



Town of Spruce Pine

Request for Qualifications

Stormwater Assessment and Planning Project

Issue Date: January 30, 2024

Due Date: February 29, 2024

Town of Spruce Pine

Attn: Darlene Butler, Town Manager

11050 S. Hwy. 226

PO Box 189

Spruce Pine, NC 28777

manager@sprucepine-nc.gov

Statement of Qualifications Requested

The Town of Spruce Pine (Town) seeks Statement of Qualifications from qualified consultants to develop a Conditions Assessment, Stormwater Plan, and Capital Improvement Plan for stormwater infrastructure within the Town's municipal limits (Project).

The Town received a Local Assistance for Stormwater Infrastructure Investments (LASII) grant from the NC Dept. of Environmental Quality (NCDEQ) for the purpose of developing the Project. The goal of the Project is to assist the Town in long-term operation and maintenance of stormwater infrastructure. The Project will also be used by the Town to pursue future funding for stormwater infrastructure improvements.

Background

The Town of Spruce Pine covers approximately 3.9 square miles, with approximately 2.65 square miles developed. The terrain is steep and heavily dissected. Elevations range from 2,477' to approximately 3,277'. There are approximately 18.5 miles of streams in the Town limits (4.5 miles of North Toe River; 10 miles of major creeks; 4 miles of unnamed tributaries). There are approximately 24 miles of Town streets, and approximately 15 miles of NCDOT roads.

Concurrent with the Project, the Town of Spruce Pine will work with High Country Council of Governments (HCCOG) to develop an Asset Inventory for stormwater infrastructure in Town. The Asset Inventory will be in ESRI ArcGIS format, collected at centimeter horizontal accuracy. The data will include:

1. Feature Type
 - a. Inlet - culvert inlet, catch basin, drop inlet, curb inlet, etc.
 - b. Outlet – outfall to stream/river, surface, detention basin, etc.
2. Presence of wing wall, flume, etc.
3. Location description
4. X,Y coordinates
5. Hyperlinked digital photograph of feature (via mobile device).
6. Culvert diameter, material, condition (as visible from field observations and measurements)
7. Culvert direction of flow
8. Outfall culvert height (if elevated above ground or stream at discharge point)
9. Catch basin wall material and cover type (i.e. lid, grate).
10. Catch basin invert depth
11. Unique Facility Identifier will be assigned to all features

Scope of Work

The following is an outline of the desired services to be performed. The Town of Spruce Pine will consider input from respondents as to other suggested services to be considered for inclusion.

1. Condition assessment

Development of a Condition Assessment for all features identified in the Asset Inventory. The Condition Assessment will include the development of an assessment rating scale and assignment of condition rating to each asset.

- Field inspection of sites
- Analysis of current conditions: culverts, outfalls, catch basins, other drainage infrastructure
- Identify stormwater improvements and repairs
- Statement of current conditions and resiliency
- Analysis of future impacts and identification of at-risk structures, areas of future growth, and opportunities for resiliency plan actions
- Address potential flooding hazards by targeting a wide array of measures including green infrastructure, natural channel design, and engineered drainage infrastructure

2. Stormwater Management Plan

The plan will include a detailed summary of the findings of the inventory and assessment, and project-level recommendations to address inadequate or failing infrastructure.

3. Capital Improvement Plan (CIP)

Development of a Capital Improvement Plan for the Town's stormwater system based on the Condition Assessment.

- The CIP must cover 10 years
- The CIP must include cost estimates
- Projects in the CIP must be prioritized

Deliverables

The project deliverables will include:

1. Condition Assessment
2. Stormwater Management Plan

3. Capital Improvement Plan (CIP)

The Consultant shall present the deliverables to the Town of Spruce Pine Town Council.

Proposal Format

Methodology

Describe the consultant's approach to accomplishing the objectives stated in the RFQ and identify methodology proposed. Describe proposed Condition Assessment process, including field evaluation process and condition scale/ranking. Include the decisions, products, data and corollary information that the consultant expects to be provided by Town staff.

Work Program Timeline

Include a timeline showing the estimated length of time for completion of the project. Time estimates should be expressed in number of days/weeks without reference to a specific starting date. However, the submission should explain how quickly the consultant would be available to begin the project. The timeline should identify when draft and final work products will be submitted to Town staff.

Statement of Qualifications and Relevant Experience

Provide a narrative of your firm's prior experience and qualifications. The narrative should contain information on projects similar to the Project requested by the Town of Spruce Pine in this RFQ. Include any related supplemental information concerning key personnel or team experience which may be relevant. Please identify and include resumes for the project manager and principal contact to be assigned to the project.

Signature

The proposal shall be signed by an official who is authorized to bind the consulting firm.

References

List at least three (3) reference clients for whom similar or comparable services have been performed. Include the name, mailing address and telephone number of the primary contact person.

Fees

Fee schedules, including hourly rates for the prime consultant and all sub consultants, meetings and reproduction costs, should be included.

Insurance Requirements

The successful respondent will be required to maintain current insurance for the duration of the project. Insurance policies shall be maintained for Errors and Omissions, General Liability, Automobile, and Workers Compensation.

Submission & Selection Criteria

Submit your proposal in electronic format to Darlene Butler, at manager@sprucepine-nc.gov no later than February 29, 2024 at midnight. All firms are required to submit any questions regarding the RFQ to Darlene Butler, at manager@sprucepine-nc.gov no later than February 26, 2024.

Minority-owned businesses are encouraged to apply.

All proposals will be evaluated by the Town of Spruce Pine with a recommendation for a specific firm to be contacted. Selection will be based on the following criteria:

Selection Criteria:

Relevant Experience	20%
Quality of Proposal	10%
Team Qualifications	10%
Proposed Work Plan	20%
Experience with Town	25%
Schedule and Fees	15%

Disclosures

Once a firm is selected, Town of Spruce Pine will negotiate a contract for the project. Contract shall be a fixed fee contract indicating the maximum total dollar amount chargeable to the project.

This Request for Qualifications is issued subject to the following terms and conditions:

- 1) This RFQ is a request for the submission of qualifications and is not itself an offer, nor should it be construed as an offer.
- 2) Town of Spruce Pine expressly reserves the right to modify, reschedule, or cancel this request at any time, whether before or after any proposals have been submitted or received.
- 3) Town of Spruce Pine reserves the right to reject and not consider any or all respondents in its discretion.

- 4) Town of Spruce Pine reserves the right to reject any or all companies, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed to be in its best interest.
- 5) In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, Town of Spruce Pine may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
- 6) In no event shall any obligations of any kind be enforceable against Town of Spruce Pine unless and until a written agreement is entered into.
- 7) The Respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of proposals submitted hereunder or for any costs or expenses incurred during negotiations.
- 8) By submitting a response to this request, the Respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- 9) Town of Spruce Pine reserves the right not to award a contract pursuant to the RFQ.
- 10) All items become the property of Town of Spruce Pine upon submission and will not be returned to the Respondent.
- 11) Town of Spruce Pine reserves the right to split the award between multiple applicants and make the award on a category-by-category basis and/or remove categories from the award.
- 12) Proposals will be evaluated using the factors listed in this RFQ.
- 13) Town of Spruce Pine reserves the right to interview Respondents prior to making a final selection.