

Request for Qualifications

Planning, Engineering and Design Services



STORMWATER ACTION PLAN

Ahoskie North Carolina

Issue Date: January 15, 2025

Statements of Qualifications Due: February 05, 2025 at 11:59 pm

CONTACT PERSON:

Jamie Heath, Planner
Mid-East Commission
jheath@mideastcom.org
(252)296-1656

Statements of Qualifications should be mailed or emailed to:

Mid-East Commission
ATTN: Jamie Heath
1502 N Market Street, Suite A
Washington, NC 27889

jheath@mideastcom.org (with subject line, "Ahoskie Stormwater Action Plan RFQ")

Introduction

The Mid-East Commission on behalf of Ahoskie, North Carolina is soliciting qualifications from engineering firms for planning, engineering and design services for the “Stormwater Action Plan” project. The plan will include mapping of stormwater infrastructure, analysis of the stormwater network, and planning several stormwater improvement projects at the concept level. A public education plan will also be included. For the highest priority project selected by the town, construction level designs will be included, which will be used to apply for available grant funding and to move forward into the permitting and construction phase of the project.

This project was graciously funded through the NC Division of Coastal Management’s Resilient Coastal Communities Program, Phase 3 (Engineering/Design). A copy of the grant application is available upon request.

Project Description

This project is for planning, engineering and design of the “Town of Ahoskie Stormwater Action Plan”.

Ahoskie has several areas experiencing nuisance flooding from normal heavy rain events. The stormwater system is aging. Pipes are in need of repairs/upgrades, unused impervious surfaces need to be removed, and green stormwater best management practices are needed to provide additional infiltration.

Engineering/Design - Develop a Stormwater Action Plan. This plan will complete a stormwater ground assessment and surface hydrology analysis that will be incorporated into an online mapping system that can submit real-time data to analyze, prioritize, and take action on a problem area. The plan will also incorporate a maintenance plan that will be tracked by the online tool. The plan will include assessing and documenting the type and location of stormwater infrastructure, collecting and analyzing data on the hydraulic flow, assessing stormwater system capacity and functionality, and identifying projects to upgrade the system and improve the ability of the system to convey water and/or improve water quality. Both hard/grey infrastructure and green/nature-based solutions will be considered. A public education campaign on stormwater responsibilities will also be included. Design and Construction drawings will be completed for one priority project chosen in partnership with the community. There will be concept plans for additional projects.

Services and Deliverables

- Services
 - Prepare the Town of Ahoskie Stormwater Action Plan
- Deliverables
 - Town of Ahoskie Stormwater Action Plan (see description for plan elements)
 - Online mapping system and stormwater maintenance tool
 - Construction level (100%) engineering and design drawings/documents for one project.
 - Construction cost estimates.

Timeline

This project is grant funded through the NC Division of Coastal Management’s Resilient Coastal Communities Program with a timeline for expenditure of funds. The selected firm is

expected to render deliverables according to the schedule below.

- RFQ advertised: January 15, 2025
- Statements of Qualifications due: February 05, 2025
- Firm selection: February 10, 2025
- Proposed Contract sent to Town: February 24, 2025
- Contract Approval and Notice to Proceed: March 12, 2025
- Engineering and Design Services: March 12, 2025 – March 12, 2026
- Draft deliverables submitted for Town review – February 12, 2026
- Final Deliverables – March 12, 2026

Requirements

A. Organization and Background

1. Briefly describe your organization, the year it was founded, location of its headquarters and other offices, its ownership structure, key individuals, and affiliation with other companies.
2. Provide the name, address, phone number, and email for individual(s) directly responsible for responding to this RFQ.

B. Staffing

1. Provide an organizational chart that includes all individuals that will be directly involved with rendering services for the Town.
2. Provide a biographical sketch or resume of the individual(s) that will be overseeing the project, including title and experience.

C. Services

1. Describe any past experience your firm has with similar projects.

Selection Process

Statements of Qualifications will be reviewed by a selection committee comprised of Mid-East Commission and/or Ahoskie staff members. Based upon evaluation of the submittal package and consideration of the factors outlined above, the selection committee will select a firm to provide the above detailed planning, engineering and design services. If an agreement cannot be reached with the selected firm, the selection committee will consider another firm.

Miscellaneous Provisions

Ahoskie and the selection committee reserve the right to reject any and all submittals, waive technicalities, and judge the suitability of the proposed services for its intended use, and further specifically reserve the right to make the award in the best interests of the Town and negotiate the total fee amount. Upon delivery, all RFQ submittals shall become the property of the Town of Ahoskie and shall become a matter of public record.

Ahoskie and the selection committee may conduct any reasonable inquiry to determine the responsibility of the respondent. The submission of a Statement of Qualifications constitutes permission by the respondent for the selection committee to verify all information contained therein. If the selection committee deems it necessary, additional information may be requested from any respondent. Failure to comply with such request may disqualify a respondent from consideration.

Please note that Statements of Qualifications may be considered public record. If there are any

sections of your statement that may be considered confidential under law (i.e. trade secrets and proprietary information), please mark these sections of your statement.

Historically Underutilized Businesses

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled. Pursuant to G.S. 143B-1361 (a), 143-48 and 143-128.4, Ahoskie 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. Any questions concerning NC HUB certification, contact the North Carolina Office of Historically Underutilized Businesses at (919) 807-2330.

Submission Information

Questions regarding this RFQ shall be submitted in writing no later than 11:59 pm on January 30, 2025. Responses to all questions will be communicated via email or mail to all respondents. Individuals responding to this solicitation should mail or email Statements of Qualifications and direct all inquiries regarding this project to:

Mid-East Commission
ATTN: Jamie Heath
1502 N Market Street, Suite A
Washington, NC 27889

Email: jheath@mideastcom.org (with subject line “Ahoskie Stormwater Action Plan”)

Statements of Qualifications must be signed/dated and should include the submitting agency's letterhead. Statements of Qualifications must be received by mail or email no later than February 05, 2025 at 11:59 pm.