

REQUEST FOR STORMWATER MANAGEMENT PLAN, INFRASTRUCTURE INVENTORY AND CONDITION ASSESSMENT



STORMWATER PLANNING PROJECT

RELEASE DATE: September 20th, 2023

DUE DATE: 5:00 P.M. October 6th, 2023

TOWN OF PEMBROKE REQUEST FOR QUALIFICATIONS- STORMWATER MANAGEMENT PLAN, INFRASTRUCTURE INVENTORY AND CONDITION ASSESSMENT

September 20, 2023

Dear Offeror:

This is a Request for Qualifications to provide architectural / engineering services in connection with the Town of Pembroke's Stormwater Planning project.

You are invited to submit a proposal of qualifications to be received not later than 5 PM on **October 6th, 2023**, to:

Tyler W. Thomas
Town Manager
Town of Pembroke
PO Box 866, Pembroke, NC 28372 (Mail)
98 Union Chapel Road, Pembroke, NC 28372
Phone: 910-521-9758
Fax: 910-521-0472

THREE copies of the proposal should be submitted in accordance with the following Request for Qualifications.

The Town of Pembroke will enter into a contract with the Engineering Firm whose proposal of qualifications is determined to be the most advantageous to the Town. The Town does not discriminate based on race, color, religion, sex, national origin, handicap, age or familial status and encourages proposals from **(and/or associating or partnering with)** small, minority, and female-owned businesses, and locally owned/operated businesses.

Request for Qualifications for Stormwater Management Plan, Infrastructure Inventory and Condition Assessment (*Project No.: SRP-SW-ARP-0100*)

I. INTRODUCTION

The Town of Pembroke is soliciting proposals from qualified vendors to provide necessary planning and engineering services to assist the Town in the development of a stormwater management plan, infrastructure inventory and a condition assessment. Assistance is needed in a variety of areas including review and update the Town's existing stormwater ordinances and policies, develop stormwater goals and objectives, assess the condition of Town's assets, development of an infrastructure database, development of stormwater condition assessment report and evaluate the need for easements.

In 2019 the Town of Pembroke completed a hydrologic study report. Responding consultants may review this report in preparing their responses to this request for qualifications. ***For the full version of the Hydrologic Study Report please click the following link:*** https://73714d74-c64d-4050-8b76-7967984d1a42.filesusr.com/ugd/fb351c_2d0b21d60b394f138c310ca134139571.pdf

II. AREA PROFILE

The Town of Pembroke is located in Robeson County, NC surrounded by three watersheds to include Watering Hole Swamp, Bear Swamp and the Lumber River. The town has a population of roughly 3,000 residents and its jurisdiction encompasses approximately 3.2 square miles. Pembroke has a deep history of agriculture, education, and is the tribal seat to the largest Native American tribe east of the Mississippi River, the Lumbee Tribe of North Carolina. Pembroke is also home to the University of North Carolina at Pembroke, with growing infrastructure and population of students, faculty, and staff.

Pembroke's current stormwater infrastructure is a combination of public and private basins, pipes, ditches, channels, creeks and streams. It is a system developed on flat land with shallow ground water and undersized piping for today's economic growth. The Town of Pembroke has been challenged for decades with flooding, antiquated and failing stormwater infrastructure as well as conveyance impedances. The Town of Pembroke has had numerous flooding events that have inundated roads and structures from heavy rainfall. Often, stormwater backs up into the town which shuts down roads, cancels classes at the local University of North Carolina at Pembroke (UNC-P), closes businesses, and causes damage to private and public property due to elevated water levels. The Town of Pembroke is seeking expertise in the development of a stormwater management plan, asset inventory and conditions assessment and compiling data for essential drainage infrastructure where access is required to be maintained by the Town to allow planning for easement acquisition in the future.

The Town of Pembroke 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 plan and approach towards the successful implementation of a stormwater utility are critical factors in the selection process.

III. SCOPE OF WORK

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

(1) The Vendor will prepare a Stormwater Management Plan to include the following:

- Review and update the Town's existing stormwater policies and ordinances.
- Develop stormwater goals and objectives that are tailored to the needs of the Town.
- Specify requirements for existing and new development.
- Establish water quality standards for runoff.
- Develop an Operations and Maintenance Plan.

(2) The Vendor will complete an asset inventory and condition assessment.

- Provide the Town with bi-weekly reports including areas mapped, stormwater maintenance issues found and issues encountered in the field.
- Gather data and coordinate with Town to provide information regarding current stormwater assets, access to properties, pipe inspections, the development of stormwater infrastructure database as well as update information previously evaluated.
- Establish a georeferenced database of the Town's infrastructure in GIS platform and include attributes such as pipe size, material, condition, etc. that can be used to develop a capital improvement plan to repair deteriorating infrastructure and long-term management strategy.
- Inspect and document defects and other issues with the stormwater pipe system with the Town's Right-of-Way via Closed Circuit TV (CCTV) inspection.

- Complete a stormwater condition assessment report to include a summary of the condition assessment of the drainage structures and stormwater pipe system.
 - Identify deficiencies in the stormwater system.
 - Identify and prioritize drainage system improvements.
 - Identify opportunities for system retrofits using traditional and green infrastructure projects.
- Work with Town staff to incorporate projects into the Town's current CIP priority ranking matrix.
- Evaluate the need for permanent stormwater easements.

IV. **HOURLY RATE SCHEDULE**

For purposes of evaluating proposals of qualifications and in accordance with the Brooks Act and N.C.G.S. 143-64.31, the Engineer is requested to submit only its **standard rate schedule**. The rates should include fringe benefits, indirect costs and profit. The Engineer's charge for reimbursable expenses should also be provided. Upon review of qualifications, the Town will negotiate a final contract fee with the selected consultant(s) whose qualifications are most advantageous to the Town. The rate schedule will *not* be the sole criteria for selection of the Engineer. The Engineer should not submit a total project price or fee to complete the scope of work. It is not part of the evaluation criteria. Submission of a total project price or fee may result in disqualification of the firm's proposal by the Town.

V. **PROPOSAL CONTENT**

Interested firms shall submit three (3) copies of their Request for Qualifications (RFQs). The RFQ must contain the following elements and be no longer than 15 single-sided pages, plus a cover page and any dividers (optional):

1. Introductory Letter - Provide an introduction letter summarizing the unique qualifications of your firm to meet the needs of this project. This letter should be presented on the firm's official letterhead and signed by an authorized representative who has the 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 this solicitation.

2. Project Understanding / Technical Approach. Describe the approach to be taken in addressing the proposed scope of work, as well as opportunities for

optimizing the funds available. This description is to include delineation of specific tasks to be undertaken, task deliverables, and a project schedule showing start and completion dates for major tasks.

3. Work Management Plan/Experience of Proposed Personnel. Describe the management plan to be used, staffing configurations, etc. specifying work to be completed relative to the Project. Brief resumes of the individuals involved in the project are required. A project-specific organizational chart which clearly illustrates the roles, responsibilities, and the reporting relationships of personnel anticipated to work on this project should be included. The project manager should be clearly identified with qualifications, experience, and expertise highlighted as directly relevant to this project.

4. Experience of the Firm. Provide specific project experience in working with similar organizations in leading, facilitating, and developing plans as described in this 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 that organization familiar with the services the firm provided.

5. Familiarity with Locality. Include a list of project experience conducted within Robeson County and/or North Carolina. Describe any other project experience or related work that indicates the firm's level of understanding and familiarity with the local area.

6. Standard Rate Schedule. (See Section IV, above.)

7. Proposed Schedule. Provide a schedule for completion of major milestones and tasks and an approximate final project completion date.

VI. PROJECT SCHEDULE

The project is expected to commence immediately upon approval of the consultant by the Town and completed within 12-months. A final schedule will be further developed after selection of the most qualified consultant.

- The RFQ schedule is summarized below (***please note dates are subject to change***):

- o 09/20/2023: Issue and publicize Request for Qualifications.

- o 09/27/2023: Deadline for questions regarding the RFQ must be in writing via email to victoria@pembrokenc.gov **on** or **before** this date by 12:00 pm. It is the responsibility of the service provider to confirm receipt by the Town. Questions should reference the RFQ page and section number.
- o 09/28/2023: Responses to any RFQ questions will be made available via the provided email address **on** or **before** this date by 2:00 pm.
- o 10/6/2023: Vendor proposals due by 5:00 pm. Proposals must be hand delivered or mailed, sent to: Tyler Thomas, Town Manager- Town of Pembroke 98 Union Chapel Rd. P.O. Box 866, Pembroke, NC 28372
- o 10/9/2023: Town's Review Team evaluates qualifications / screens proposals for conformance to RFQ.
- o 10/10/2023: Tentative consultant is informally selected and notified, pending Town of Pembroke Town Council concurrence and approval.
- o 11/07/2023: Execution of professional service agreement / contract.
- The Town of Pembroke will receive sealed RFQs from interested firms until 5:00 p.m. (EST) on October 6th, 2023 at the offices of the Town of Pembroke- Town Hall located at 98 Union Chapel Rd.; P.O. Box 866; Pembroke, NC 28372. Envelopes and/or parcels containing the RFQ should be clearly labeled "Stormwater Planning Project – Request for Qualifications" and addressed to Tyler Thomas, Town Manager.

VII. FACTORS FOR AWARD / EVALUATION CRITERIA

If an award is made, it 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.

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

- Firms must have experience in the development of a municipal stormwater plan, and experience with stormwater infrastructure inventory and condition assessment in the state of North Carolina.

The following factors and evaluation criteria will be used in the selection process to determine the firm that represents the best value solution for the Town of Pembroke:

Criteria	Points
Technical Approach / Understanding of Project	25
Qualifications, Competence and Reputation of Firm and Personnel	25
Firm's Capability to Meet Time and Project Budget Requirements	15
Related Experience on Similar Projects	25
Recent and Current Work for the Town / Familiarity with Locality	5
Proposed Schedule	5
Maximum Total Points	100

The Town of Pembroke has a 25% goal for participation by minority owned businesses and 13% goal for participation by women owned businesses in the total value of work awarded. All bidders are required to make a good faith effort, and document such, to recruit minority and disadvantaged participation on this project.

VIII. 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 of Pembroke 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 other 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.

IX. RFQ REVIEW & EVALUATIONS

A selection committee with at least 3 members appointed by the Town of Pembroke will assist with firm evaluations and rank the firms in order of most qualified based on the evaluation factors listed above. The combined score for each firm will then be determined, and the firms listed in order of the most qualified will advance to the final selection process.

X. NEGOTIATIONS

Upon completion of the selection process, the highest ranked firm will be selected for negotiations and the three highest ranked firms will be notified of the selection and ranking. The Town of Pembroke will then request that the highest ranked firm submit a scope of services and fee to the agency within 2 weeks after receiving notice of the selection. The agency will seek to negotiate a professional services agreement, a detailed scope of services, fee, schedule, etc. with the selected firm that is fair and reasonable. If an agreement cannot be made with the top scoring firm/team, the Town of Pembroke 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 of Pembroke is unsuccessful in receiving a price proposal within the identified budget, the town may decide to terminate the selection process.

XI. ADDITIONAL INFORMATION ABOUT THIS RFQ

Public Records Upon receipt by the Town, your Qualifications Package is considered a public record except for material that qualifies as “Trade Secret” information under North Carolina General Statute 66-152 et seq. Your Qualifications Package maybe be reviewed by Town of Pembroke staff, as well as members of the general public who may submit public record requests. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions:

(a) any trade secrets submitted by a firm should be submitted in a separate document marked “Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Qualifications Package,” and

(b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the document.

In submitting a Qualifications Package, each firm agrees that the Town may reveal any trade secret materials contained in such response to all staff involved in the selection process and to any outside consultant or other third parties who are hired to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless the Town and each of its officers, employees and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Qualifications Package as a trade secret may be disqualified from the selection process.

This information is available in Spanish and any other language upon request. Esta información está disponible en español o en cualquier otro idioma bajo petición.