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George F. Goosmann, III, Mayor
Fran G. Cogburn, Mayor-Pro Tem
E. Glenn Kelly, Commissioner
Doris P. Loomis, Commissioner

Jonathan B. Kanipe,
Town Manager

REQUEST FOR QUALIFICATIONS

Town of Biltmore Forest Greenwood Park Stream Restoration

DUE JANUARY 24, 2020

1. PUBLIC NOTICE

Pursuant to N.C.G.S. 143-64.31, the Town of Biltmore Forest is soliciting statements of qualifications from firms to provide professional consulting and engineering services related to stream restoration and stormwater best management practices. The Town of Biltmore Forest plans to improve and restore natural stream and riparian corridor functions to a first order stream located in Greenwood Park in Biltmore Forest, NC. This project is being funded by a Clean Water State Revolving Fund (CWSRF) loan.

The purpose of this RFQ is to solicit Letters of Interest from qualified engineering firms to assist with a stream restoration project, including preliminary engineering and design work, as well as construction administration.

Responses are due by 2:00 PM on January 24, 2020. Information related to this solicitation is available via the Town's website at www.biltmoreforest.org or may be obtained by contacting the RFQ contact.

2. RFQ COORDINATOR

Any questions, concerns, or request for information regarding this RFQ shall be directed in writing to:

Jonathan Kanipe, Town Manager
355 Vanderbilt Road, Biltmore Forest, NC 28803
(828) 274-0824
jkanipe@biltmoreforest.org

3. RFQ SCHEDULE

Provided below is the anticipated schedule of events. The Town reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this project.

12/18/19	RFQ Announced
1/17/20	Last day to submit written requests for information/clarification
1/24/20	Submissions due by 2:00 PM; evaluation of qualifications begins
2/11/20	Recommendation of Award (Pending successful negotiations)

4. RFQ SUBMISSION

Timely delivery is at the risk of the Respondent. Submittals received after the deadline will be rejected. All items required for a responsive proposal shall be included. Responses must be enclosed in a sealed envelope or package.

- The envelope or package must clearly show the name and address of the responding firm, and the phrase: “Request for Qualifications: Stream Restoration & Engineering Services.” Submissions must adhere to the format and content requirements established.

5. BACKGROUND & SCOPE OF SERVICES

The Town of Biltmore Forest has a goal to improve and restore natural stream and riparian corridor functions to a first order stream located in Greenwood Park in Biltmore Forest, NC. In order to return functions that are more natural to the stream and to return the stream and riparian corridor to a more natural state, the Town intends to implement the following objectives:

- A. Replace the gabion basket bank stabilization with bioengineered systems that allow native forest vegetation to provide stability (as opposed to bank hardening structures like gabion baskets, etc.).
- B. Use grade control structures to stabilize the stream bed
- C. Establish a diverse riparian corridor 30’ from each stream bank by establishing a community of native tree, shrub, and herbaceous species through planting and seeding with native species.
- D. Establish low maintenance infiltration BMPs.

Tasks will include (but not necessarily limited to):

- a. Geomorphic assessment of the stream and hydrologic and hydraulic modeling for design purposes.
- b. Develop an ER sufficient to meet NCDWI SRF requirements.
- c. Development of construction drawings, specifications, and bidding documents based on a natural channel design approach.
- d. Permitting.
- e. Coordination with the Town and its park programming plans.
- f. Construction phase services sufficient to assess construction progress (at a minimum).
- g. Provide documentation to NCDWI sufficient to meet SRF program requirements.

6. EVALUATION CRITERIA

The Town will consider and evaluate qualification packages in accordance with N.C.G.S. 143-64.31. Qualification packages will be evaluated by Town staff. Evaluation criteria include, but are not necessarily limited to, the following, listed in relative order of importance:

- A. Demonstrated experience of the firm in maintaining compliance with NCDWI and Federal requirements related to SRF funding.
- B. Key personnel experience with planning, design, permitting, SRF coordination, and construction phase experience in stream restoration/natural channel, riparian corridor restoration, and stormwater and park programming integration for North Carolina municipal clients particularly in urban conditions.
- C. Conveyed understanding of the Town of Biltmore Forest’s needs.
- D. Submittal completeness, relevance, and readability.

7. SUBMITTAL FORMAT

Proposals are limited to a maximum of twenty (20) one-sided 8.5 X 11 pages (including cover letters). Interested firms must submit one (2) two bound original copies and one (1) USB-drive containing a digital copy of the complete response package in PDF format.

8. SUBMITTAL CONTENT

- A. **Statement of Interest:** Statements of interest shall be located at the beginning of the response package. At minimum, please provide the following information:
- a. A statement expressing interest;
 - b. A statement detailing you or your firm's capacity to perform the work. Include any attributes that uniquely align you or your firm to be a successful partner; present your understanding of the Town's needs;
- B. **Firm Description:**
- a. Firm name, address, web address, telephone and type of organization;
 - b. Contact person (provide direct phone number and email address)
 - c. Number of years in business under current name;
 - d. Services provided/areas of expertise;
 - e. For firms with multiple offices, provide general information on the firm's branch locations
 - f. List any previous names of firm and years of business under each name;
 - g. Provide a certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm (if selected).
- C. **Key Personnel:**
- a. Provide a simple organizational chart identifying the names and roles of the key person(s) that will be assigned to the project and sub-consultants that will be engaged;
- D. **Qualifications and Experience:** List up to three (3) projects where your firm's key personnel on this project have provided relevant and similar professional services.
- E. **References:** List references for the above projects.
- F. **Methodology and Approach**
Describe your firm's methodology and approach to providing the services required and why you feel they establish a high level of quality assurance, and quality control in the review process of municipal civil engineering projects.

9. ENGAGEMENT

Upon selection of a Respondent(s), the Town and Respondent(s) will confirm the scope of work, responsibilities, required deliverables, and negotiate a fee and/or billing rates for services. Upon successful negotiations, a recommendation of award shall be presented to the Board of Commissioners. Upon approval, an Engineering Service Agreement(s) will be executed by and between the selected Respondent(s) and the Town for services.

10. GENERAL TERMS & CONDITIONS

- A. All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its contents shall be borne by the

Respondent. The Town assumes no responsibility for these costs whether or not an agreement or contract is awarded.

- B. All questions and requests for information shall be submitted in writing as established in the RFQ Schedule. Verbal and other interpretations or clarifications will be without legal effect.
- C. The Town reserves the right to waive informalities and irregularities, obtain clarification and/or additional information from any firm or individual concerning its submission. The Town also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- D. The Town reserves the right to negotiate terms with other respondents should negotiations be terminated with the first selected Respondent.
- E. Any agreements or contracts will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the stakeholders involved, as recommended by the evaluating staff, and approved by the Town of Biltmore Forest.
- F. This RFQ does not commit the Town to make a recommendation of award or commit the Town to enter into an agreement or contract.
- G. Submittals and any other documents received from a Respondent in response to this request are public records and subject to public inspection and copying.