

**REQUEST FOR QUALIFICATIONS
VILLAGE OF CEDAR ROCK
HURRICANE HELENE CULVERT SYSTEM REPAIRS AND
REPLACEMENTS**



Date Issued: 12/2/2024

Submission Deadline: 12/23/2024

Daniel Odom, Village Manager
Village of Cedar Rock

Physical Address: 2065 Cedar Rock Estate Dr. | Lenoir, NC 28645

Mailing Address: PO BOX 1166 | Lenoir NC 28645

(828)446-8715

daniel.odom@wpcog.org

SUBMISSION GUIDELINES:

Request for Qualifications for Culvert System Repairs and Replacements in Cedar Rock, NC. All inquiries on the project must be directed to Daniel Odom, Village Manager as detailed in this document. Questions regarding the RFQ **must** be received via email at daniel.odom@wpcog.org by December 19, 2024, at 5p.m. If a determination is made that clarification or change to the RFQ document is required, a written addendum will be posted on the appropriate section of the Village's website and emailed to respondents. Respondents are responsible for obtaining all RFQ updates.

Responses must be received via email at daniel.odom@wpcog.org no later than 2 p.m. on 12/23/2024.

Please subject all email responses as “Response to Village of Cedar Rock Culvert System Repairs and Replacements”

INTRODUCTION AND DESCRIPTION:

The Village of Cedar Rock owns and maintains a system of 26 Culverts of varying sizes and materials within the Village's incorporated limits. Hurricane Helene's significant precipitation and flooding caused substantial damage to the majority of the individual culverts within this system. Damages range from simple debris removal and stabilization installation, to the repair of considerable sloughs and the removal/replacement of culvert barrel's beneath the road surface.

The Village is eligible and intends to seek reimbursement for the repair/replacement/upsizing (where eligible) of identified Culverts through the Federal Emergency Management Agency and North Carolina Emergency Management's Public Assistance Program.

As the Village will be financially supported in this project by both Federal and State agencies, the engineering, permitting, and construction of this project must be compliant with all applicable Federal and State guidelines. Per guidelines for permanent work established by the Federal Emergency Management Agency, all permanent work for this project must be completed by March 28, 2026.

SCOPE OF WORK:

The Village of Cedar Rock is soliciting statements of qualifications from qualified professional engineering firms to provide management and engineering services to assist in the facilitation of the Culvert System Repair and Replacement Project, potentially including H&H services, Geotechnical Engineering Services, Construction Management, and Procurement Compliance.

Work under the contract may include, but is not limited to the following:

- Management of Bid and Construction Processes
- Geotechnical and Hydrological Engineering needs determination and completion
- Environmental Permitting needs determination and completion
- All other Federal, State, and Local Permitting (as needed)
- Specifications and BID document
- Construction Administration (as needed)

- Other services deemed necessary by the selected firm to ensure project compliance with Federal, State, and Local regulations

COMPLETION SCHEDULE:

12/2/2024: RFQ's Published

12/23/2024: Submission Deadline

12/30/2024: Firm Selection

1/7/2025: Village Council Approval of Contract

Bid and construction schedule subject to change dependent on permitting and design needs

EVALUATION CRITERIA:

Firm Experience/Reputation/Workload: (40%) - Experience of the firm in similar work and record of successful completion of similar projects. A main component is the firm's ability to immediately start work on projects and its overall capacity to handle the workload within the time constraints presented by disaster-related repair and replacement work.

Ability to Understand and Facilitate the Scope of Work: (30%) - The firm's illustrated ability to understand and facilitate the scope of work required to ensure timely and efficient completion of the Culvert Repair and Replacement Project, in respect to the context of the project.

Familiarity with the Project Type: (30%) - Firms that are familiar with delivering projects funded through the Public Assistance Program or similar Federal Program, and are also familiar with design, permitting, and compliance requirements for culvert projects of similar size and complexity.

REQUIREMENTS OF SUBMITTAL:

The Statement of Qualifications should not exceed eight (8) pages in length and should include the following information:

- Letter of Interest
 - Explain why your firm is the most qualified to provide the requested services
 - Brief firm overview

- Include lead firm name, contact person, address, and phone number
- Evaluation Factors
 - Brief Synopsis of firm experience with similar projects and funding programs.
 - Proposed roles of personnel in the project
 - Potential approach and familiarity with Culvert repair and replacement projects
- Supportive Information
 - Capacity Chart noting ability to immediately begin work on assigned projects
 - Other information deemed appropriate

DISCLAIMERS:

By answering this request, prospective firms acknowledge that submissions are subject to NC Public Records Laws. Additionally, Minority and Women-Owned businesses are encouraged to apply.