



TOWN OF MONTREAT, NC

PUBLIC NOTICE OF
REQUEST FOR QUALIFICATIONS:
PROFESSIONAL SERVICES

LOWER GREYBEARD TRAIL BANK STABILIZATION /
RETAINING WALL

PROJECT NUMBER 2019-003



1.0 INTRODUCTION

The Town of Montreat is seeking interested firms to bid on infrastructure repair engineering and design. Heavy rainfall and high water resulting from Tropical Storm Alberto on May 30, 2018 damaged the bank slope and retaining wall along Flat Creek, as well as a portion of Greybeard Trail.

1.1 Project Goals

To obtain all engineering and design services that may be necessary for the repair of the Lower Greybeard Trail Bank Stabilization / Retaining Wall project.

2.0 BACKGROUND INFORMATION; RFQ PROCESS

Along the lower section of Greybeard Trail, just north of the intersection OF Greybeard Trail and Assembly Circle, there is a section of destabilized streambank. Historically this section of bank along Flat Creek was stabilized using boulders stacked vertically along the bank by the Metropolitan Sewer District. However, recent flooding conditions have caused a failure of this existing boulder wall, causing severe bank destabilization on the right side of the bank when facing downstream. To ensure continued safe usage of Greybeard Trail, the Town will install a retaining wall to armor the bank against further flooding damage.

2.1 Project Description; Scope of Work

The project scope includes all engineering and design services that may be necessary for: Erosion Control Measures, Demolition of Existing Wall and Roadway, Backfill Material, Mass Modular Block Retaining Wall, Road Base and Asphalt Repair (18' W), Clearing and Grubbing, Flow Management, Utility Impact Allowance (Water, Sewer, Storm), Fine Grading, Restoration of Surfaces, Engineering Design/Bidding, Topographic Survey, Geotechnical Design and Analysis, No-Rise Certification, Environmental Permitting, Geotechnical Borings and Report, and Construction Observation.

2.2 Maximum Time Allowed

All aspects of the project will be completed no later than December 31st.

2.3 Project Schedule

The deadline for submitting RFQ questions and the Statement of Qualifications (SOQ) due date are stated below. The Town of Montreat also anticipates the following additional Project milestone dates. This schedule is subject to revision by addenda to this RFQ.

- Issue RFQ – October 18, 2018
- Deadline for submitting RFQ questions – October 26; 5:00 PM
- SOQ due date – November 7, 2018, 5:00 PM



- Staff and Board of Commissioners open and evaluate SOQs, chooses a firm for the Project and instructs staff to begin contract negotiations – November 8, 2018, 7:00 PM
- Staff notifies firm – November 9, 2018

The Town of Montreat reserves the right, in its sole discretion, to cancel this RFQ, issue a new request for qualifications, reject any or all SOQs, seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ, seek and receive clarifications to an SOQ and waive any deficiencies, irregularities or technicalities in considering and evaluating the SOQs. This RFQ does not commit the Town of Montreat to enter into a contract or proceed with the procurement of the Project. The Town assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne solely by each Submitter.

2.4 Town of Montreat Project Management; Ex Parte Communications

Barry Creasman is the Town's contact person and addressee for receiving all communications about the Project. Only written inquiries will be accepted. All inquiries and comments regarding the Project and the procurement thereof must be made by e-mail:

E-mail: bcreasman@townofmontreat.org

During the Project procurement process, commencing with issuance of this RFQ and continuing until award of a contract for the Project (or cancellation of the procurement), no employee, member or agent of any Submitter shall have any ex parte communications regarding this procurement with any member of the Town of Montreat Board of Commissioners, their advisors (i.e. departments, boards, authorities) or any of their contractors or consultants involved with the procurement, except for communications expressly permitted by the Town of Montreat Project Manager and this RFQ. *Any Submitter engaging in such prohibited communications may be disqualified at the sole discretion of Town of Montreat.*

2.5 Questions and Clarifications; Addenda

Questions and requests for clarification regarding this RFQ must be submitted in writing. To be considered, all questions and requests must be received by 5:00 PM Eastern Standard Time, on 10/26/2018. The Town reserves the right to revise this RFQ at any time before the SOQ due date. Such revisions, if any, will be announced by addenda to this RFQ. The Town will use the following guidelines when responding to questions and requests for clarification and issuing addenda:

- The Town of Montreat will answer questions and requests for clarification and post the answers to the Town's website: <http://www.townofmontreat.org/BidOpportunities.htm>

2.6 Conflicts of Interest

The Submitter's attention is directed to N.C.G.S. 14-234, which prohibits public officers or employees from benefitting from public contracts. In addition, The Town of Montreat has developed a policy regarding Conflict of Interest. A copy of this policy is available upon request. The Submitter is prohibited



from receiving any advice or discussing any aspect relating to the Project or the procurement of the Project with any person or entity with a conflict of interest.

The Submitter agrees that, if after award, a conflict of interest is discovered, the Submitter must make an immediate and full written disclosure to Town of Montreat that includes a description of the action that the Submitter has taken or proposes to take to avoid or mitigate such conflicts. If a conflict of interest is determined to exist, the Town may, at its discretion, cancel the contract for the Project. If the Submitter was aware of a conflict of interest prior to the award of the contract and did not disclose the conflict to the Town of Montreat, the Town may terminate the contract for default.

2.7 Equal Employment Opportunity

The Submitter will be required to follow both North Carolina and Federal Equal Employment Opportunity (EEO) policies.

2.8 Minority and Women Owned Business Enterprises (MWBE)

It is the policy of the Town of Montreat that Minority and Women Owned Business Enterprises (MWBEs), as defined in N.C.G.S. 143-128.2, and other small businesses shall have the maximum feasible opportunity to participate in contracts financed in whole or in part with public funds. Consistent with this policy, the Town of Montreat will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

Town of Montreat has established a Non-Discrimination & Minority Participation program in accordance with regulations of N.C.G.S. 143-128.2. In this regard, the contractor will take all necessary and reasonable steps in accordance with N.C.G.S. 143-128.2 to ensure that MWBEs have the maximum opportunity to compete for and perform the contract.

3.0 CONTENT OF STATEMENT OF QUALIFICATIONS; HOW INFORMATION IN THE STATEMENT OF QUALIFICATIONS WILL BE USED

This section describes specific information that must be included in the SOQ. SOQs must follow the outline of this Section 3.0. Submitters shall provide brief, concise information that addresses the requirements of the Project consistent with the evaluation criteria described in this RFQ. Documents submitted pursuant to this RFQ will be subject to the Freedom of Information-Privacy Act and N.C.G.S. Chapter 132, Public Records.

The Town of Montreat will initially review SOQs on a pass/fail basis. The purpose of this initial review is for Town to determine whether the SOQ, on its face, is responsive to this RFQ. An SOQ will be, on its face, responsive to this RFQ if it appears to include all of the components of information required by this RFQ in the manner required by this RFQ. This initial pass/fail review does not include any qualitative assessment as to the substance of the information submitted. Those SOQs that pass the pass/fail review



will then be reviewed on a qualitative basis. The following Sections 3.1 through 3.5 describe the information that is required.

3.1 Point of Contact

Provide a Cover Letter stating the business name and address of the submitter that Identifies one contact person with his or her address, telephone and fax numbers, and e-mail address. This person shall be the single point of contact on behalf of the submitter organization, responsible for correspondence to and from the organization and the Town of Montreat.

3.2 Submitter Organization and Experience

The information required by this section will be used in the qualitative assessment of the SOQ. The Town of Montreat will evaluate the capabilities of the submitter organization to effectively deliver the Project. Each submitter shall certify to the governmental entity that each licensed design professional who is a member of the submitting team, including subconsultants, was selected based upon demonstrated competence and qualifications in the manner provided by G.S. 143-64.31

Describe experience on similar civic, governmental, and/or commercial projects that the Submitter engineered or designed.

Each project description must include the following information:

- A narrative describing the project
- Name of the project and the owner's contact information (project manager name, phone number, e-mail address)
- Dates of engineering and design

The Town of Montreat may elect to use the information provided as a reference check.

3.3 Key Personnel

The information required by this section will be used in the qualitative assessment of the SOQ. Include the following information for each of the key personnel:

- Relevant licensing and registration
- Years of experience performing similar work
- Length of employment with current employer

3.4 Acknowledgment of Clarifications and Addenda

Identify all clarifications and addenda received by number and date.

3.5 Conflicts of Interest

Identify all relevant facts relating to past, present, or planned interest(s) of the Submitter's team which may be viewed as, an organizational conflict of interest in connection with this RFQ. See Section 2.8.



4.0 EVALUATION PROCESS

The Town of Montreat will initially review the SOQs for responsiveness to the requirements of this RFQ. Then the information in the SOQ will then be measured against the content of Sections 3.0-3.5.

4.1 Interview

The Town of Montreat reserves the right to conduct interviews with all potential Submitters prior to selection of a firm. The Town may conduct these interviews during its evaluation of the overall SOQ submittal process and scoring. If elected by the Town, the Town will determine the schedule for interviews following receipt of the SOQs.

4.2 SOQ Evaluation and Scoring

The Town of Montreat will evaluate all responsive SOQs and measure each Submitter's response against the project goals and selection criteria set forth in this RFQ, resulting in a numerical score for each SOQ.

5.0 PROCEDURAL REQUIREMENTS FOR SOQ SUBMITTAL (TIME, PLACE, FORMAT)

Failure of any Submitter to submit their SOQ as required in this RFQ may result in rejection of its SOQ.

All SOQs must be received by 5:00 PM Eastern Standard Time, on November 7, 2018, 5:00 PM as indicated in Section 2.3. **Seven (7) hard copies and a digital PDF copy of the statement of qualifications must be delivered in a sealed package to:**

Barry Creasman
Town of Montreat
PO Box 423
Montreat, NC 28757
Project Number 2019-003: Lower Greybeard Trail

Any SOQ that fails to meet the deadline or delivery requirement will be rejected without opening, consideration or evaluation. Submitters assume responsibility for the agent of delivery.