

# Request for Qualifications

## Spring Branch Community Restoration Project Phase 2

### Trail and Pedestrian Bridges

Town of Smithfield, NC

August 29, 2023

#### Introduction

The Town of Smithfield (Town) is seeking Statements of Qualifications from qualified team to design and build a 5' wide pedestrian trail and 2 pedestrian bridges for the Spring Branch Park. Interested firms are invited to submit sealed statements for consideration no later than **5:00 PM on September 15, 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.

#### Minority Business Participation

The Town of Smithfield encourages the participation of small contractors, minority contractors, physically handicapped contractors, women contractors, and historically underutilized businesses in the construction of this project.

#### Background

The Spring Branch is a small tributary within the Town of Smithfield that drains into the Neuse River. The Town recently completed Phase 1 of the Spring Branch Community Restoration Project which included a stream bank restoration with a constructed wetland for flood control between South Fifth and South Sixth Streets on Town of Smithfield owned lots. The constructed wetland consists of an excavated looped channel that forms an island, providing limited flood control and wildlife habitat.

Phase 2 of the projects includes a 5-foot wide concrete or bituminous trail along the restored stream and 2- pedestrian bridges over the constructed wetland channel providing access to and from the island (see the attached trail plan).

#### Scope of Services

The Town seeks to contract with a qualified team to design and build the 5-foot-wide trail and 2 pedestrian bridges. The qualified team will design the trail to originate at the corner of S. Fifth/E. Church Street and terminate at the corner of S. Sixth/E. Church Street. The trail will meander to

the restored streambank, in and out of Zone 2 of the regulated riparian buffer, and provide access to and from the island with pedestrian bridges (see the attached trail plan).

The qualified team will:

- Identify Zone 1 and 2 of the Spring Branch Riparian Buffer.
- Provide shop drawings/design details for the trail and bridge for Town review prior to submittal for permits.
- Provide a cost estimate based on the approved engineering design.
- Provide an updated project schedule and approval of the engineering design.
- Obtain permits, including Zoning Permit, Building Permit, NCDEQ Erosion Control Permit, and others as required.
- Construct trails and pedestrian bridges.

**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 team's primary contact person, acknowledge receipt of any amendments to the RFQ, identify the scope of services for which the team is submitting qualifications, and summarize why the Town should select your team to provide the stated services.

**2. Firm Profile:** Provide the following information:

- a. Brief history of the team (firms in the team and any previous collaboration);
- b. Location and contact information for each 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 team's local or North Carolina offices, services that are available from the team'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 Team. 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 consultants;
- 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 the project.

Submittals shall not exceed 10 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>
Qualifications/Experience with similar local government projects under the design/build process	35
Project approach and understanding	50
Accessibility of project team	10
Other factors presented by the firm	5
<b>Total</b>	<b>100</b>

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 September 15, 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](mailto: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.

