



PENDER COUNTY REQUEST FOR QUALIFICATIONS
RELATED TO PROFESSIONAL SERVICES RELATED TO
DUE DILIGENCE EVALUATION OF DUPEN LAND
CO./TEACHEY SITE



October 6, 2020

Project Overview and Background

Pender County has executed a purchase contract for approximately 410.99 acres adjacent to the Pender County and New Hanover County line along Sidbury Road in Scotts Hill. Pursuant to N.C. Stat. Sec. G.S. 143-64.31, Pender County is seeking statements of qualifications related to due diligence and suitability evaluations for the subject property. These services, described in detail in subsequent sections, are requested in order to allow County staff and the Board of County Commissioners to determine feasibility and appropriateness of subject property to accommodate a proposed reverse osmosis water plant and associated wellfields, regional recreational facility, and potential school site(s).

Schedule of Events

The following outlines the anticipated timeline related to the solicitation of proposals, award of contract, and delivery/presentation of work products related to this RFQ. County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

Announcement and Advertisement of RFQ- October 6-October 19, 2020

Deadline for Written Questions and Clarifications on RFQ- October 15, 2020

Deadline for Submittal of Statements of Qualifications- October 19th, 2020

Review of Submitted Statements of Qualification by County Staff- October 19th-October 23rd, 2020

Determination of Best Qualified Firm- October 23rd, 2020

Fee Negotiation with Selected Firm- October 26th, October 27th

Consideration of Award of Contract for Selected Firm by Board of County Commissioners- November 16th, 2020

Notice to Proceed to Selection Firm- November 17th, 2020

Completion of all Required Task by Selected Firm Related to this RFQ- January 31st, 2021

Presentation of Deliverables to County Staff- February 4, 2021

Presentation of Deliverables to Board of County Commissioners- February 15th, 2021

The above deadline dates shall expire at 5 pm on the respective dated referenced.

Scope of Services Required as part of Request for Qualifications (RFQ)

Pender County is seeking the services included within this RFQ in order to effectively evaluate the feasibility and appropriateness of subject property to accommodate a proposed reverse osmosis water plant and associated wellfields, regional recreational facility, and potential school site(s).

The essential tasks required of this evaluation process consists of three main areas: environmental assessment, land surveying, and master plan design.

1) Environmental

- Wetlands/Delineation
- Stream Identification
- Phase I Site Assessment (pit has been noted on soil survey)
- Archaeological Assessment/Survey
- National Heritage Program (NHP) screening
- Threatened and Endangered (T and E) species to survey
- Regulatory approvals for above items

Land Surveying

- Update boundary & Plat (full boundary survey is not anticipated to be needed)
- Wetland Survey & Map
 - USCOE concurrence required
- Legal Description
 - Suitable for deed preparation

Master Plan Design

The master site plan shall include conceptual design and layout of the following facilities:

- Reverse Osmosis Water Treatment Plant with wellfield
- K-8 school site with athletic facilities
- Regional recreational facility with baseball/softball fields, football/soccer fields, playgrounds, restroom and shelter facilities, concessions, dog park, disc golf course, trail network, tennis courts, maintenance area, amphitheater (1000 seating capacity)
- Land reservation not utilized (if applicable)

In addition, the master site plan shall provide for the design components as they relate to the facilities included above:

- Street connectivity, (Sidbury Road, Hampstead bypass corridor)
- Adjacent property connectivity
- Integrated stormwater facilities
- Integrated/Complimentary parking design
- Incorporation of wetland acreage as part of wellfield and passive recreational

The master site plan should be sensitive to environmental features of the site and address best practices in water resources.

The selected firm will be expected to work closely with County staff in order to determine proper location and layout of these facilities and design components.

Qualification Criteria

To be considered for this project the Consultant must meet minimum requirements set forth below to be included in the statement of qualifications. The successful Consulting Team must demonstrate a high level of competence in site plans and surveying together with a demonstrated ability to provide high quality services on time and within budget. The selected Consultant should have a proven ability to work effectively with public agencies and other stakeholders.

Qualification statements should be limited to 30 pages excluding attachments and shall include, at minimum, the following:

- 1) **Firm Information.** Include information about the firm's size, history, office locations, and service offerings.
 - Include number of years the firm has been in business as a Consultant.
 - Include number of years the firm has been in business under its present business name.
 - List the point of contact and contact information.
 - Provide at least five (5) references to substantiate qualifications to perform this type of work.
- 2) **Project Approach.** Include a comment/response to each of the following:
 - Provide a brief statement of your understanding of the project.
 - Provide your firm's proposed approach to the project based on the information provided herein.
 - Discuss your team's history with including the community in a similar project.
 - Detail your firm's familiarity with sustainable design features.
 - Provide a probable timeline for surveying and site planning.
 - Demonstrate surveying capabilities.
- 3) **Experience.** Detail your firm's experience in environmental assessment, surveying, and master plan design. The following list of items should be included in the Consultant's proposal:
 - Similar projects:
 - Name, location and brief description of the project
 - Photographs and/or drawings of the design
 - Name, address and telephone number of the Owner (indicate contact person)
- 4) **Key Personnel Resumes.**

- Demonstrate qualifications of your key staff.
- A proposed project organization chart and resumes of key individuals included in your team. Indicate what elements of the work your firm intends to self-perform or subcontract.

5) **References.** Provide at least three (3) references for contacts who can vouch for the quality of services provided by your firm on projects.

Evaluation Process

Statements of Qualifications will be evaluated on qualifications and other criteria listed below. Pender County anticipates phone interview(s) with the selected firm prior to official award of contract.

Selection criteria will be based on the following factors:

- Demonstrated competency/experience related to scope of services requested: 40%
- The firm's demonstrated ability to carry out the project on time and within budget: 25%
- Prior work experience and performance with Pender County: 20%
- References: 15%

Selection Process

References may be contacted along with other evaluations Pender County feels necessary to accurately determine the criteria listed above in the selection criteria. Once this evaluation process is complete, Pender County will seek to negotiate a contract, a detailed scope of work, fee schedule, etc. with the preferred firm. If unable to reach an agreement, Pender County will terminate negotiations and commence negotiations with subsequent qualified firms.

Proprietary Information

All Statements of Qualifications received are considered public record and available for public inspection. According to General Statutes 132 - 1.2, trade secrets or proprietary information contained in a response may be kept confidential if, at the time the proposal is submitted, the information is designated as proprietary information and it is requested the information be kept confidential. This right of privacy will be construed as narrowly as possible to protect the interests of the individual responding to the RFQ while attempting to maximize the availability of information to the public.

Costs Incurred by Submission

The submitting firm will be responsible for all costs associated with the submission of their respective statement of qualifications. The County will not be responsible for the reimbursement of any costs associated with this submission.

Deadline for Statement of Qualifications

All interested and qualified firms are requested to submit their statement of qualifications no later 5 pm on October 19, 2020. Submissions received after that date will be disqualified from consideration.

Statement of Qualifications must be mailed to the following address: Pender County ATTN: Chad McEwen, 805 South Walker Street, Burgaw NC, 28425. If hard copy submittal is utilized a minimum of three (3) copies of the proposal are required

In addition, electronic submissions may be emailed to cmcewen@pendercountync.gov .