TOWN OF MONTREAT

Request for Qualifications (RFQ) for Engineering and

for

HURRICANE HELENE DISASTER RECOVERY ENGINEERING AND MITIGATION SERVICES

The Town of Montreat is seeking the services of qualified engineering consultants to assist in the assessment of damages to public facilities and infrastructure caused by Hurricane Helene; recommend actions for repair, upgrade, or mitigation; prepare exhibits and other documents; develop Construction Plans, Specifications, Surveys, GIS, Permitting, Budgets, Mitigation Actions, Bid and Construction Documents; Construction Management; and perform other related services for various projects that may be funded through the Federal Emergency Management Agency (FEMA)’s Public Assistance grant program, Hazard Mitigation grant program, the U.S. Department of Housing and Urban Development (HUD)’s Community Development Block Grant Disaster Recovery program and/or any other federal or state funded programs that may become available. These consulting services shall be performed in accordance with all local, State, and Federal laws, regulations, and executive orders applicable to these grant programs.

The Town will receive Statements of Qualifications from interested firms until **10:30 am EST, Monday, March 3, 2025**, at the location stated below. Submittals received after this deadline will not be considered.

The complete submittal consisting of a single PDF must be provided to the Town via email with the subject line **RFQ 2025 – 1 – Montreat** and sent to:

Savannah Parrish, Town Manager

[sparrish@townofmontreat.org](mailto:sparrish@townofmontreat.org)

**AND**

Angela Murphy, Town Clerk

[info@townofmontreat.org](mailto:info@townofmontreat.org)

The Town of Montreat reserves the right to negotiate with any or all firms submitting qualifications. small and minority businesses, women’s business enterprises, and labor surplus area firms are encouraged to submit qualifications and firms using subcontractors must solicit such firms in the subcontracting process.

The Town of Montreat is an equal opportunity employer without regard to race, color, sex, age, religion, national origin, persons with disabilities, or limited English proficiency.

# General Scope of Work

The Town of Montreat seeks to obtain proposals from qualified engineers to assist in the repair, replacement, reconstruction and mitigation of damages to public facilities and infrastructure caused by Hurricane Helene; recommend actions for repair, upgrade, or mitigation; prepare exhibits and other documents; develop Construction Plans, Specifications, Cost Estimates, Mitigation Actions, Bid and Construction Documents; Construction Management; and perform other related services, for various projects that may be funded through the Federal Emergency Management Agency (FEMA)’s Public Assistance grant program Hazard Mitigation grant program, the U.S. Department of Housing and Urban Development (HUD)’s Community Development Block Grant Disaster Recovery program and/or any other federal or state funded programs that may become available. The selected consultant(s) must have knowledge of and provide all services in full compliance with all local, State, and Federal laws, regulations, and executive orders applicable to these grant programs.

This work will include project discovery, project development, when authorized, for any of the Town’s facilities and infrastructure. Project development will also include all permitting, coordination with outside agencies, and any other items necessary to successfully develop the project in compliance with funding source requirements.

The Town of Montreat may use this RFQ to enter into one or more contracts, each comprising one or more partial scopes of work, projects, or stages of work. No work may commence and no cost may be incurred on any scope of work, project, or work stage without prior written authorization to proceed.

The executed contract must comply with Federal grant rules, including Title 44 CFR, 2CFR 200.317–200.326, and Appendix II, as well as all federal funding requirements related to this disaster declaration.

# Technical Expertise

It is anticipated that the successful firm(s) will have extensive knowledge and expertise in the technical areas of civil engineering, mechanical engineering, geodetic services, electrical engineering, environmental regulations and permitting, coordination with state and federal resource agencies, contract management, and all phases of construction management services. The SOQ should be specific in describing which areas of expertise your firm is offering to provide.

# Selection Process

This RFQ provides information necessary to prepare and submit a **Statement of Qualifications (SOQ)** for consideration the Town of Montreat. After reviewing the submittals, the Town will make a determination as to whether or not an informal meeting will be required to further evaluate the firms. Upon authorization, the selected firm will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price.

By submitting its SOQ in response to this RFQ, respondent accepts the evaluation process as outlined in the SOQ Requirements and Evaluation section which follows.

# Statement of Qualifications Requirements and Evaluation

Respondents shall carefully read the information in the following evaluation criteria and submit a complete SOQ to all questions in this RFQ as formatted below:

# Item 1: General Qualifications and Availability

1. Provide the following information:
   * Legal name of firm
   * Location of Office that will be conducting the work
   * Contact Persons
   * Date of firm formation
   * Legal business description (Individual, Partnership, Corporation, Joint Venture, etc.)
   * A list of all current contracts pertaining to the Hurricane Helene Disaster Declaration.
   * Provide a summary of any litigation, claim(s), or contract disputes filed by or against the firm in the past five (5) years which is related to the services that the firm provides in the regular course of business.
2. Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the Town of Montreat’s staff. Regular weekly, biweekly or monthly project meetings will be required, depending upon the project.
3. Provide a statement of interest for the project including a narrative describing the benefits that the Town will realize in selecting the Respondent’s firm or team. Include any factors that distinguish the Respondent from other Respondents.

# Item 2: Proposed Staff

1. Organizational chart for personnel (including sub‐consultants) who are to work on this

project including licensure information.

1. Names and roles of key personnel proposed to work on this project and their office locations.
2. Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
3. Provide staffing size by areas of expertise.
4. Provide current workload of prime firm.
5. Provide staff availability to perform services.
6. Provide the Project Managers experience with similar size/type projects and knowledge of similar Disaster Recovery Grant programs.
7. Provide the sub‐consultants experience with similar size/type projects.

# Item 3: Project Experience

1. Provide an overview and brief history of the firm and sub‐consultants.
2. Provide verifiable examples of at least five (5) similar projects completed in the last five (5)

years by the prime firm and sub‐consultants, including:

* + Project name and location
  + Services provided
  + Date of completion or project status
  + Final construction costs
  + Client name and contact person
  + History of meeting project schedules
  + History of accomplishing services within established budget, include planned vs. actual.
  + Detail cost savings, scope of work changes or cost increases.

# Item 4: Project Approach

1. Explain how the team will assess and design the project(s). Include how alternate design options be developed and considered.
2. Explain how the Federal procurement requirements will be met for contracting (Title 44 Code of Federal Regulations and 2CFR 200.317 through 200.326 and Appendix II)
3. Explain how the requirements of the federal environmental compliance “Greensheet” will be met (see Exhibit 1).
4. Provide an example of a typical project schedule.

# Responsiveness to Request for Qualifications:

### SOQs shall be prepared simply and economically, providing a straightforward, concise description of the respondent’s ability to meet the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the Town of Montreat’s needs. The RFQ must be signed by a person having authority to bind the firm in a contract.

### **Evaluation Criteria & Weights**

| **Criteria** | **Weight (%)** | **Details** |
| --- | --- | --- |
| **General Qualifications & Availability** | **20%** | Firm’s legal standing, experience, relevant past contracts, litigation history, and overall commitment to the project. |
| **Proposed Staff & Experience** | **25%** | Expertise of key personnel, staff availability, project management experience, and past performance on similar projects. |
| **Project Experience & Past Performance** | **25%** | Proven success on similar FEMA/HUD-funded disaster recovery projects, adherence to budget/schedules, and ability to meet compliance requirements. |
| **Project Approach & Methodology** | **20%** | Understanding of project scope, technical approach, compliance with federal procurement and environmental laws, and innovative solutions. |
| **Overall Clarity & Quality of Submission** | **10%** | Organization, completeness, and clarity of the SOQ submission, including responsiveness to all RFQ requirements. |

**Total: 100%**

**Small and Minority Businesses, Women’s Business Enterprises and Labor Surplus Area Firms** The respondent agrees to take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used for subcontracted work when possible and that all bid documents contain such required language for these affirmative action steps. Affirmative steps must include:

* 1. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
  2. Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;
  3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
  4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises;
  5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  6. The respondent shall, if subcontracts are to be let, take the affirmative steps listed in paragraphs (1) through (5) of this section.

# Good standing with federal and state contract compliance

The firm and any subconsultants must be in good standing with the Federal Contract Compliance

Program and the State’s debarred vendors listing. A complete list of federally disbarred contractors can be found at [www.sam.gov.](http://www.sam.gov/) It is the sole responsibility of the firm to ensure that any subconsultants are in good standing with the OFCCP and not on the debarment list.

# Certification Regarding Lobbying

Prior to entering into an agreement, the successful firm(s) shall file the required certification stating, to the best of his or her knowledge and belief, that:

*No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.*

The respondent shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

# Due Date and Contact

Statement of Qualifications Due: **Monday, March 3, 2025 at 10:30 a.m. EST**

Town of Montreat

Savannah Parrish, Town Manager

**RFQ 2025 – 1 – Montreat**

Any questions about this RFQ may be directed to the Town Manager via email to [sparrish@townofmontreat](mailto:jweaver@portlavaca.org) up through 2:00 pm on Friday, February 28, 2025. Any Addenda to this RFQ will be posted on the Town’s website and emailed to those firms which have notified the Town Engineer of their intention to submit a SOQ.

The Town of Montreat will not provide compensation or defray any costs incurred by any firm related to the response to this request; reserves the right to negotiate with any and all persons or firms; and reserves the right to reject any or all SOQ(s), or to accept any SOQ deemed most advantageous, based on demonstrated competence and qualifications to perform the services, or to waive any irregularities or informalities in the SOQ received, and to revise the process schedule as circumstances arise.

# DETAILED SCOPE OF SERVICES REQUESTED

Providers will help the locality fulfill State and Federal statutory responsibilities related to disaster recovery for presidentially declared disasters in regard to public facilities. Providers will assist the locality in the completion of qualified projects. Engineering contracts and services must be in

compliance with federal regulations at 2 CFR Part 200. Providers will be bound to specific terms and conditions found in the general terms and conditions of their contracts.

# DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

Respondents should show their ability to provide the Engineering or architectural services that are expected to be required for the various projects listed in the General Scope of Work. It is anticipated that multiple contracts will be issued under this RFQ, so it is not required that each respondent have expertise in all the areas listed under Technical expertise. Please be specific in describing which areas of expertise your firm is offering to provide.

Respondent shall then provide a detailed description of how they meet the requirement, describing their knowledge and experience, as well as providing discrete examples of previous work where applicable. The term “subrecipient” used below refers to the non-federal entity that is soliciting qualifications. The term “respondent” refers to the firm submitting  qualifications.

# General Requirements

* + 1. Coordinate, as necessary, between subrecipient and its service providers (i.e., Engineers, Environmental, Contracted Construction Company, FEMA PA program manager, FEMA HMA program manager, HUD CDBG-DR program manager, State Project Managers, etc.) regarding project design and construction management services.
    2. Provide written monthly project status updates.
    3. Funding release will be based on deliverables identified in the contract.

# Initial Engineering and Design Support

Respondents will be required to show the ability to provide all the Engineering services described below:

1. Perform detailed project scopes of work for hurricane-related damage and where appropriate, failures to function related to key infrastructure and facilities.
2. Provide or review federal and/or state scopes of work and costs to repair, rehabilitate or restore infrastructure and facilities to pre-disaster condition, considering appropriate codes and design standards including hazard- resistant provisions and American Disabilities Act, Section 106 historic preservation, hazard mitigation eligible activities, pre-existing conditions, site conditions, access, tie-ins to existing infrastructure, alternate functions, possible capacity upgrades or improved projects, repair versus replacement analyses and costs, and other relevant factors as required for reimbursement of damage costs.
3. Assist in the assessment of Hazard Mitigation measures at damaged facilities including completion of Benefit Cost Analysis where required.
4. Provide all project information necessary to ensure timely execution of the environmental and historic preservation reviews.
5. Provide preliminary engineering, investigations, and drawings sufficient to achieve the preliminary design milestone, including at a minimum:
   1. Cross sections/elevations
   2. Project layout/staging areas
   3. General notes
   4. Special notes
   5. Design details
   6. Specifications
   7. Federal or State Environmental and Historic Preservation constraints
   8. Utility relocation designs
   9. Construction limits, including environmentally sensitive areas that should be avoided during construction
   10. Required permits
   11. Quantities
   12. Estimate of construction costs to within +/- 25%
   13. Schedules for design, permitting, acquisition and construction
6. Surveying, topographic and utility mapping.
7. Perform subsurface explorations for project sites, as necessary.
8. Prepare horizontal alignments/layouts for all proposed project alternatives necessary to fully describe the project scope, anticipated limitations, and potential project impacts.
9. Recommend value engineering options (alternative design, construction methods, procurement, etc.) that may improve efficiency, expedite the schedule, or reduce project costs for the subrecipient.
10. Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
11. Submit all necessary deliverables to the appropriate entity for review and

comment. Adjust project and/or design to satisfactorily address any comments, as necessary.

1. Prepare plans and profiles, including vertical design information for the selected alternative.
2. Identify and address potential obstacles to project implementation (i.e., pipelines, easements, permitting, environmental, etc.) prior to moving forward with the final design.
3. Support subrecipient with acquisition or property/servitudes/right-of-way and easements documentation as required by the locality to facilitate the project, preparing right of way surveys and/or property boundary maps and legal descriptions of parcels to be acquired.
4. If required, indemnify the federal government from activities performed with federal funds.
5. Provide project schedules from cradle to grave in MS Project format or equal as approved by the subrecipient based on state or federal guidance.

# Engineering and Final Design Support

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to final design support:

1. Prepare plans and profiles, including necessary design information for the selected alternative sufficient to achieve all detailed design milestones. Examples include, but are not limited to:
   1. Cross sections/elevations
   2. Project layout/staging areas
   3. General notes
   4. Special notes
   5. Design details
   6. Specifications
   7. Utility relocation designs
   8. Construction limits, including environmentally sensitive areas that should be avoided during construction
   9. Required permits
   10. Quantities
   11. Estimate of construction costs to within +/- 20%
   12. Schedules for design, permitting, acquisition and construction
2. Provide information to appropriate individuals for the development of environmental fund release reports and floodplain maps.
3. Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
4. Provide hard copy, if necessary, reproducible plan drawings and bid documents, in addition to electronic copies to the subrecipient, upon design completion, and as requested during design. Electronic copies should be in the native format (AutoCAD DWG) along with PDF packages and should contain all corresponding references, databases, or files associated with the completed design documents.
5. Assist the Town and any service provider related to the project with all necessary documentation to ensure compliance with all Program requirements and regulations.

# Bid and Award Support

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to bid and award support.

1. Submit appropriate items and support subrecipient in the development of complete bid package.
2. Prepare and assist subrecipient in the advertisements for bid solicitation in full compliance with 2 CFR Part 200 and other federal and state requirements.
3. Development and issuance of bid-related documents necessary to complete bid process (e.g., bid proposal form, bid addenda and supporting documentation).
4. Attend and support subrecipient at pre-bid conference and bid opening.
5. Support subrecipient with ongoing communication during bid process.
6. Support subrecipient to complete bid tabulation and evaluation of responses and provide recommendation for award.
7. Support subrecipient to negotiate and finalize contract documents, including issuance of the Notice to Proceed, in accordance with program and subrecipient requirements.
8. Support subrecipient in the conducting of a preconstruction conference.

# Contract Management and Construction Oversight

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to contract management and construction oversight.

1. Ensure delivery of subrecipient project in accordance with contract.
2. Provide ongoing Construction Oversight Reports detailing the status of construction for subrecipient project.
3. Review all service provider submittals to ensure compliance with construction contract documents and provide recommendations to subrecipient.
4. Provide periodic and final inspections and tests reports, as required for the project.
5. Provide on-site supervision and oversight of construction activities at a minimum on a bi-weekly basis or as directed by the locality.
6. Review Construction Change Orders and provide recommendation to subrecipient as to appropriate action.
7. Review invoice/draw requests and provide recommendation to subrecipient as to appropriate action, in compliance with the construction contract documents.
8. Obtain independent cost estimates for validation purposes, as required.
9. Review and respond to requests for information/clarification.
10. Support subrecipient with issue identification and claims resolutions.
11. Enter all requisite information into systems of record in accordance with established policies and procedures.
12. Develop a final “as built” report of quantities, drawings, and specifications.
13. Issue to the subrecipient, for execution, a Certificate of Construction Completion within 30 days of final inspection approval.
14. Deliver “as-built” drawings to the subrecipient within 30 days   
     of project completion.
15. Host and/or attend project coordination meetings in person,   
     by phone, or by video conference, which may or may not fall   
     during normal business hours.
16. Perform other contract management and construction oversight duties as required to ensure success of the subrecipient project.
17. Provide necessary certifications to regulatory agencies of project completion and compliance (ex. NC DEQ; NC DOT; USACE).
18. Submit all final invoices within 60 days after contract or work order expiration.

# Specialized Services

Respondents shall show the ability to provide via in-house or a subconsultant, the Engineering services described below as they relate to specialized services.

1. Provide Geotechnical Investigations as may be required for a project.
2. Provide underwater structural Investigations as may be required for a project.
3. Provide Detailed Surveying as may be required for a project.
4. Provide Site Specific Testing as may be required for a project.
5. Provide Planning Studies as may be required for a project.
6. Provide Feasibility Studies as may be required for a project.