

Request for Qualifications

Spring Branch Community Restoration and Resiliency Study

Town of Smithfield, NC

March 14, 2023

Introduction

The Town of Smithfield (Town) is seeking Statements of Qualifications from qualified firms to produce a clear, concise, comprehensive plan for the entire Spring Branch Watershed. This plan will investigate resiliency along the corridor and from this study, create a plan with individual projects (taken through conceptual design and scoping/estimating) that will include stream/floodplain restorations, infrastructure alteration/maintenance/removal, greenway sighting, traffic study (for greenway/road crossings), project prioritization/sequencing, grant program identification, and a public involvement plan. Interested firms are invited to submit sealed statements for consideration no later than **5:00 PM on March 31, 2023**, to the Town of Smithfield Planning Department, located at 350 East Market Street, PO Box 761, Smithfield NC 27577, sent to the attention of Stephen Wensman, Planning Director. Late submittals will not be accepted.

Background

Spring Branch within the Town of Smithfield has been in multiple Town and County plans with different strategies and goals. The Stormwater action plan the Town of Smithfield completed in 2013, is the most detailed as far as Spring Branch is concerned. However, this plan identifies individual projects and does not have a cohesive plan for the entire corridor. The Smithfield Town Plan and Johnston County Comprehensive Plans identify Spring Branch as a corridor for greenway expansion, but no specific plans were identified. The environmental benefits of the projects identified in this plan along the Spring Branch tributary have the potential to improve ecological and geomorphic conditions for not only the site but also downstream. This will be achieved by reducing peak discharge that can cause flooding and erode downstream channel boundaries, which will decrease nutrient laden suspended sediment, contributing to the reduction of deadly algal blooms in the Neuse River and Pamlico Sound.

The purpose/need for the Spring Branch Watershed Resiliency/Planning Study is to create a clear, concise, comprehensive plan for the entire Spring Branch Corridor. This plan will generate a blueprint for the Town to follow to create a place for residents to learn about conservation and the environment, increase economic activity downtown with a direct link to Johnston County Community College, allow residents and students to experience nature in a way not previously

possible at this location, all within an underserved community. All while addressing flooding, decreasing nutrient and sediment loads, and re-establishing natural hydrologic connections.

Key obstacles in this plan overall will be property/easement acquisition. This corridor has residences that will need to be purchased for this plan to be fully realized. Some negotiations have been completed, but ROW specialists will need to be utilized for this plan to be fully implemented. Funding for individual projects will also be an obstacle, however, this plan will be utilized for town budgeting purposes to budget out the plan to completion. This will also include additional grant funding programs each project qualifies for.

Scope of Services

The Town seeks to contract with a qualified firm to create a clear, concise, comprehensive plan for the entire Spring Branch Corridor. The qualified firm will provide a plan for stakeholder outreach/meetings, compile watershed land-use and resource data, perform GIS analysis, perform on-the-ground assessments, develop prioritized list of future projects, develop list of BMPs/typical treatments, provide pre-design/design work for top priority projects to achieve 'shovel ready' projects for funding. The Pre-design work will include conceptual designs for the project corridor, projects scoping and estimates, and project sequencing. This is vital because most of the corridor is within a FEMA floodplain.

Task 1: Existing Condition Analysis

Task 2: Identify Projects/Prioritization

Task 3: Concept Design Development and Estimates

Task 3: Stakeholder Meetings

Task 4: Finalized Resiliency Plan

The selected firm will

The Statement of Qualifications (SOQ) should follow the format outlined in this section.

1. Cover Letter: A clear and concise introduction, which shall identify the firm's primary contact person, acknowledge receipt of any amendments to the RFQ, identify the scope of services for

which the firm is submitting qualifications, and summarize why the Town should select your firm to provide the stated services.

2. Firm Profile: Provide the following information:

- a. Brief history of the firm;

- b. Location and contact information for the firm's corporate headquarters;
- c. Location(s) and contact information for any branch office(s) that may be utilized;
- d. Number of employees (overall and for each identified branch office);
- e. Type of ownership and parent company, if applicable, and any pending ownership changes;
- f. Resumes of principals;
- g. Identify any claim or litigation where firm has been found negligent or responsible within the last five years, or provide a statement that none exist.

3. Project Understanding, Approach, and Schedule: A detailed narrative that demonstrates an understanding of the Town's needs and describes how those needs would be met. Identify services that are typically provided in-house by the firm's local or North Carolina offices, services that are available from the firm's out-of-state offices, and services for which a sub-consultant is typically utilized. Outline the project timeline including check-ins with Town staff and any information that would be required in advance from the Town.

4. Qualifications and Experience: At least two relevant projects completed by the firm. Include the following information for each listed project:

- a. Project description;
- b. Project start and completion dates (if ongoing, provide the current status and
- c. projected completion date);
- d. Scope of services provided by the consultant;
- e. Sub-consultants utilized (if any);
- f. Summary of the similarities to this project; and
- g. Name, title, email address, and phone number of owner reference.

5. Project Team: Identify all personnel, including sub-consultants that will be directly involved. Provide a brief resume for each team member which includes office location, general qualifications (education, professional registrations, certifications, etc.), years of experience (with current firm and other firms), role for this project, and role for any projects listed in the Qualifications and Experience section.

6. Project Management and QA/QC: Briefly describe the firm's procedures and processes for project management and quality assurance and quality control throughout all phases of a project.

Submittals shall not exceed 14 pages and all pages shall be 8.5"x11". Page count includes any cover sheet.

Evaluation Criteria & Selection Process

SOQs will be evaluated based on the following criteria:

<u>Criteria:</u>	<u>Possible Points:</u>
Experience and track record in providing similar services to other local governments	35
Project approach and understanding	35
Qualifications, experience and accessibility of project team	25
Other factors presented by the firm	5
Total	100

SOQs will be evaluated by a selection committee comprised of Town Planning and Engineering staff.

Submittal Procedure

The SOQ must be submitted in electronic format no later than **5:00 PM on March 31, 2023**. It is the sole responsibility of the consultant to ensure that the SOQ is received by the established deadline.

The SOQ must be submitted electronically (.pdf format) by email to Stephen Wensman: Stephen.wensman@smithfield-nc.com

Please note that additional information and amendments to this RFQ will be posted to the Town of Smithfield's website. It is the responsibility of the respondent to monitor the site accordingly. Any questions related to the RFQ must be submitted directly to Stephen Wensman, Planning Director. The consultant shall bare full responsibility for all costs incurred in the development and submittal of the SOQ. All submissions shall become the exclusive property of the Town of Smithfield and may be disclosed to third parties.