration, and a commitment among professional design and construction service providers to work in the best interests of the Project is of utmost importance.

SECTION 4: SELECTION PROCESS

Firms must meet the criteria stated below, otherwise they will be automatically disqualified.

1. The Firm **MUST** have bonding capacity to provide Labor and Material Payment and Performance bonds with coverage each equal to the total cost of the Project.
2. The Firm **MUST** agree to keep and maintain insurance for the duration of the Project including, but not limited to, commercial general liability, automobile liability, workers' compensation,

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employer's liability, and umbrella coverage with at least the minimum limits shown below. The Firm shall furnish the Town with certificates of insurance for each type of insurance described herein.

Commercial General Liability:	\$1,000,000 per Occurrence
Commercial Auto Liability:	\$1,000,000 Combined Single Limit
Excess (Umbrella) Liability:	\$1,000,000
Workers' Compensation:	Statutory
Employer's Liability:	\$1,000,000 Each accident/Total disease/Employee disease

The Town reserves the right to negotiate different limits and coverage in the final contract.

All insurance companies must be authorized to do business in North Carolina with a Best rating A-VIII or higher. The Town shall be named and endorsed as an additional insured on Firm's commercial general liability and excess liability insurance policies.

CLARIFYING QUALIFICATIONS DURING EVALUATION

During the evaluation process, the Town has the right to require any clarification it needs in order to understand the Firm's view and approach to the Project and scope of work. Any clarifications to the Qualification made before executing the contract will become part of the final contract.

SHORT LIST RANKING

After evaluating the submittals to this RFQ, the Town will rank the three most highly qualified candidates and these Short-Listed Firms may be asked to interview to help determine final ranking. If the Town determines that fewer than three Firms are qualified, it may elect to re-advertise the RFQ.

INTERVIEWS OF SHORT-LISTED FIRMS

Prior to ranking the short-listed Firms for final selection, the Town may elect to interview those three Firms. The purpose of this interview will be to meet the proposed Project Team, become familiar with key personnel and/or with the selection strategy proposed by the submitter and to understand the Firm's project approach and ability to meet the stated objectives for the Project. Short-listed Firms should be prepared to discuss, with specificity, their capacity to conduct this work in compliance with the Project timeframe, budget, and good-faith obligations. If the Town elects to conduct interviews, the Town will notify each short-listed Firm to schedule individual times for the interviews.

FIRM FINAL SELECTION

After making a final Firm selection and taking into consideration quality, performance, and the time specified in the Qualifications for Performance of the contract, the Town will begin contract negotiations with the selected responsive Firm. If successful, the Firm and Town will enter into a professional services contract for the work.

All Firms are considered fully informed as to the intentions of the Town regarding the timeframe to prepare and complete contract negotiations. Firms should be prepared to provide a detailed, written

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submittal to include the scope of work, staffing plans, action plan, CPM schedule, and fee submittal during negotiations.

The Town may withdraw this RFQ, reject submittals submitted in response to this RFQ, or any portion thereof, at any time prior to an award, and the Town is not required to furnish a statement of reason as to why a particular qualification was not deemed to be the most advantageous to the Town.

E-VERIFY COMPLIANCE

The contract will require that the Firm and its subcontractors comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes consistent with state law requirements for municipal contracts.

MINIMUM NUMBER OF RESPONSES

In order to consider submittals, the Town must receive at least three (3) responses to the RFQ. If the Town receives fewer than three (3) responses, it will re-advertise the RFQ according to the means required by North Carolina General Statutes. After the second solicitation, the Town may consider submittals even if three (3) are not received and will follow the same procedures used for the initial solicitation.

It is the sincere intention of the Town to make every effort to be fair and equitable in its dealings with all candidates for selection. The Town reserves the right to accept or reject any or all Statement(s) of Qualifications and any other submittal submitted in response to this RFQ with or without cause. Issuance of this RFQ does not commit the Town of Leland to award a contract, to pay any costs incurred in preparation of a submittal, or to procure or contract for related services or supplies.