

TOWN OF CALYPSO
c/o EASTERN CAROLINA COUNCIL
NEW BERN, NORTH CAROLINA
<https://eccog.org/local-governments/>
REQUEST FOR QUALIFICATIONS

November 12, 2024

The Town of Calypso has been awarded a Building Resilience Infrastructure and Communities (BRIC) Grant through Federal Emergency Management Agency (FEMA). The grant provides funding for a professional services firm to perform a drainage feasibility study, prepare preliminary design and cost estimates associated with implementing future stormwater improvements for the Town of Calypso. The Town intends to award one (1) contract to a professional services firm to fulfill the requirements of the Grant Contract.

The Eastern Carolina Council (ECC) has been hired to administer the BRIC Grant and to conduct the Qualification Based Selection (QBS)/Request for Qualifications (RFQ) process for the selection of a professional services firm. ECC is a multi-county, local government, planning and development organization. ECC is one of sixteen councils of government in NC. ECC is a conduit between local governments in our region and state/federal partners. ECC provides technical assistance to local governments and administers projects and programs which benefit the region's citizens.

On behalf of the Town of Calypso, ECC will receive written qualifications statements until **December 2nd, 2024**. Submittals must be addressed to **Sara Deskar, Community Planner**, and delivered by parcel post or hand delivery to:

~ **HAND DELIVERY** ~

Eastern Carolina Council
ATTN: Sara Deskar
233 Middle St., Ste 300
O. Marks Bldg.
New Bern, NC 28563

~ **PARCEL POST** ~

Eastern Carolina Council
ATTN: Sara Deskar
PO Box 1717
New Bern, NC 28563-1717

Submittals received after the above time and date will not be considered and will be returned to the Offeror unopened.

Section 1. Background Information:

In 2022, the Town of Calypso conducted a Storm Drainage study with the assistance of an engineering firm. This study outlined multiple areas of concern and proposed solutions and projects to improve stormwater drainage systems within Town limits. Based on the findings of this study, a Building Resilience Infrastructure and Communities (BRIC) application was submitted and subsequently awarded through Federal Emergency Management Agency (FEMA). The scope of work approved by FEMA is outlined below. The engineering report assessed the conditions and capacity of their municipal stormwater drainage system and highlighted issues and recommendations along with suggested best practices. Numerous deficiencies were identified, including improper construction practices, improper pipe size, and lack of maintenance along with other issues. Based on these findings, the Town submitted

a Capability & Capacity Building (C&CB) BRIC application, which focuses on funding studies/proposals that may lead to future shovel-ready, construction BRIC applications based on the outcome of this study. This BRIC project aims to develop and conduct an engineering study, feasibility analysis and cost estimate(s) for identified solutions for stormwater improvements based on the areas of deficit noted within the initial 2022 Storm Drainage study.

The Town of Calypso is in Duplin County, within Census Tract 902. This tract has a 2018 CDC Social Vulnerability Index (SV) score of .9734. This qualifies the Town as an Economically Disadvantaged Rural Community (EDRC) according to BRIC guidelines. The American Community Survey (ACS) 2020's 5-year estimate for poverty status in the past 12 months shows 25.6% of Calypso's population is below the poverty level. Based on data collected from the 2020 American Community Survey (ACS), 25.6% of the Town's population has an income that meets the poverty threshold. The Town of Calypso is categorized as a disadvantaged community due to several factors including its high rate of low-income households, its projected flood risk, and its likelihood of facing economic and agricultural loss from natural hazards each year. The *Justice40* Initiative is an effort by the Federal government to ensure that 40% of the overall benefits of certain Federal investments including climate, clean energy, affordable and sustainable housing, training and workforce development and development of clean water infrastructure flow to disadvantaged communities that are historically marginalized by underinvestment. BRIC requires that *Justice40* initiatives are fulfilled and benefit these disadvantaged communities. Due to these factors, identifying strategies that address the Town's stormwater issues would advance *Justice40*'s initiatives by benefiting a census tract identified as disadvantaged due to climate burdens and socioeconomic thresholds.

Pursuant to the Town's procurement policy, notice is hereby provided that federal funds will be used for the services described in the Scope of Work. Additionally, firms and their subcontractors responding to this solicitation must acknowledge that funding is contingent upon compliance with all applicable federal laws, regulations, executive orders, and terms and conditions of the BRIC Grant funding award.

Section 2. Scope of Work (SOW)

- A. Primary: The selected firm will prepare a preliminary engineering design, cost – benefit analysis, and feasibility report, for the drainage options identified for the (6) six areas of concern denoted in the Calypso Storm Drainage System Report dated 2022.
 - 1) The design will integrate a combination of nature-based, hybrid, and traditional drainage solutions.
 - 2) The feasibility report shall define the pros and cons for each design option and describe the methodology for mitigation, prioritization and implementation.
 - 3) The design will incorporate base mapping using GIS and topographic surveys.
 - 4) Conduct a watershed evaluation supporting the design, cost estimates, and feasibility study.
 - 5) Conduct a geotechnical investigation supporting the design, cost estimates, and feasibility study.
 - 6) Conduct community outreach that engages citizens, businesses, and institutions in the evaluation of strategies that will be used to address the drainage issues faced by the Town.
 - 7) Perform hydraulic analysis of a dam.
 - 8) Develop a report with implementation recommendations, cost estimates, and project graphics that will be suitable for the preparation of a future Grant that would fund the implementation

of one or more drainage improvements.

- B. Secondary: The results from the primary scope of work, (e.g. Engineer design, cost estimates, and feasibility report), may be used to apply for funding that will support implementing one or more of the Drainage System Improvement Strategies. The Town of Calypso may extend, amend, or award a new service contract to address these additional tasks.
- a) Preparation of a Grant Application for funding that would support the implementation of the drainage system improvements.
 - b) Preparation of final design and specifications for Drainage System Improvements.
 - c) Preparation and administration of Bid procedures for Drainage System Improvements, project administration and inspection services.
 - d) Preparation of an Asset inventory, management, modeling and mapping of the Towns infrastructure, e.g. water, sewer, and/or stormwater systems.
 - e) Engineering services, involving Stormwater, Wastewater Treatment and Collection, and/or Water Distribution and Supply.
 - f) Engineering services involving dam mitigation, restoration, or replacement.
 - g) Other such civil engineering, planning and design services as needed by the Town of Calypso.

Section 3. Proposal Content:

- A. Proposals are limited to a maximum of fifty (50) pages numbered. Type size should be no smaller than 11 points for narrative sections, but may be reduced for captions, footnotes, etc., while maintaining legibility. Proposals shall include responses for each item below and organized in the following order:

Submittal Letter

Table of Contents

Section A: Introduction

Section B: Understanding, Methodology and Approach for meeting Primary and Secondary Services and Programs

Section C: Qualifications and Experience of Firm (*explained below*)

Section D: Key Team Members' Qualifications, Experience, and Availability (*explained below*)

B. Qualifications and Experience of Firm and Team Members

- 1) Qualifications. Provide a description of the company, including origin, background, current size, service capacity, ability to accept new work, general organization, office location of the individual or Team that will be the main contact for the Town and/or ECC, and the location of company headquarters.
- 2) Provide verifications of licensing and proof of registration with the State Board of Engineers.
- 3) Firm Experience. Identify experience, describing applicable projects that are currently in progress or completed in the past five (5) years, organized as follows:
 - a) List projects in date order with the newest projects listed first with the following:

- i. Brief project description.
 - ii. Owner's representative including contact name, phone, email, address.
 - iii. Project Budget, Fee amount and total time period of Firm's involvement.
- b) List only the projects involving the key team members that would be available for the services outlined above. For each project listed, identify the key team member role.
- c) List a minimum of five (5) relevant projects addressing the *Primary* Scope of Work and no more than three (3) projects per area in the *Secondary* Scope of Work.

C. Key Team Member Qualifications. Describe relevant experience and availability for this work.

- 1) Provide an organizational chart that is representative of the team members that would be assigned to this project. Identify the Program Manager who will be empowered to make decisions for and act on behalf of the firm.
- 2) Firms may provide a resume for each proposed key team member. Resumes will not be counted towards the page limit.
- 3) Provide a list of projects citing the proposed key team members' experience working with government entities and list those projects. For each project listed, identify the key team member role.
- 4) Provide a list of training for each key team member.
- 5) Identify and discuss the successes of key team member's collaboration on past projects.
- 6) Proof of licensing for team members, when applicable.

D. Submittal Requirements

Responders shall submit six (6) copies of the Statement of Qualifications to the address listed above. The submittal shall address each of the evaluation criteria listed in **Section 3**. Each responder is cautioned not to submit responses in any other manner than that listed above. Any contact or submittal that does not follow the above instructions will be rejected. Statements of Qualifications should be prepared simply and economically, providing a straightforward, concise description of the responder's ability to meet the requirements of the RFQ, keeping the submittal to a maximum of **fifty (50) printed pages**. Pages may be printed front/back. Emphasis should be on completeness and clarity of content.

The ECC is an Equal Opportunity Employer and will not discriminate on the basis of race, color, religion, sex, national origin, age, or handicap. Minority and female-owned firms are encouraged to participate. ECC reserves the right to reject any or all Statements of Qualifications and conduct business with the most responsive responder in the ECC's best interest.

Section 4. Evaluation Criteria, Selection Process, and Schedule

A. Criteria for the selection of the Consultant will include, but not necessarily be limited to, the following:

- Quality of response to the RFQ: 5%
 - Proposal is presented in a focused and professional manner.
 - Proposal covers all components requested in the RFQ.
 - Proposal demonstrates the ability to successfully provide services.

- Applicable experience and references of the Firm: 40%
 - Relevance of Firms’ description and examples of experience with similar projects and programs.
 - References and contacts are provided for similar work.

- Qualifications of individual(s) or Team proposed for the duties: 30%
 - Firm and/or Team members demonstrate local government or governmental experience with applicable projects.
 - Team Members are in place to handle all facets of the scope of services.
 - Demonstration of licensing and proof of registration with State Board of Engineers.

- Demonstrated ability of the firm to manage projects of similar size, scope, and complexity in terms of: 25%
 - Cost control
 - Compliance with performance schedules.
 - Overseeing and coordinating the efforts of subcontractors as well as multiple tasks as listed herein.

B. Selection Process

After each Statement of Qualifications has been screened, they will be ranked in priority order, and two to four of the highest-ranked responders may be invited for an interview.

The Town will begin negotiations with the highest-ranked firm to determine the fee and level of effort that the firm will employ to complete the scope of work. Should the Town be unable to satisfactorily negotiate a fee and level of effort to satisfy the scope of work with the highest ranked firm, the Town will begin negotiations with the next-ranked Firm and so on until a contract has been successfully executed for the Scope of Work. Should the Town determine in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, the Town may offer a Contract to that firm without conducting interviews. All firms and contractors considered for this solicitation must meet the following requirements to be considered for evaluation:

- 1) *All prospective firms, offerors, or subcontractors must acknowledge that funding is contingent upon compliance with all terms and conditions of the BRIC Grant funding award.*

2) *And all firms and subcontractors must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the BRIC Grant funding award*

C. **Selection Schedule:** *dates are approximate*

<u>Activity</u>	<u>Date</u>
ECC Publishes RFQ	11/12/2024
Last day for to submit Questions on RFQ	11/19/2024
ECC Response/Addendum published to RFQ (<i>if applicable</i>)	11/22/2024
Firm Statements of Qualification Due	12/2/2024
Scoring Statements of Qualification	12/3 ~ 9,-2024
Firm Presentations (<i>at ECC's request</i>)	12/10, 11, 12
Contract Negotiations	12/12 - 31
Selection & Contract Award (<i>Calypso Board Meeting</i>)	Call Meeting or 1/6/2025

~ END OF REQUEST FOR PROPOSAL ~