**Request for Qualifications No. 2023-01**

**REQUEST FOR QUALIFICATIONS (RFQ) FOR**

**TRAFFIC ENGINEERING & DESIGN SERVICES FOR MID-BLOCK CROSSINGS**

**Date of Issue: Wednesday March 1, 2023**

**Submission Deadline: Wednesday, March 29, 2023 at 5:00 p.m.**

Proposals shall be submitted by electronic mail to:

Mandy Sanders, Town Clerk

[m.sanders@townofkurebeach.org](mailto:m.sanders@townofkurebeach.org)

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| **TOWN OF KURE BEACH** |
| **Request for Qualifications No. 2022-x** |
| **Submission Deadline (via electronic mail): March 29, 2023 at 5:00 p.m.** |
| **Contract Type: Open Market** |
| **Description: Traffic Engineering & Design Services for Mid-Block Crossings** |

**Execution Page**

By executing this Request for Qualifications (“RFQ”), the undersigned Vendor certifies that this response is submitted competitively and without collusion, that none of its officers or directors 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 Vendor 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 is employees through the federal E-Verify system.

Proposals will be evaluated to rank the responding vendors 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 vendor.

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

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| --- | --- |
| Vendor: | |
| 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 Vendor: | |
| Signer’s Telephone No.: | Signer’s Mobile No.: |
| Signer’s Email Address: | Date: |
| Vendor’s Authorized Signature: | |

**1.O PURPOSE, BACKGROUND, AND SCOPE OF WORK.**

The Town of Kure Beach, NC (Town), needs professional design services for potentially seven mid-block crosswalks. The main focus of this request is to replace existing crosswalks (currently painted and faded) and design new crosswalks with updated crosswalks that may include rectangular rapid flashing beacons, mid-street pedestrian yield signage, or relocation of crossings. Existing crosswalk locations include Ft. Fisher Boulevard and:

* US 421 at Public Access 1004.5 (between Ocean View Ave and Myrtle Ave)
* US 421 at Surfrider Circle
* US 421 at M Avenue
* US 421 at I Avenue
* US 421 at E Avenue
* US 421 at Public Access 1045

The seventh crosswalk is a new crosswalk located on K Avenue at Settlers Lane. There is also a small sidewalk component needed to make those connections.

**1.1 PURPOSE.**

The Town of Kure Beach (“Town”) is seeking proposals from qualified firms to design seven crosswalks in Kure Beach. Six of the crosswalks connect neighborhoods and visitor parking lots on the west side of Ft. Fisher Boulevard to public beach access on the east side of Ft. Fisher. Most of the crosswalks are existing crosswalks that have faded and are in need of updated and improved crosswalk amenities, such as rectangular rapid flashing beacons, ADA accommodations, and high visibility thermoplastic. The seventh crosswalk is at K Avenue and Settlers Lane. This crosswalk will connect the north and south sides of Settlers Lane, allowing people to access Town Hall and Joe Eakes Park. These crosswalks are identified in the Town’s Bicycle and Pedestrian Plan

**1.2 BACKGROUND AND PROJECT 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. Kure Beach is bounded by the Atlantic Ocean to the east and the Cape Fear River to the west. In between the Cape Fear River and the Town is the U.S. Department of Defense’s Military Ocean Terminal Sunny Point (MOTSU) land that creates a natural, undeveloped buffer between the Town and the Cape Fear River. To the south of the Town is the Ft. Fisher Historic Site, Ft. Fisher State Recreation Area, the North Carolina Aquarium, and the Fort Fisher Ferry to Southport. South of Ft. Fisher is where the Cape Fear River and Atlantic Ocean meet.

Kure Beach is unique in that there is one primary north/south road that traverses town – US 421/Ft. Fisher Boulevard. If you are traveling to Ft. Fisher, US 421/Ft. Fisher Boulevard is the only road that will take you there. Along US 421/Ft. Fisher Blvd, to the west is residential. To the east is one row of beach front houses, multiple public beach access sites, the Kure Beach Pier, hotels, and restaurants. Unless you are staying oceanfront, if you want to get to the beach, the pier, or the boardwalk, you will need to cross Ft. Fisher Boulevard.

The Town of Kure Beach has recognized residents’ desire for improved and expanded facilities for walking and biking in town. They recently adopted the Kure Beach Bicycle & Pedestrian Master Plan. Recommended improvements include several crosswalks along Ft. Fisher Boulevard.

The Town of Kure Beach desires to replace the existing crosswalks with updated and improved crosswalks that are visible to both drivers and pedestrians. The Town has been in communication with NCDOT regarding logistics and design ideas. The Town has secured funds to design and construct the improved crosswalks and is therefore soliciting proposals from engineering firms for design services.

**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 firm. The scope of work shall include, but not be limited to, project planning, surveying, field equipment inventories, intersection base mapping and development of construction documents and estimates. The plans for the work listed above shall be prepared in electronic format. The selected firm will be expected to identify and obtain the necessary environmental permits to accomplish the project, provide topographic surveys necessary to prepare construction documents, and boundary surveys (width and dimensions) necessary to acquire any remaining property rights. The selected firm will also be expected to coordinate the input/review of various agencies to include Town boards and commissions, NCDOT, and Town staff.

**2.0 GENERAL INFORMATION.**

**2.1 NOTICE TO VENDOR OF RFQ TERMS AND CONDITIONS**.

It shall be the Vendor’s responsibility to read all parts and content of this RFQ and comply with all requirements and specifications set forth herein. Inquiries concerning this RFQ should be directed to Mandy Sanders, Town Clerk, at [m.sanders@townofkurebeach.org](mailto:m.sanders@townofkurebeach.org).

**2.2 RESPONSE SUBMITTAL.**

A. Vendor 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 Mandy Sanders, Town Clerk, at [m.sanders@townofkurebeach.org](mailto:m.sanders@townofkurebeach.org). The subject line for the submission email should reference RFQ No. 2022-01.

C. It shall be the Vendor’s responsibility to submit its 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 Vendor. Failure to submit an executed response shall disqualify the Vendor.

**2.3 RESPONSE CONTENTS.**

A. Cover letter which includes the RFQ number, the Vendor’s name, mailing address, email address, telephone number and the identity of the Vendor’s authorized representative.

B. A fully completed and executed Execution page.

C. Descriptions of the following:

1. Brief history of the firm
2. Qualifications of the firm, including registration with the Office of the Secretary of State and the North Carolina Board of Registration for Professional Engineers and Land Surveyors.
3. Management and Staffing - Describe the management plan philosophy of project management; staff configurations; and insurance coverage. Include brief resumes which list the qualifications and experience of key personnel from the firm and subconsultants (and/or team members) designated to perform the above listed work. Include the current registration of the project team’s engineers within the State of North Carolina.
4. Approach - Describe the approach to be taken in addressing the scope of work. Include delineation of specific tasks to be undertaken in each project activity and their associated timing and schedule, and personnel that may be assigned. This should include understanding of NCDOT’s mid-block crosswalk design standards and pedestrian crosswalks in beach communities.
5. Prior Related Experience - Briefly describe related experience of the firm including a contact person and telephone number for referenced projects. Sketches, drawings, renderings, or photographs from previous projects are helpful. Identify contractors and types of contracts managed in performance of similar work as described in this Scope of Work.
6. Schedule - Tentative schedule of tasks illustrating milestones and the delivery schedules of relevant submissions.
7. DBE/MWBE/HUB status – Are you (or your subcontractors) a DBE/MWBE/HUB certified firm? If so, please describe.

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

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

Proposals are limited to twelve (12) pages (not inclusive of the cover letter or appendices) and shall be typed on 8 ½”x11” sheets, single spaced. Proposals containing more than twelve (12) pages will not be considered.

**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 and all responses and waive informalities and minor omissions in the responses.

E. Reject any and all responses, in whole or in part, based on the following: by deeming the response unsatisfactory; non-compliance with the requirements and terms of this RFQ; lack of competitiveness; determining that the proposed requirement is no longer necessary; circumstances preventing evaluation of the most qualified response; or any other 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 vendors ranked by qualifications – each vendor submitting a response is prohibited from having any communications with any person inside or outside of the Town if the communication refers to the vendor’s response or qualifications, the contents or qualifications of another vendor, 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. A vendor failing to comply with this provision shall be disqualified from being evaluated for 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 vendors 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 BUSINESS**ES.

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, vendors shall complete and sign the Supplemental Vendor 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 March 29, 2023 submission deadline. A withdrawal request must be on the Vendor’s letterhead and signed by an authorized official of the Vendor.

**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 vendor in preparing or submitting a response are the vendor’s sole responsibility and the Town shall not reimburse any vendor for any costs incurred in preparing its response.

**3.0 VENDOR’S REPRESENTATIONS**.

A. Vendor 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. Vendor 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 actual or potential legal proceeding brought or being brought against it that could materially adversely affect performance of any such resultant agreement; and is not prohibited by any contract or order by any court of competent jurisdiction from entering into an agreement resulting from this procurement process.

**4.0 EVALUATION**

All qualified firms who submit responsive proposals will be considered. Criteria for the selection of the Consultant will include, but not necessarily be limited to, the following and their respective weights:

* Approach of the firm for the project (25%);
* Understanding of pedestrian crosswalks in beach communities and other design regulations for mid-block crosswalks (25%)
* Performance of the firm and/or proposed team on similar projects (20%);
* Qualifications of individual(s) proposed for the duties (20%); and
* Ability to perform to Schedule (10%).

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Town to be capable of performing a majority of the work required.

**5.0 SELECTION SCHEDULE**

**SELECTION SCHEDULE:**

The selection of an engineering firm to provide the desired services will follow this process:

* March 29, 2023: Submission of a proposal in response to this Request for Qualifications
* April 3, 2023: Town will short-list private engineering firms to a minimum of three firms
* April 5 – 7, 2023: At the option of the Town, oral interviews with the short-listed firms
* Week of April 10, 2023: Town will select a private engineering firm to provide the desired services and make recommendation to Town Council for approval
* Kure Beach Town Council will approve the selected firm at their April 17, 2023 meeting

**EXHIBIT A**

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

**EXIHIBIT B**

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](mailto: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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name and Title