

Town of Holden Beach



Vacuum Sewer System
Station #3 Upgrade

Request for Qualifications
Engineering Design

February 2019

I. Introduction

The Town of Holden Beach hereby requests qualified firms to submit Statements of Qualifications for planning, design, permitting, bidding and construction services related to improvements to the Town's Sewer Pump Station #3 as outlined in Alternative #2 of the Holden Beach Sewer Study completed by McGill Associates in April 2017 and as modified/ constructed in recent Lift Station 4 upgrades by Green Engineering and T.A. Loving to include engineering services for evaluation and design of potential bypass intercept of pump station #3 at intersection of Seagull Street and Ocean Boulevard West.

The original pump station #3 was constructed in 2005 as part of the Holden Beach sewer system. The vacuum portion of the pump station and related electrical equipment is located fully below the base flood elevation. The Town desires to modify the pump station to reduce vulnerability due to flooding and improve employee safety by constructing an above the ground structure to house the vacuum pumps and all related electrical equipment above the base flood elevation.

The design of the new structure will include the necessary aesthetic improvements to be consistent with the Town's expectations.

Attachment A is a map locating the pump station.

II. Scope of Services

The following is a general description of the work required. This description is not intended to be all-inclusive; a more detailed description of the work requirements will be developed in negotiations with the successful firm.

A. Surveying

Surveying services will include location and level surveys, as well as site investigations required to complete the engineering design for the project. All surveys will be tied to North Carolina State Plan Coordinates (NAD 83 feet).

B. Preliminary Design

The preliminary design shall consist of structural/ geotechnical verification for construction of a new above ground structure, architectural planning for the new above ground structure and schematic design of the proposed improvements.

The preliminary design will consist of the plans, specifications and detailed cost estimates. These documents will conform to the North Carolina statutes for construction, where applicable.

C. Final Design

Final design will include the preparation of technical specifications and contract documents for the bidding and construction phases of the project.

D. Permitting

The Engineer will be responsible for preparing and submitting standard and customary permits as required by all regulatory agencies.

E. Bidding and Award

The Engineer shall assist the Town with formally advertising for bids, conducting pre-bid meeting and bid opening, review bids and bidder qualifications and make a recommendation for award.

F. Construction

Construction phase services shall generally consist of conducting a preconstruction meeting, review shop drawing submittals, review and recommend processing applications for payment, observe construction for compliance with the construction plans and specifications and respond to requests for information.

III. Submittal Requirements

The statement of qualifications from each engineering firm must be limited to 30 typewritten pages. Each firm should include a project work plan in their submittal. The project work plan will include information on the project, team organization, project schedule, scope of work, progress reporting procedures and a schedule of all required permits.

Each submittal should state in detail the qualifications of the individuals who will be working on the project. The submittal should describe the individuals professional and management qualifications, relevant project experience, as well as the firm's logistical and financial capabilities. Additionally, previously completed, relevant projects involving a predominance of the proposed team for this submittal should be highlighted.

Costs for developing the statement of qualifications in response to this request for qualifications and of any preliminary assessments deemed necessary by your firm are entirely the obligation of the proposer and shall not be chargeable in any manner to the Town of Holden Beach.

Three (3) copies of your sealed submittal must be received at the following location no later than noon on Friday, March 8, 2019:

**Town of Holden Beach
Attn: Heather Finnell, Town Clerk
110 Rothschild Street
Holden Beach, NC 28462**

IV. Selection Process

All submittals will be evaluated based on:

A. Content

Each proposal received will be evaluated to determine how the respondent addressed the scope of services. Review will include a look for clarity, as well as project understanding.

B. Performance Review

Proposals will be reviewed and reference calls made to assess past performance on projects of relevant size and scope.

C. Qualifications

Submittals will be evaluated for past experience on relevant projects. The qualifications of individual team members will be reviewed, as well as prior time spent working as a project team.

D. Logistics

Proposals will be evaluated to determine the firm's ability to have key team members respond appropriately to issues that may require onsite assessments.

E. Innovation

Proposals will be evaluated for innovative or alternative project approaches, solutions and delivery methods.

V. Miscellaneous Information

A. Incurring Costs

This request for qualifications does not commit the Town of Holden Beach to award a contract to any company, to pay any costs incurred by any company in the preparation of its request for qualifications response or to contract for any of the services referenced herein. Additionally, the Town of Holden Beach reserves the right to accept or reject any or all statement of qualifications received as a result of this request for qualifications process if it is in the best interest of the Town of Holden Beach to do so.

B. Any additional inquiries regarding this request for qualifications should be directed to:

Chris Clemmons
Public Works Director
Town of Holden Beach
110 Rothschild Street
Holden Beach, NC 28462
(910) 842-6488
pworks@hbtownhall.com

Written questions will be accepted via email until **March 1, 2019**. Scheduling of optional site visits can be coordinated via email.

Respondents are hereby prohibited from contacting any other staff member or Board member during this procurement process and doing so will be grounds for immediate disqualification.

C. Insurance

See Attachment B for Contractual Insurance Requirements for the selected firm.

D. Confidentiality

All statements will become public information and part of the official file on this matter without obligation to the Town of Holden Beach. The statements will be public information.

Attachment B - Contractual Insurance Requirements

These guidelines are not all inclusive and scopes and limits could change due to the nature of the service provided. However, minimum standards are illustrated below.

A vendor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the contractor, his agents, representatives, employees or subcontractors, if applicable.

Minimum Scope of Insurance:

- General Liability
- Auto Liability, if applicable
- Workers' Compensation Insurance
- Professional Liability, when applicable

Minimum Limits of Insurance:

General Liability –No less than \$1,000,000 with \$2,000,000 being the preferred limit per occurrence for bodily injury, personal injury and property damage. General aggregate limit shall apply separately to each project/ location and limit shall not be less than the required occurrence limit.

Auto Liability:

No less than \$1,000,000 with \$2,000,000 being the preferred limit per occurrence combined single limit per accident per for bodily injury and property damage.

Workers' Compensation and Employers' Liability:

Workers' Compensation as required by the State of North Carolina and Employers' Liability limits of no less than \$1,000,000 for bodily injury per accident.

Deductible and Self-Insured Retention: Any deductible or self-insured retention must be declared to and approved by the Town.

OTHER INSURANCE PROVISIONS

The policy or policies are to contain, or be endorsed to contain, the following provisions:

1. Contractor insurance to be considered primary for losses that occur as a direct result of the contractor's actions. The policy should cover the Town for any liability arising out of the activities performed by or behalf of the contractor, including products and completed operations of the contractor; or automobiles owned, leased, hired or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Town, its officers, officials, employees or volunteers.
2. Any insurance maintained by the Town shall be in excess of the contractor's insurance.
3. Coverage shall state that the contractor's insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after 30 days written notice.

VERIFICATION OF COVERAGE

The contractor shall furnish the Town with certificates of insurance and with original endorsements. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificate and/ or endorsements are to be provided to the Town on a standard form before a contract is valid.