



**REQUEST FOR QUALIFICATIONS
for Professional Architectural / Engineering Services
N.C. Coastal Federation Mariculture Hub
EDA Award / Project #04-01-07877
Statements of Qualifications Due April 30, 2024**

I. Purpose

The Eastern Carolina Council of Governments (ECCOG) on behalf of the North Carolina Coastal Federation (Federation) is requesting Statements of Qualifications from architectural / engineering firms (Consultant) to provide professional design services for the N.C. Coastal Federation Mariculture Hub (Hub). The Consultant will assist the Federation in developing a site plan, designing a building, managing relevant permits, and participating in construction bidding and oversight.

II. Background

The Federation has secured a grant through the U.S. Department of Commerce Economic Development Administration (EDA) and Golden Leaf Foundation to design and construct a waterfront facility for shellfish mariculture activities. This project is located in Carteret County adjacent to the Straits Landing Boating Access Area in the Straits Township on a parcel identified by PIN: 7326044833127000. The site will include a prefabricated metal building, entrance road, parking area, utilities, and a dock. Additional details include:

- 2,500 square foot prefabricated metal building
- 15'x15' covered loading area
- 12,000 square foot gravel parking area for 10 vehicles
- 230-foot asphalt entrance road to accommodate 18-wheeler traffic
- -2-foot-wide improved driving path to the dock
- wooden and concrete dock
- electricity, private well and septic
- installation of fencing
- installation of 2 Graders and 1 Seed Grader, both affixed to building

III. Engineering Firm Requirements

Architectural / Engineering firms considered for this project shall meet the minimum qualifications as described below. Firms should provide sufficient information related to these requirements to enable evaluation of their performance. Services may be performed by the firm or a combination of the firm and sub-consultants contracted to the primary firm.

- Experience designing and providing construction management/inspection services for site development.

- Firm must be licensed within the state of North Carolina and in good standing with the NC Board of Examiners for Engineers and Surveyors.
- Familiarity with the following:
 - NC Coastal Stormwater Rules and Permitting
 - Carteret County permitting requirements
 - NC Coastal Area Management Act Permitting

IV. Scope of Services

Task 1- Project Coordination

This task involves meetings with the Federation to discuss the scope of work, schedule, and intended outcomes. A site visit to the project site will be included.

Task 2- Preliminary Design

This task includes all steps necessary to develop a preliminary site plan for review by the Federation and permitting agencies. The predicted steps are:

1. Site Analysis and Existing Conditions

All existing data will be provided to the selected consultant. Assessment of physical and environmental condition of the site including but not limited to soil properties, habitat types, utilities, etc. Topographic survey as needed to confirm and locate property corners, critical habitats, and any other pertinent information.

2. Site Plan

Civil design of site to include grading, erosion control, storm drainage and control measures, drives, parking, dock, on-site water and septic, electric, environmental impacts, and any other information necessary for state and local permits. Supporting documentation to support stormwater and erosion control designs.

Task 3- Permitting

Coordinate with the Federation to submit NC Stormwater, Erosion Control, and CAMA permit applications.

Task 4- Construction Drawings and Specifications

Make any necessary changes to preliminary designs based on agency and Federation comments. Prepare all necessary documents for construction.

Task 5- Bidding Phase

Assist Federation in bidding the project by participating in pre-bid meetings, answering bidder questions, clarifying project documents, and participating in bid review.

Task 6- Construction Administration Services

Consultant will provide on-site inspection during construction to ensure specifications are being met and the project is being constructed per design. Consultant will review submittals from contractor and verify installation. Document work completed and provide as-built surveys and reports as required by permitting agencies.

V. Qualification Statement Requirements

- Total length shall not exceed 20 pages.
- **Provide a fee proposal for the Project in a separate sealed envelope.** Task 1 through Task 5 shall be lump sum fees broken out per task. For task 6 provide a billable rates sheet that includes each employee that would participate in this task as well as all billable equipment and also give an estimated not-to-exceed cost. Note: Fee proposals will not be opened until a firm has been selected based on qualifications.
- Provide a proposed schedule that includes timelines for each task listed in the Scope of Services (Design, Bidding, Construction). The Design schedule should represent the shortest time in which your firm can reasonably complete the task based on a Notice-to-Proceed. The Bidding schedule should reflect 6 weeks to account for advertising, bid preparation, and award.
- Address the following in the order shown as much as possible:
 - a. Demonstrate the firm's experience in providing the type of services defined in the Scope of Services on past projects of similar size and scope.
 - b. Include a list of references with addresses and phone numbers that would verify competence in completing this type of project. Included in this list of references at least one construction contractor, and at least one owner's representative who was involved on a recent past project of similar scope and size.
 - c. List key personnel that will be assigned to the Project (from your firm and sub-consultants if applicable) and elaborate on their experience and qualifications. Address the ability of the team to perform the work required in terms of technical capability, equipment, facilities, and availability during the time when this project will take place.
 - d. List experience (if applicable) with projects funded by the EDA or similar grants administered federally.
 - e. Give location of the office where employees proposed to work on this project are based.
 - f. List successful projects completed locally by the team and the firm within the past 10 years.
 - g. List all in-house and contracted services for the Project.

Selection Process and Schedule

Proposals will be evaluated by a review team composed by the Federation. A scoring matrix will be used to assign point values and weighted average to the following key areas in order of importance:

Similar project experience for firm	25%
Assigned personnel experience	25%
Quality of SOQ and project understanding	20%
Resources available to meet schedule	15%
In-house capabilities to perform project	10%
References	5%

The proposal review team may choose to hold interviews with the top Consultant or move directly to negotiation with the top firm. The sealed fee proposal will be opened from the top ranked firm and a meeting will be scheduled to discuss the project and their proposal. Contract negotiation will occur, and if no agreement can be met, the second ranked firm will be contacted. The Federation reserves the right to reject any or all proposals, to select without interviews, or to make no selection at all. EDA will need to approve the selected firm and proposal price.

Statements of Qualification are due **April 30, 2024, by 3:00 PM**. SOQs should be submitted electronically, in PDF format, via email to dbone@eccog.org. It is up to the Consultant to verify receipt of the email. Fee proposals shall be in a sealed envelope labeled "NC Mariculture Hub Fee Proposal" and submitted to:

David Bone, Eastern Carolina Council of Governments
P.O. Box 1717
233 Middle Street, Suite 300
New Bern, NC 28563-1717

Fee proposals will not be opened until a Consultant has been selected based on qualifications.

North Carolina Coastal Federation

Anticipated Schedule (subject to change):

Statements of Qualification Due	April 30, 2024
SOQ Review/Interviews	May 1-13, 2024
Scope and Fee Negotiation	May 14-20, 2024
EDA Concurrence	May 30, 2024
Notice to Proceed	June 3, 2024

VI. Other Information

Please direct any questions, requests for additional information, or clarification of the RFQ to David Bone via email at dbone@eccog.org. The Federation is not liable for any cost incurred by the Consultant prior to entering into a definitive agreement for services. No property interest, of any nature, shall accrue until a definitive agreement has been executed by both parties.