

TOWN OF RIVER BEND
REQUEST FOR QUALIFICATIONS
Engineering Services for:

Flood Mitigation Improvement for Public Works Building

INTRODUCTION

The Town of River Bend (Town) is soliciting project qualifications to provide engineering services for: the survey, design and development of plans, specifications, inspection and cost estimate for flood mitigation measures at the town's Public Works Building (PWB) as specifically described in the Scope of Services below.

OVERVIEW

The PWB is located at 115 Wildwood Drive and was flooded in 2018 during Hurricane Florence with approximately 21 inches of water. The building has since been repaired and returned to fully operational status. The town now plans to install flood mitigation features around the perimeter of a portion of the building to mitigate future flood damage. Additionally, the town plans to increase overhead storage in the building to allow for elevated storage of materials. The building is approximately 3,000 sf in size.

SCOPE OF SERVICES

The engineer will be required to:

1. Inspect the building and project area.
2. Discuss with Town Manager the planned mitigation proposal, which is already approved by FEMA, and develop plans and specification based on the pre-approved proposal.
3. Provide: design, engineering, bid preparation, bid review and recommendation of award, periodic progress inspections and pay requests and final inspection and pay approval.

SUBMITTAL REQUIREMENTS

Interested firms are requested to submit a complete description of their qualifications to perform the work noted in the Scope of Services. Specifically, the RFQ should address, but not be limited to the following information:

- Firm name and location of office where work will be performed.
- Brief overview and history of the firm.
- Experience in planning, design, and construction administration of similar projects.
- Experience in working in the general area of Craven County
- Experience in working with governmental units.
- The project engineer and key personnel who will be involved with this project; their qualifications and experience as related to the scope of work detailed above.

For the purposes of the RFQ, the term "company" or "firm" shall refer to the prime respondent of this RFQ, or in other words, the company with whom the Town of River Bend will contract.

GENERAL COMMENTS

- Any cost incurred by respondents in preparing or submitting a response to this RFQ and/or subsequent proposals for the project shall be the respondents' sole responsibility.
- The Town of River Bend reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications.
- The company must be licensed in North Carolina.

ACCEPTANCE OF PROPOSALS

The Town reserves the right to accept or reject any submittal based on criteria developed by the Town Manager. The Town Manger will perform an evaluation of qualifications.

CONTACTS

If clarification is needed, please contact Delane Jackson, Town Manager at 252-638-3870.

SUBMITTAL DEADLINE

Engineers interested in, and qualified to perform the work are asked to submit a complete, statement of qualification as described herein no later than **3:00 p.m. on August 21, 2020** to:

US Mail and Physical Delivery Address:

Town of River Bend
Delane Jackson, Town Manager
45 Shoreline Drive
River Bend, NC 28562

Or via email to manager@riverbendnc.org

EQUAL EMPLOYMENT OPPORTUNITY

The Town of River Bend does not discriminate administering any of its programs and activities. The firm awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, gender, religion, national origin, age or disability.