

# Request for Qualifications

## Engineering and Design Services



### WYNNE'S GUT TIDAL GATES AND FLOOD ATTENUATION Belhaven North Carolina

**Issue Date:** December 21, 2022

**Statements of Qualifications Due:** January 11, 2023

**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, "Belhaven Wynne's Gut RFQ")

## **Introduction**

The Mid-East Commission on behalf of Belhaven, North Carolina is soliciting qualifications from engineering firms for engineering and design services for the “Wynne’s Gut Tidal Gates and Flood Attenuation” project. The town previously had engineering and design work completed by Moffat & Nichol Inc., but the project was unsuccessful in obtaining FEMA BRIC funding due to the benefit-cost analysis. The selected firm should start with the work already completed by Moffat & Nichol and make adjustments based on currently available funding programs. The town is seeking detailed engineering and design services which will be used to apply for available grant funding and to move forward into the permitting and construction phase of the project.

## **Project Description**

This project is for design and engineering of the “Wynne’s Gut Tidal Gates and Flood Attenuation” project. The project proposes to improve overland flooding through improvements along Wynne's Gut. Improvements will include the creation of additional floodplain through grading improvements, erosion mitigation through vegetative plantings and the installation of pumps and tide gates along Wynne’s Gut.

The floodplain improvements will reduce flooding, while the pumps will lower the water elevation during high water events, particularly during increasingly routine nuisance flooding. Additional floodplain improvements could include developing nature trails and other recreation areas, and/or installing natural levees. The pump sizing and feasibility was previously studied by Moffatt & Nichol Inc. and was found to be a viable solution to provide flood protection to minimize and mitigate backwater flooding effects.

The existing Wynne's Gut watershed is approximately 138 acres and topographic elevations range from less than 0 feet to over 7 feet NAVD, with most of the watershed ranging from between 0 and 3 feet. Critical watershed elevation was determined to be approximately 2.5 - 3.0' NAVD.

## **Services and Deliverables**

- Services
  - Start with the previously developed Moffat & Nichols study and determine whether adjustments can be made based on currently available grant funding.
  - Engineering and design services for the above detailed “Wynne’s Gut Tidal Gates and Flood Attenuation” project.
- Deliverables
  - Written analysis of the Moffat & Nichols study with a summary of adjustments made based on currently available grant programs.
  - Construction level engineering and design drawings/documents.
  - 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: December 21, 2022
- Statements of Qualifications due: January 11, 2023
- Firm selection: January 18, 2023
- Proposed Contract sent to Town: January 30, 2023
- Contract and Notice to Proceed: February 07, 2023
- Engineering and Design Services: February 07, 2023 – March 31, 2023
- Draft deliverables submitted for Town review – March 15, 2023
- Final Deliverables – March 31, 2023

## **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 Town.
  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 Belhaven 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 planning services. If an agreement cannot be reached with the selected firm, the selection committee will consider another firm.

## **Miscellaneous Provisions**

Belhaven 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 Town and negotiate the total fee amount. Upon delivery, all RFQ submittals shall become the property of the Town of Belhaven and shall become a matter of public record.

Belhaven 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, Belhaven 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 5:00 pm on January 04, 2023. 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](mailto:jheath@mideastcom.org) (with subject line “Belhaven Wynne’s Gut 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 January 11, 2023.