



# Town of Surf City

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Town of Surf City  
Department of Public Utilities

Request for Qualifications for the  
Town of Surf City  
**Stormwater Management Engineering & Consulting Services**  
January 1, 2022

The Town of Surf City invites qualified professional engineering firms (PEF) to submit sealed proposals for qualifications to provide stormwater management policy and planning, infrastructure management and design, and consulting.

## **Request for Qualifications**

The Town of Surf City (Town) Department of Public Utilities (Department) is seeking Request for Qualifications (RFQs) from professional storm-water planning firms to lead and facilitate the development of a comprehensive Stormwater Feasibility Study, Cost of Service and Rate Study associated with a stormwater management plan for the Town.

## **Department Profile**

The Town of Surf City is located in eastern Pender County and Onslow County, North Carolina with a population of approximately 5,600 residents. It's city limits encompass approximately 5.3 square miles. Surf City has a tourism and service-based economy. Surf City's current stormwater infrastructure is a combination of public and private inlets/catch basins, pipes, and ditches. Portions of the system date back to the 1950's with some areas of town with no infrastructure in place currently.

The Town of Surf City is seeking expertise in stormwater utility engineering and financial services to provide an overall comprehensive study to evaluate the feasibility of developing a stormwater management plan as well as assessing data to compile rate structures that will be needed to support the stormwater management program within the Town.

The Town intends to award a contract to the firm whose solution most closely meets the requirements defined in this Request for Qualifications (RFQ). The firm's ability to provide a clear project path and approach towards the successful implementation of a stormwater utility are critical factors in the selection process.

## **Initial Scope of Work**

The initial scope of work for the stormwater development plan is generally described within the following elements:

1. The Vendor will be expected to evaluate and explore the current condition, material, location, and structural integrity of the existing stormwater system by means of survey, video inspection, or other means necessary. Make recommendations to correct any deficiencies or concerns with the existing system, make recommendations for new infrastructure to be installed, ranked in order of need, to include cost estimates and CIP (Capital Improvement Plans) within a master planning document.
2. The Vendor will need to provide stormwater consultant engineering services for stormwater and drainage conveyance, watershed management studies, stormwater modeling, and hazard mitigation, water quality, “nature-based” stormwater infrastructure, stormwater control measures, wetlands, geotechnical and stormwater asset management, condition assessment and information management systems, including:
  - Closed and open channel conveyance improvements, stormwater control measures, “nature-based” stormwater infrastructure, drainage improvement projects, asset management, stormwater information systems, and required supporting disciplines to complete such projects.
  - Engineering analysis, design of key stormwater features to include a partial or complete new installation, traditional and innovative storm-water system design, drainage and culvert system retrofits, energy dissipaters, traditional and innovative stormwater controls, and other associated features in designing a stormwater system at or near sea level.
3. The Vendor will develop a stormwater utility feasibility study that will address the specific needs of the Town. The study should include the following:
  - Develop a primary stormwater management plan to include to possibility of a partial or new stormwater system.
  - Estimate potential cost to initiate and implement stormwater utility.
  - Develop a cost structure for operation and maintenance.
  - Determine possible rate structure models to be considered.
  - Provide matrix of proposed services a stormwater utility would provide to the residents of the Town.
  - Present options of fee structures for plan implementation to the Town Council.

## **Submittal of Qualifications**

Interested firms shall submit five (5) copies for Request for Qualifications (RFQs). The RFQ will contain the following elements:

- **Introductory Letter** - Provide an introduction letter summarizing the unique qualifications of your firm to meet the needs of this project. The letter should be presented on the firm's official letterhead and signed by an authorized representative who has authority to enter into a contract with the Town on behalf of the firm. Include the name, address telephone and email address of the individual who serves as the point of contact for the solicitation.
- **Objectives** – The firm's preliminary interpretation of the objectives to be achieved in the development of the Cost of Service, Stormwater Management Plan, and Utility Rate Study.
- **Project Understanding, Approach and Schedule** – Provide a comprehensive narrative, outline, and/or graph demonstrating the firm's understanding and approach to accomplishing the tasks outlined in Scope of Work section of this RFQ. A description of each task and deliverable as well as the anticipated schedule for accomplishing each shall be included.
- **Provide Company Background**
  - Include background information on the firm and provide detailed information regarding the firm's experience with similar projects. Provide a list of all similar contracts in the past five years, accompanied by at least three references (contact person, organization, telephone number and email address).
  - How many years has your company been in business?
  - Please describe the ownership of your organization (Sole proprietorship, partnership, privately or publicly held corporation). If a corporation, please provide evidence that the firm is in good standing and qualified to conduct business in North Carolina.
  - How many stormwater utilities are you currently engaged with and providing assistance? How many of these are within coastal communities in North Carolina? Please provide examples.
- **Experience** – Provide specific project experience in working with similar organizations in leading, facilitating, and developing plans as described in the RFQ. Each example should include the name and size of the organization as well as a short description/overview of the services provided. Please provide the name, title, and contact information for a person(s) from the organization familiar with the services the firm provided.
  - **Project Team Experience** – Provide proposed staffing, deployment, and personnel to be assigned to this project. This shall include information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. Also please include, a project-specific organizational chart which clearly illustrates the roles, responsibilities, and the reporting relationships of personnel anticipated to work on this project. The project manager should be clearly identified with qualifications, experience, and expertise highlighted as directly relevant to this project.
- **Include Proof of Certificate of Insurance (COI) and appropriate licenses.**

- Preferences will be given to firms who can demonstrate a successful track record in the assistance in obtaining grants.
- The RFQ schedule is summarized below:
  - 01/06/2022 – Issue and publicize Request for Qualifications.
  - 01/31/2022 – Vendor pre-qualifications questions due by 2:00pm
  - Any questions regarding the RFQ must be in writing via email to [dprice@surfcitync.gov](mailto:dprice@surfcitync.gov) and it is the responsibility of the service provider to confirm receipt by the Town: Questions should reference the RFQ page number and section.
  - 02/07/2022 – Response to prequalified questions sent to all registered vendors by 2:00pm.
  - Responses will made available via the provided email address that the service providers have confirmed.
  - 03/04/2022 – Vendor proposals due by 2:00pm
  - Proposals must be hand delivered to:

David Price  
 Director of Public Utilities  
 214 W. Florence Way  
 Surf City, NC 28443

or mailed to:

David Price  
 Director of Public Utilities  
 PO Box 2475  
 Surf City, NC 28445

- 03/10/2022 – Town Review Team evaluates qualifications for conformance to RFQ.
- 03/11/2022 – Qualified firms(s) is chosen, interviews and finalization of Statement of Work
- 03/2022 – Enter negotiations; execute a professional services agreement.

\*Dates subject to change.

- The Town of Surf City will receive sealed RFQs from interested firms until 2:00 p.m. (EST) on March 4th, 2022, at the above-mentioned addresses. Envelopes and/or parcels containing the RFQ should be clearly labeled “Stormwater Management/ Cost of Service/ Utility Rate Studies – Request for Qualifications.”

## Evaluation Criteria

If an award is made, it is expected that the Town's award will be to the candidate(s) whose qualifications best meet the requirements of the project(s) described in this RFQ and that are in the best interest of the Town. The evaluation criteria are intended to be used to make a recommendation to the Town Manager and the Town Council regarding the award of the contract. However, they are not bound to use criteria detailed herein exclusively or to award on the basis of recommendation given. The Town reserves the right to change and to otherwise vary from this procedure as it determines to be in the Town's best interest.

Firms will not be considered unless the following minimum qualifications are met:

- Firm(s) must be properly registered with the North Carolina Board of Registration for Professional Engineers and Land Surveyors; and
- Firm(s) must employ at least one (1) North Carolina Registered Professional Engineer in responsible charge of the work anticipated as a result of this solicitation.

Non-exclusive evaluation criteria are as follows and will be used in the solicitation process to determine the firm that represents the best value solution for the Town:

- Ability to provide a clear project plan and proposed approach towards the successful implementation of a storm-water management plan and storm water utility. **20%**
- Project management approach and process. **20%**
- Relevant experience, expertise, and qualification of the firm(s) and project team members. **20%**
- Similar experience in storm-water engineering with municipalities. **15%**
- Depth of team and ability to respond to urgent request. **15%**
- Proposal package responsiveness, appearance, and presentation. **10%**
- Previous experience working with the Town of Surf City or around Topsail Island.
- Familiarity with the Town of Surf City, NC region and permitting processes.

## Award Procedures

The Town reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms from both a technical and feasibility standpoint. It is understood that any proposal submitted will become part of the public record. A proposal may be rejected if it is incomplete. The Town may reject any or all proposals and may waive any immaterial deviation in a proposal.

At a minimum, proposals will be evaluated based upon the criteria above, as well as assessments and comparisons that include evaluations of skills/experience, client service and references, and/or factors. The Town may accept the proposal that best serves its needs, as determined by Town officials in their sole discretion. More than one proposal from an individual, firm, partnership, corporation, or association under the same name or different names, will not be considered.

The Town does not have the authority to establish local preferences of any kind and is bound by law to take into consideration quality, performance, and time specified in the proposals for the performance of the contract. However, it is the desire of the Town to contract with vendors and contractors familiar with local conditions whenever possible.

### **RFQ Review & Evaluations**

After receipt of the RFQs, a committee will review and evaluate the content and qualifications presented in each package. Based on the review and evaluation of all RFQs received, the committee will recommend from one (1) firm to a maximum of three (3) firms to invite for an on-site (or virtual) interaction session with personnel to discuss the information contained in the RFQ and other general and/or specific inquiries. Presentation or discussion of cost proposals will be excluded during this process. At the conclusion of the interviews the selection committee will rank the firms based on the selection criteria and the interviews. By submission of qualifications in response to this RFQ, respondent accepts the evaluation process as outlined in the RFQ, acknowledges, and accepts that determination of the “most qualified” firm may require subjective judgments by the Town. The Town will provide written notification to all firms regarding final selection by March 16th, 2022.

### **Negotiations**

Upon completion of the selection process, the highest ranked firm will be asked to submit a cost proposal to begin contract negotiations for a fair and reasonable price. If an agreement cannot be made with the top scoring firm/team, the Town will move on to the next highest scoring firm/team until a contract is executed, or the Town, in its sole discretion, may decide to terminate the selection process. If the Town is unsuccessful in receiving a price proposal which is agreeable, the Town may decide to terminate the selection process.

### **RFQ Point of Contact**

Questions regarding this RFQ shall be directed to:

David Price  
Director of Public Utilities  
Town of Surf City  
[dprice@surfcitync.gov](mailto:dprice@surfcitync.gov)  
910-329-1055