



REQUEST FOR QUALIFICATIONS

SPRING BRANCH DRAINAGE REPAIRS

2ND STREET & 4TH STREET

DWI PROJECT NO.: SRP-S-134-0013

REQUESTED BY:

TOWN OF SMITHFIELD

350 EAST MARKET STREET

PO BOX 761

SMITHFIELD, NC 27577

DATE OF ISSUE: April 3, 2024

REQUESTS DUE: April 25, 2024 (by 3:00 PM)



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SPRING BRANCH DRAINAGE REPAIRS - 2ND STREET & 4TH STREET

PURPOSE OF RFQ

- The Town of Smithfield (the “Town” or “Owner”) is soliciting submittals from qualified engineering consulting firms interested in providing professional services for drainage improvements at the crossing of Spring Branch at 2nd Street and 4th Street. These improvements were initially identified within a 2013 Spring Branch Stormwater Basin Stormwater Drainage Study – Phase 2 Report.
- The Town will follow a Qualifications Based Selection process as required by the N.C. General Statutes and select the most qualified firm to negotiate a contract for services. This RFQ provides complete information of the services being sought, the submittal requirements, and timeline. Copies of the RFQ and any addenda may be acquired from the Town of Smithfield. Website: www.smithfield-nc.com. Interested firms may submit a Statement of Qualifications meeting the requirements in the RFQ.

SITE DESCRIPTION

- The project location is the crossing of Spring Branch with 2nd Street and 4th Street.
- The 4th Street crossing will be a challenging design due to the location of the Spring Branch to existing structures and the section of the Spring Branch immediately upstream of 4th Street that is contained within a concrete channel.

SCOPE OF WORK

- Generally, design/location survey, engineering, permitting, bidding and construction administration.
- Hydraulic analysis to verify the adequacy of the proposed mitigation measures.
- Hydraulic analysis to evaluate the impacts of the proposed improvements on the Spring Branch Wetland Facility which will be the receiving structure after the crossing of 2nd Street.
- Coordination with the consulting firm currently working on the Spring Branch Resiliency Project.
- Early coordination with the Corps of Engineers regarding permitting requirements for any proposed improvements. In addition, any other permits that may be required.
- Compliance with all ARP and Division of Water Infrastructure reporting and design requirements.
- Assist with the bidding process. Provide a bid certification and make a recommendation of award.
- Provide construction inspection and administration services. The scope of the CEI work will be coordinated with the selected Firm during the fee agreement phase.



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- Provide any project close-out documents, as-builts, etc. as may be required by the Division of Water Infrastructure and/or the Corps of Engineers.

PROJECT FUNDING

- Funding for the project is being provided through the appropriations from S.L. 2023-134. The funding will be administered through the Division of Water Infrastructure under project number SRP-S-134-0013. The funding amount for engineering and construction is \$1,400,000.

PROPOSAL REQUIREMENTS

To evaluate responses efficiently and equitably, qualifications responses must be submitted as identified below. Failure to submit this information may render your proposal void. Each respondent shall provide the following company information:

Section 1: Introduction: Company Profile

- Company name and business address, telephone number, email address, and website address.
- The type of company (individual, partnership, corporation, etc.) and the names of all partners, principals, etc.
- Year established. Include former company name(s) and year(s) established, if applicable.
- The name, title, address, and telephone number of the company's authorized negotiator. The person identified must be empowered to make binding commitments for the company.

Section 2: Experience

- Describe the firm's experience with similar projects. Experience with ARP funded projects and Division of Water Infrastructure projects will be evaluated.

Section 3: Description of Design-Team

- Include a list of key personnel who may be assigned to this project, their project roles, and relevant qualifications and experience.

Section 4: Project Approach

- Provide a description of the proposed approach to the project. Include a response to the preliminary scope but do not simply restate the scope. Identify key risks / challenges / concerns you anticipate and any mitigation steps to achieve successful delivery. Describe the team's approach to design document quality assurance and quality control. Describe the team's track record delivering projects with minimal change orders. Describe the team's level of experience with working with municipal government and specifically



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working with ARP funded projects and projects administered through the Division of Water Infrastructure. Provide an outline project schedule, showing major tasks, milestones and deliverables including review meetings with the Town project team.

Section 5: Current Workload

- Provide a listing of ongoing projects (workload of the firm) and your commitment to provide adequate personnel resources to our project.

Section 6: References

- Provide at least three references for similar projects; include summary of the project, the date completed, if completed on time, original proposed cost, final cost, and entity name, point of contact, address, and verified telephone number of each to contact.

Section 7: Exceptions

- **Exceptions to the Scope of Services.** All exceptions/deviations to the required scope of services shall be documented on a separate page and submitted in this Section.
- **Litigation.** Provide pending, ongoing, or prior litigation within the last 10 years.

CONTRACT TERMS AND CONDITIONS

- Town of Smithfield reserves the right to award this contract in whole or in part, in the best interest of the Town and further reserves the right to accept or reject any or all submittals.
- Town of Smithfield reserves the right to request clarification or supplemental material if it feels necessary to make a qualified judgment to the firm's ability to perform the work.
- Town of Smithfield reserves the right to amend the RFQ at anytime; to modify or incorporate additional steps in the evaluation process in the interest of having a thorough and comprehensive body of information to make a selection.
- Town of Smithfield also reserves the right to cancel or reissue the RFQ, to reject any or all submissions, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items.
- The awarded firm shall not commence work under this contract until all insurance required by the Town has been submitted and approved. The firm must maintain insurance coverage for the duration of the contract period.
- This RFQ does not obligate the Town of Smithfield to accept or contract for any expressed or implied services.
- Town will not reimburse the firm for any of the cost involved in the preparation and submission of responses to this RFQ or in the preparation for any attendance at subsequent interviews.



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SUBMISSION OF PROPOSALS

If submittal does not meet all requirements, it will be disqualified. Qualifications should be submitted by no later than 3:00 pm on Thursday, April 25, 2024. Submittals shall be via email. If hard copies are submitted along with the electronic pdf coy, submit 4 to the following address:

Town of Smithfield
Attn: Stephen Wensman, Planning Director
350 East Market Street
P.O. Box 761
Smithfield, NC 27577

Emailed submittals and/or Questions should be directed to William (Bill) W. Dreitzler, P.E., Town Engineer at bdreitzler@dm2engineering.com. Phone: 919-818-2235

SELECTION CRITERIA

- The Town staff will review proposals based on the criteria below and make a recommendation to negotiate a tentative contract. Each RFQ response will be evaluated on their Statement of Qualifications score (100 points maximum) as determined by a qualification review process and the scoring criteria noted below:
 1. Design Team Experience and Qualifications with ARP funded projects and DWI projects (50 points)
 2. Project Understanding and Approach (35 points)
 3. RFQ Quality and Responsiveness (5 points)
 4. Reference Projects (10 points)

SEQUENCE OF ACTIVITY (anticipated dates)

- Advertise RFQ on April 3, 2024
- Deadline for written questions or clarifications on RFQ April 1, 2024
- Town of Smithfield issues any addenda April 2, 2024
- Deadline for Submittal of Statement of Qualifications April 25, 2024 (3:00 PM)
- Notify shortlisted for interviews (not required) May 9, 2024
- Interviews (not required) May 20-24, 2024
- Negotiations / Contract June 3, 2024 through June 20, 2024



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- Town Council Approval / Award June 7, 2022

END RFQ