

TOWN OF KURE BEACH
Request for Qualifications No. 2025-01
Submission Deadline (via electronic mail): May 30, 2025 at 5:00 p.m.
Contract Type: Open Market
Description: Stormwater-Related Engineering Services

Execution Page

By executing this Request for Qualifications (“RFQ”), the undersigned Engineer certifies that this response is submitted competitively and without collusion, that none of its officers, directors, or members has been convicted of any violations under Chapter 78A of the North Carolina General Statutes (the North Carolina Securities Act), the Securities Act of 1933 or the Securities Exchange Act of 1934, and that it is not an ineligible vendor as set forth in N.C.G.S. § 143-59.1.

As required under N.C.G.S. § 143-48.5, the undersigned Engineer certifies that it, and each of its sub-contractors, if any, for any contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

Proposals will be evaluated to rank the responding Engineers in order of their qualifications and competence following which the Town will attempt to negotiate a fair and reasonable contract price with the best qualified Engineer. Submission or consideration of contract prices shall not be permitted in this qualification-based selection process.

The failure to execute/sign this response prior to its submittal shall render the response invalid such that it will be rejected. Digital signatures shall be deemed to constitute original signatures. Late responses shall not be considered.

Engineer:	
Street Address:	
City, State, and Zip:	
Mailing Address:	
City, State and Zip:	
Federal ID No. or Social Security No.:	
Name/Title of Person Signing on Behalf of Engineer:	
Signer’s Telephone No.:	Signer’s Mobile No.:
Signer’s Email Address:	Date:
Engineer’s Authorized Signature:	

1.0 PURPOSE, BACKGROUND, AND SCOPE OF WORK.

1.1 PURPOSE.

The Town of Kure Beach (“Town”) is seeking providers of stormwater-related engineering services as set forth in sub-sections 1.2 and 1.3 herein.

1.2 BACKGROUND AND SITE.

The Town is a municipal corporation located in New Hanover County, North Carolina serving a community of 2,012 year-round residents and a summer population in the tens of thousands. The Town provides trash and recycling pick-up, water and sewer, stormwater, building inspection, code enforcement, police, and fire services.

Significant flooding issues at multiple properties during 2024 have necessitated an expanded assessment of the Town’s stormwater issues set forth and reviewed in the April 8, 2020 LDSI Stormwater Report that is available on the Town of Kure Beach’s website¹. The Town is currently working with NC DOT and MOTSU on improving outfalls from the Town to the Atlantic Ocean and the Cape Fear River. As part of these improvements, engineering services are required to complete assessments of the Town’s remaining stormwater systems to the north and south of the 2020 LDSI study area. There are 4 western outfalls and 15 eastern outfalls within the scope of the proposed project and engineering services will be needed to comply with Federal and State regulatory approval processes for proposed improvements to those outfalls.

1.3 SCOPE OF WORK.

The exact scope of services required by the Town shall be set forth in an agreement between the Town and the selected engineering firm. The scope of work shall include, but not be limited to, the following:

- A. Review of the GIS database from the 2020 LDSI Report to determine what additional onsite surveys are required to complete analyses of the Town’s entire stormwater system including the outfalls running through Federal and State controlled areas.
- B. Provide professional engineering services in complying with Federal and State requirements for proposed stormwater drainage improvements and assist the Town by working with Federal agencies to gain approval for any proposed upgrades to the outfalls running through Federal Land (MOTSU).
- C. Support Town Staff in researching and applying for Federal and State grants to support improving the Town’s stormwater system based on recommendations obtained from Nos. A and B above.

¹ The report can be accessed under the following tabs: Government; Committees; Stormwater Oversight Committee.

2.0 GENERAL INFORMATION.

2.1 NOTICE TO ENGINEER OF RFQ TERMS AND CONDITIONS.

It shall be the Engineer's responsibility to read all of the content of this RFQ and comply with all of the requirements and specifications set forth herein. Inquiries concerning this RFQ should be directed to Beth Chase, Town Clerk, at b.chase@townofkurebeach.org.

2.2 RESPONSE SUBMITTAL.

- A. Engineer shall submit 1 executed electronic copy of its response. Responses shall be submitted by electronic mail only. Paper copies shall be deemed non-responsive and shall not be considered.
- B. Responses should be timely emailed directly to Beth Chase, Town Clerk, at b.chase@townofkurebeach.org. The subject line for the submission email should reference RFQ No. 2025-01.
- C. It shall be the Engineer's responsibility to submit a response in accordance with these instructions by the specified time and date.
- D. Responses shall be submitted with the Execution Page (page 1 herein) signed and dated by an official authorized to bind the Engineer. Failure to submit an executed response shall disqualify the Engineer.

2.3 RESPONSE CONTENTS.

- A. Cover letter which includes the RFQ number, the Engineer's name, mailing address, email address, telephone number and the identity of the Engineer's authorized representative.
- B. A fully completed and executed Execution page.
- C. Descriptions of the following:
 - General information and background of Engineer's firm including the size of the firm, the number of years it has been in business, total number of personnel, and the number of staff by discipline.
 - The overall capabilities of the firm relevant to this RFQ.
 - Summaries of recently completed projects on which similar services were provided and references for those projects; each such summary and reference to include the client's and the project's name, the project description, the dollar value of the project, and the name, title, email address and telephone number of the reference contact.

D. Completed and signed Certification of Financial Condition attached hereto and incorporated herein by reference as Exhibit A.

E. Completed and signed Supplemental Engineer Information – Historically Underutilized Businesses attached hereto and incorporated herein by reference as Exhibit B.

2.4 TOWN RESERVATIONS.

The Town expressly reserves the right to:

A. Withdraw this RFQ anytime without prior notice.

B. Postpone the response due date for its own convenience.

C. Evaluate the responses deemed to be the most qualified for the project and in the best interests of the Town.

D. Reject any response and waive non-substantive informalities in the responses.

E. Reject any response based on the following: deeming the response unsatisfactory; non-compliance with the requirements and terms of this RFQ; determining that the proposed requirements are no longer necessary; circumstances preventing evaluation of the most qualified response; or a determination that rejecting the response is in the best interests of the Town.

2.5 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS.

During the evaluation period – from the date the responses are opened and the Engineers ranked by qualifications – each Engineer submitting a response is prohibited from having any communications with any person inside or outside of the Town if the communication refers to the Engineer's response or qualifications, the contents or qualifications of another Engineer, and/or the transmittal of any other communication of information that could reasonably be considered to have the effect of directly or indirectly influencing the evaluation of submitted responses to this RFQ. An Engineer failing to comply with this provision shall be disqualified from being evaluated under this RFQ unless it is determined, in the Town's discretion, that the communication was harmless or that it was made without the intent to influence the evaluation of Engineers under this RFQ. Only those discussions, communication or transmittals of information authorized or initiated by the Town or general inquiries directed to the Town regarding the requirements of this RFQ are excepted from this provision.

2.6 HISTORICALLY UNDERUTILIZED BUSINESSES.

The Town invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled individuals, disabled business enterprises, and non-profit work centers for the blind and severely disabled. In responding to this RFQ, Engineers shall complete

and sign the Supplemental Engineer Information – Historically Underutilized Businesses attached hereto as Exhibit B.

2.7 WITHDRAWAL OF RESPONSE.

A response to this RFQ may be withdrawn only in a writing received by the Town Clerk before the May 30, 2025 submission deadline. A withdrawal request must be on the Engineer's letterhead and signed by an authorized official of the Engineer.

2.8 INFORMAL COMMENTS.

The Town shall not be bound by informal explanations, instructions, or information given at any time by anyone on behalf of the Town during the evaluation process.

2.9 COST OF PREPARING THE RESPONSE.

Any costs incurred by a Engineer in preparing or submitting a response are the Engineer's sole responsibility and the Town shall not reimburse any Engineer for any costs incurred in preparing its response.

3.0 ENGINEER'S REPRESENTATIONS.

A. Engineer warrants that only qualified personnel shall provide services under any agreement resulting from this RFQ and that they shall do so in a professional manner. As used herein, "professional manner" means that the personnel performing the services possess the skill and competence consistent with the prevailing business standards in the subject industry.

B. Engineer warrants that it: has the financial capacity to perform and to continue to perform its obligations under any agreement resulting from this procurement process; has no actual or constructive knowledge of any existing or potential legal proceeding brought or being brought against it that could, materially and adversely, affect the Engineer's performance of any resultant agreement with the Town; and is not prohibited under any contract or court order from entering into an agreement resulting from this procurement process.

EXHIBIT A

CERTIFICATION OF FINANCIAL CONDITION

Name of Vendor: _____.

The undersigned hereby certifies that [check all applicable boxes]:

- ☐ Vendor is in sound financial condition.
- ☐ Vendor has no outstanding tax or judgment liens.
- ☐ Vendor is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.
- ☐ Vendor is not the subject of any current litigation or findings of non-compliance under federal or state law.
- ☐ Vendor has not been the subject of any past or current litigation or findings in any past litigation which may impact in any way its ability to perform its obligations under an agreement resulting from this procurement process.
- ☐ The undersigned is authorized to make the foregoing statements on Vendor's behalf.

If one or more of the foregoing boxes is NOT checked, please set forth the reason in the space directly below.

◆ _____ ◆

Signature

Date

Printed name and title

EXHIBIT B

HISTORICALLY UNDERUTILIZED BUSINESSES

Pursuant to N.C.G.S. § 143-64.31, the Town invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises, and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform any required functions set forth in this RFQ. Any questions concerning NC HUB certification may be directed to the North Carolina Office of Historically Underutilized Businesses at (984) 236-0103 or huboffice.doa@doa.nc.gov.

1. Is Vendor a Historically Underutilized Business? ☐ Yes ☐ No
2. Is Vendor certified with North Carolina as a Historically Underutilized Business? ☐ Yes ☐ No

If so, state HUB classification: _____.

Signature

Date

Printed Name and Title