



September 16, 2020

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

Design, Bidding, Construction Administration and Resident Observation for
Medical District Drainage Improvements

The City of Washington (hereafter referred to as "City") has been notified by the Golden LEAF Foundation of intent to fund associated project activities for Medical District Drainage Improvements (hereinafter the "Project"). In accordance with NCGS 143-64.31, the Owner request a Statement of Qualifications (hereafter referred to as "SOQ") from interested civil engineering firms and individuals (hereafter referred to as "Firm") for development of engineering reports, surveying, design, plans and specifications, easement survey/mapping, regulatory permitting, bidding, construction administration, and resident construction observation.

Project Description: The geographical area immediately south of and adjacent to Vidant Beaufort Hospital has historically been subjected to flash flooding during and following significant storm events. Several drainage studies have been completed recommending various improvements within several drainage basins throughout the City, including the proposed project area. A number of recommended improvements from those studies have been completed. The City has sought funding from several sources for the proposed Project, recently obtaining approval for funding from the Golden LEAF Foundation.

The scope of the Project generally follows the plan and recommendations set forth in the 2009 study, which identified improvements required for existing undersized drainage conveyances in the area of the hospital along the corridors of 15th Street, Brown Street, 11th Street and under John Small Avenue (US Highway 264 Business) as well as the need for additional drainage inlet structures. The attached Schematic Plan identifies the Project Corridor location. Proposed Project improvements consist of approximately 1,800 LF of new piped conveyances of sizes ranging from 15" – 54", 1,300 LF of single and dual box culvert conveyances of sizes ranging from 5'x5' – 7'x4', various new drainage structures, associated demolition and surface restoration.

Project Schedule: The project schedule will be developed with the selected Firm. It is the intent of the Owner to pursue implementation of drainage improvements as quickly as practical to mitigate additional flooding in the medical district and associated property damage.

Statement of Qualifications Content: The SOQ should include the following information:

1. Name, address, year established, type of ownership, number of employees, and an organizational chart. List multiple offices, if applicable, and at which office work will be performed.
2. Past local experience with the City.
3. Project description and cost summary of at least five (5) similar projects. The project summary should include references including contact information.
4. Identify personnel on the project team including a description of each member's responsibilities and experience with similar projects.
5. Sub-consultant information including company name, address and contact person. Identify the sub-consultant's role in the project and experience with similar projects.
6. General approach and methodology for the Project.
7. Standard hourly rate schedule. *No fees for services performed shall be submitted as part of the SOQ package. The Owner will make selection using qualified-based selection.*
8. Other information the respondent believes to be relevant to the City's selection effort.

Evaluation Criteria: The SOQ will be evaluated based on the information provided by the Firm and contact with references. Selection of the qualified Firm will be based on the following scoring system:

Interest and Availability in Providing Services	5
Local Experience	10
Other Similar Projects and References	25
Project Team and Related Experience	25
General Approach and Methodology	20
Hourly Rate Schedule	10
Other Information Beneficial to Owner	5
Total	100

The SOQ should be limited to 30 single-sided printed pages (15 double-sided) with a minimum font size of 10, excluding cover, cover letter, and table of contents (if applicable).

Site visits may be scheduled with sufficient prior advance notice. Questions concerning the Project or this solicitation should be directed to:

Adam Waters, Public Works Director
Phone: (252) 975-9332
Email: awaters@washingtonnc.gov

Three (3) hard copies of the SOQ should be submitted by Friday, October 2, 2020, 10:00 AM to Adam Waters. Proposals need to be in sealed envelope marked "Statement of Qualifications for City of Washington Medical District Drainage Improvements 2020".

City of Washington
Attn: Adam Waters, Director
Public Works Department
P.O. Box 1988
102 W 2nd Street
Washington, NC 27889

The City encourages Disadvantaged Business Enterprises to participate. The City is an equal opportunity employment provider and does not discriminate on basis of race, color, nationality, origin, gender, religion, age, or disability in employment or provision of services. The City reserves the right to accept or reject any or all submittals, to wave technicalities, and to take whatever action is in the best interest of the City and its citizens.

**PROJECT CORRIDOR
SCHEMATIC PLAN**

