Request for Qualifications
Engineering and Design Services

LIVING SHORELINE AND LEVEE AT WASTEWATER TREATMENT PLANT
Washington
North Carolina

Issue Date: October 29, 2024

Statements of Qualifications Due: November 15, 2024 at 11:55 pm

CONTACT PERSON:
Jamie Heath, Planner
Mid-East Commission
jheath@mideastcom.org
(252)296-1656

Statements of Qualifications should be mailed or emailed to:

Mid-East Commission
ATTN: Jamie Heath
1502 N Market Street, Suite A
Washington, NC 27889

jheath@mideastcom.org (with subject line, “Washington Living Shoreline/Levee RFQ”)

Introduction

The Mid-East Commission on behalf of Washington, North Carolina is soliciting qualifications from engineering firms for engineering and design services for the "Living Shoreline and Levee at the Wastewater Treatment Plant" project. The city is seeking detailed engineering and design services which will be used to move forward into the permitting and construction phase of the project. This project was funded through the NC Division of Coastal Management's Resilient Coastal Communities Program, Phase 3 (Engineering/Design). A copy of the grant application is available upon request.

Project Description

This project is for design and engineering of the "Living Shoreline and Levee at the Wastewater Treatment Plant" project.

This project will construct a living shoreline and flood-proofing measures to protect the City of Washington's Wastewater Treatment Plant (WWTP), which is a regional facility that also serves the Town of Bath. The facility is located on the Pamlico River with approximately 840 linear feet of shoreline. The shoreline has erosion issues and is migrating back towards the WWTP. The facility is at risk of flooding and has flooded in past storms such as Hurricane Florence, where one of the effluent tanks was within one foot of being over topped by flood waters.

A level of service analysis will be conducted to find the best scope of project to provide flood protection for the WWTP. This will inform the decision to provide a large-scale levee/floodwall or isolated measures to protect specific at-risk equipment and facilities. Thus, design completion could range from 25% (for the large-scale levee/floodwall option) to 100% (for the isolated measures option), given the project scope decided upon amongst stakeholders. A benefit cost analysis will also be completed to prepare to submit the flood control portion of the project for FEMA funding. The living shoreline will protect the shoreline at the WWTP from further erosion. 100% construction level designs will be completed for the living shoreline.

Tasks for engineering/design phase: Survey, Shoreline Assessment, Concept Design/Alternatives, Engineering/Design (Geotechnical, wastewater, civil, and electrical), SEPA Documentation (Archaeological Survey), Benefit Cost Analysis, Permitting Due Diligence

Services and Deliverables

- Services
    - Engineering and design services for the above detailed City of Washington "Living Shoreline and Levee at the Wastewater Treatment Plant" project.
- Deliverables
    - 25% - 100% engineering and design drawings/documents for the flood control measure(s) (see project description for details).
    - Construction level (100%) engineering and design drawings/documents for the living shoreline
    - Construction cost estimates

Timeline

This project is grant funded through the NC Division of Coastal Management's Resilient Coastal Communities Program with a timeline for expenditure of funds. The selected firm is

expected to render deliverables according to the schedule below.

- RFQ advertised: October 29, 2024
- Statements of Qualifications due: November 15, 2024 at 11:59 pm
- Firm selection: November 21, 2024
- Proposed Contract sent to City: December 02, 2024
- Contract Approval and Notice to Proceed: December 09, 2024
- Engineering and Design Services: December 10, 2024 – September 20, 2025
- Draft deliverables submitted for City review – September 05, 2025
- Final Deliverables – September 20, 2025

Requirements

A. Organization and Background
   1. Briefly describe your organization, the year it was founded, location of its headquarters and other offices, its ownership structure, key individuals, and affiliation with other companies.
   2. Provide the name, address, phone number, and email for individual(s) directly responsible for responding to this RFQ.

B. Staffing
   1. Provide an organizational chart that includes all individuals that will be directly involved with rendering services for the City.
   2. Provide a biographical sketch or resume of the individual(s) that will be overseeing the project, including title and experience.

C. Services
   1. Describe any past experience your firm has with similar projects.

Selection Process

Statements of Qualifications will be reviewed by a selection committee comprised of Mid-East Commission and/or Washington staff members. Based upon evaluation of the submittal package and consideration of the factors outlined above, the selection committee will select a firm to provide the above detailed engineering and design services. If an agreement cannot be reached with the selected firm, the selection committee will consider another firm.

Miscellaneous Provisions

Washington and the selection committee reserve the right to reject any and all submittals, waive technicalities, and judge the suitability of the proposed services for its intended use, and further specifically reserve the right to make the award in the best interests of the City and negotiate the total fee amount. Upon delivery, all RFQ submittals shall become the property of the City of Washington and shall become a matter of public record.

Washington and the selection committee may conduct any reasonable inquiry to determine the responsibility of the respondent. The submission of a Statement of Qualifications constitutes permission by the respondent for the selection committee to verify all information contained therein. If the selection committee deems it necessary, additional information may be requested from any respondent. Failure to comply with such request may disqualify a respondent from consideration.

Please note that Statements of Qualifications may be considered public record. If there are any

sections of your statement that may be considered confidential under law (i.e. trade secrets and proprietary information), please mark these sections of your statement.

Historically Underutilized Businesses

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled. Pursuant to G.S. 143B-1361 (a), 143-48 and 143-128.4, Washington invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. Any questions concerning NC HUB certification, contact the North Carolina Office of Historically Underutilized Businesses at (919) 807-2330.

Submission Information

Questions regarding this RFQ shall be submitted in writing no later than 11:59 pm on November 8, 2024. Responses to all questions will be communicated via email or mail to all respondents. Individuals responding to this solicitation should mail or email Statements of Qualifications and direct all inquiries regarding this project to:

Mid-East Commission
ATTN: Jamie Heath
1502 N Market Street, Suite A
Washington, NC 27889

Email: jheath@mideastcom.org (with subject line “Washington Living Shoreline/Levee RFQ”)

Statements of Qualifications must be signed/dated and should include the submitting agency’s letterhead. Statements of Qualifications must be received by mail or email no later than November 15, 2024 at 11:59 pm.