

## REQUEST FOR BOARD ACTION

ITEM NO. 9.

**DATE OF REQUEST:** March 9, 2009

**REQUESTED BY:** Rick Benton, County Manager

**SHORT TITLE:** Resolution Awarding Professional Design Services for Pender Commerce Park Infrastructure to the firm McKim & Creed.

**BACKGROUND:** Requests for Proposals (RFP) for professional design services were solicited from two engineering firms with which the County currently works: McKim & Creed and Hobbs, Upchurch & Associates. The scope of work presented is to design and permit the infrastructure in Pender Commerce Park. The concept plan for the park has been completed, and the design of infrastructure (water, sewer, streets, stormwater, lighting, etc.) is necessary. The work will take an estimated 90 days or more to get to the point of submitting the plans for permitting approvals. It will likely take an additional 60 days or more to acquire the permits and be in a position to construct improvements.

This design work is critical to achieve at this point as it puts the County in a position to market the park as site development ready. Having the infrastructure design completed and ready for bid will put the County in a position to immediately seek grant funding for infrastructure improvements once a client is in hand with job creation and investment commitments. The infrastructure can be bid and constructed at the same time an industry facility is being constructed, therefore a client will know the improvements will be available when they are ready, and they will not be delayed due to public design, funding and construction processes. Knowing the plans and permits are in place, and construction is imminent is very important to industry.

The proposals were reviewed by Mr. Benton and Mr. Mack. Both firms are well qualified to design and manage the project. Evaluation criteria that was used in the evaluation is attached. As McKim & Creed has been intensely involved in a variety of master planning and engineering studies specifically at the site, the County will benefit from the knowledge and evaluations they have accomplished to date. These studies include: US 421 Wastewater Treatment Facility Environmental Assessment; Water and Wastewater Feasibility Update; Water System Management Plan, Water and Wastewater Master Plans, US 421 Water Treatment Facility Environmental Assessment and PER; BASF and Corbett Tracts Due Diligence Evaluation; among others.

While both firms would do an excellent job, McKim & Creed is recommended for the project. State law provides that selection of a professional must be accomplished prior to negotiating contract prices. Therefore, once selected by the Board, staff will negotiate a contract and fee with the company, and will bring it back to the Board for approval.

**SPECIFIC ACTION REQUESTED:** To adopt a resolution awarding professional design services for Pender Commerce Park to the firm McKim & Creed.

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.

    *JB*      
Initial

**RESOLUTION**

**NOW, THEREFORE BE IT RESOLVED** by the Pender County Board of Commissioners that:

the award of professional design services for Pender Commerce Park infrastructure be granted to the firm McKim & Creed. The County Manager is authorized to negotiate a contract with the firm for subsequent Board approval.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

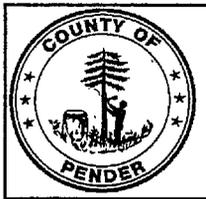
YEA VOTES: Tate \_\_\_ Brown \_\_\_ Blanchard \_\_\_ Rivenbark \_\_\_ Williams \_\_\_

\_\_\_\_\_  
Jimmy T. Tate, Chairman                      Date

\_\_\_\_\_  
ATTEST    Date

## Criteria for Selection of Architects, Surveyors & Engineers

1. Accurate response to criteria in the RFQ  
(Score 1 -10)
2. Overall Professional qualifications of firm and staff  
(Score 1-15)
3. Capacity of the proposed team to meet project schedules.  
(Score 1 -10)
4. Specialized recent experience demonstrating the technical competence of particular staff members on similar projects  
(Score 1-10)
5. Previous experience with the Owner, a good working relationship with Owner Representatives and a record of having completed projects on time and within budget.  
(Score 1-10)
6. Understanding of the scope of work.  
(Score 1-5)
7. Record of successfully completed projects of similar scope without major legal or technical problems. (Score 1-10)
8. Workload that is fully able to accommodate the addition of this project.  
(Score 1-5)
9. Quality control and assurance process.  
(Score 1-10)
10. Unique qualifications or work methodology.  
(Score 1-5)
11. Approach to the design process.  
(Score 1-10)



## **PENDER COUNTY UTILITIES**

605 E. Fremont Street  
P.O. Box 995  
Burgaw, NC 28425  
Phone - 910.259.1570  
Fax - 910.259.1579

*Michael G. Mack, Director*

### **Request for Proposal**

### **Pender County** **US 421 Industrial/Commerce Park** **Infrastructure Design & Permitting**

#### **I. Introduction**

Pender County is soliciting a Request for Proposal (RFP) from qualified engineering firms for contract services related to the design and permitting of the Park's infrastructure system to include the preparation of design drawings, specifications, bid documents, construction cost estimates, and the securing all required permits for the construction of the infrastructure improvements. Contract and construction administration and project management for the project is excluded from this scope of work.

#### **II. Project Background**

The Pender County Board of Commissioners acquired a 344 acre tract in 2006 located on the US 421 corridor, adjacent to the BASF Corporation and the New Hanover/Pender County line for the development of an industrial park, including the location of a future publicly owned and operated water treatment plant and wastewater plant. The industrial park project is being undertaken in partnership with Wilmington Industrial Development (WID), the County's economic development partner.

The industrial park fronts US 421 in Pender County, with proposed access via a main entrance in alignment with existing S.R. 1100 (Cowpen Landing Road).

The conceptual master plan provides for 10 lots (157 acres) for industrial client development, ranging from 11 to 20 acres in size, all being accessed by the main park road. The remaining developable land is reserved for the future public water and sewer plants. 56 of the 344 acres is wetland, and will not be developed.

The following evaluations/reports have been accomplished and are available for public inspection:

- a. Wetland Delineation
- b. Environmental Report for Water Plant
- c. Endangered Species Report
- d. Phase I Environmental
- e. Geotechnical Borings
- f. Boundary Survey

No findings have been made that would preclude the land from being developed as an industrial park. The site contains 4 private water wells owned by BASF, and they remain operational and are reserved by easement. They will have no impact on development of the industrial sites or the water or sewer plants.

The County is prepared to undertake design and engineering of the water, wastewater, roadway, and stormwater infrastructure once the Special Use Permit is approved. When completed, the industrial park will qualify to be certified under the NC Department of Commerce site certification program. The park and infrastructure will be developed in compliance with all federal and state codes, including Pender County building and land use codes. In addition, the park will be governed by restrictive covenants approved and enforced by the County, which shall govern plan approval including components related to lighting, landscaping, parking, storage, storm water management, buffering, construction, environmental matters, utilities, setbacks, fencing, and so forth.

The industrial park is anticipated to serve manufacturing and distribution facilities, and office buildings. The facilities will be served by public water and sewer services, which will be provided within the park via the new public water and sewer plants being planned. The water plant will be owned and operated by Pender County, and is expected to be operational in 2012. The County is exploring alternatives including various partnerships for the provision of a public sewer plant. Should an industrial client be ready for utility services in the interim period prior to the water and sewer plants becoming operational, the County can meet those demands via wells, and either on-site septic or package plant treatment for sewer. Of course the plants will require state approval and permitting, as well as local health department approval. Infrastructure development will require state approval and permitting, including soil erosion and sedimentation control/ management plans.

With respect to other utility providers: Progress Energy is the electric provider; AT&T (BellSouth) is the telecommunications provider; and Piedmont Natural Gas is the natural gas provider.

Traffic generation and access onto US 421 will be regulated by NCDOT and will require encroachment permits and/or driveway permits.

### **III. Scope of Work**

Pender County desires to design and construct a "White Hat" Industrial/Commerce park to include eco-friendly attributes throughout the site. This includes consideration of bioremediation, constructed wetlands, or other environmentally conscience technologies for stormwater management; pedestrian facilities (walking/jogging sidewalks and/or trails); natural landscape areas; and other attributes that might attract ecological oriented clients to the park.

The project scope includes the design and permitting of a NCDOT approved roadway system, a potable water distribution system, a wastewater collection system, a lighting plan, a pedestrian facility plan, and a stormwater management system in accordance with the conceptual Master Plan (O'Brien/Atkins). The design consultant will be responsible for completing the project plans, specifications, contract bid documents, cost estimates and necessary local, state, and federal permitting for the construction of the park infrastructure facilities. The selected firm should be prepared to have this project ready for bid within **150 calendar days** from Notice to Proceed. Notice to Proceed will be issued within 30 days of receipt of Proposals.

**Roadway:** The roadway system should be designed in accordance with the conceptual Master Plan (O'Brien/Atkins) and to NCDOT standards for heavy vehicular traffic for acceptance into the State System.

**Water Distribution:** Finished water will be produced on-site at the Pender County Utilities Water Treatment Plant. The proposed 8" water distribution main will connect to the finished water transmission main near the plant site and be extended within the 30' Utility Easement between Lot # 4 and Lot # 6 to serve the entire park site. Maximum water demand within the park is estimated not to exceed 1 mgd.

**Wastewater Collection:** Sanitary sewer to serve the park will be treated at a proposed on-site wastewater treatment facility to be constructed in the area reserved for the facility (not in this scope of work). The collection system is anticipated to be an 8" and/or 10" diameter gravity main. Pipe size will be verified during design in accordance with the maximum daily water demand projected for the park. No service laterals are proposed for this phase and permitting should be for a "dry" collection line extension with no flow capacity assigned.

**Lighting Plan:** A conceptual lighting plan is desired for marketing purposes. Pender County intends to enter into a lease agreement with Progress Energy for the installation and maintenance of the street lighting system.

**Pedestrian Facilities:** Sidewalk and/or Pedestrian plan to be designed in accordance with the Pender County Subdivision Ordinance.

**Stormwater collection and management:** Stormwater collection and management for the site shall be designed in accordance with the latest NPDES Stormwater Rules and incorporate consideration of bioremediation, constructed wetlands, or other environmentally conscience technologies for stormwater management.

#### **IV. Proposal Requirements**

Consultants are encouraged to keep their proposals brief and relevant to the specific work required.

- 1) **Five (5) copies** of the firm's qualification information shall be submitted and include the following items:
  - Firm name, address, telephone number, fax number, e-mail address, and contact person(s).
  - Name and office location of all personnel who will be assigned to this project.
  - Names of key personnel, who would be available to work on this project.
  - Resumes of design team members for this project. Professional affiliations and licenses of key personnel.
  - Statement of the qualifications of the firm and its key personnel who would work on this project.
  - Understanding of the scope of work.
  - Approach to the design process.
  - Unique qualifications or work methodology.
  - Current workload and percentage of availability.
  - Quality control and assurance process.
  - List of previous clients for work similar to this project. Include name, and location of project, brief description and firm's and key personnel's involvement, name of project manager and telephone number, date and value of the project.
  - Tentative plan and time frame for approaching the project.
  - Hourly billing rates charged by your firm for each position type.
  
- 2) **Each firm is also to submit a detailed cost proposal for all services required to complete the proposed scope of work.**

#### **V. Receipt of Proposals**

Proposals shall be submitted no later than **5:00 P.M. on Monday, February 23, 2009** to:

Michael G. Mack, Utilities Director  
Pender County Utilities  
PO Box 995  
605 E. Fremont Street  
Burgaw, NC 28425

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[mackm@pender-county.com](mailto:mackm@pender-county.com)