

**PIEDMONT TRIAD REGIONAL COUNCIL  
(PTRC)**

**REQUEST FOR QUALIFICATIONS  
FOR PROJECT ENVIRONMENTAL,  
PRELIMINARY ENGINEERING, AND  
COST ESTIMATION SERVICES**

**Response Due Date: Applications will be reviewed February 28<sup>th</sup>,  
2022, but PTRC will take applications until a scope of work is  
negotiated with a qualified firm or firms.**

**General Information**

Document Type: Request for Qualifications

Posted Date: February 18, 2022

Response Due Date: February 28, 2022 - March 15, 2022

Anticipated Services Period: March 1-December 15, 2022

**Office Address and Point of Contact**

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# **Piedmont Triad Regional Council – Request for Qualifications**

## **Request for Qualifications**

Piedmont Triad Regional Council (PTRC) is requesting statements of qualifications for providing engineering, architecture, and cost estimate services to support a 2022 NC Department of Environmental Quality (DEQ), Division of Water Resources (DWR) Section 205j Water Quality Planning Grant for which the PTRC has been awarded.

## **Background & Description**

The Piedmont Triad Regional Council (PTRC) has been awarded a 2022 Section 205j Water Quality Planning Grant of \$25,500 from the NC DEQ, DWR for the engineering and design of stormwater control measures for two properties in the City of Asheboro in the Haskett Creek watershed. The project will focus on obtaining permit-design ready plans for North Asheboro Park and Ride and North Asheboro Park to meet water quality goals for the Haskett Creek watershed.

The *Haskett Creek Watershed Action Plan-June 2020* was completed through a collaborative process that identified seven stormwater control measure (SCM) projects that would, once designed and implemented, improve the water quality of Haskett Creek. The SCMs, once implemented would show combined reduction of total nitrogen, total phosphorous and overall stormwater volumes, working to achieve improved aquatic habitat. The goal is to reduce the stormwater volume by 20% in the watershed over the next 10 years. In order to implement the recommended projects, funding support is needed to engage with engineers to further inspect, plan and design the most appropriate SCMs based on detailed site investigations.

Once the design packages are completed, the PTRC and the Haskett Creek partnership will have shovel ready projects to take to the next level, implementation. Throughout this process the benefits of community engagement will be key as to the success of the proposed and implemented SCMs and BMPs. These project locations showcase the commitment of the City of Asheboro to improve water quality in public settings that demonstrate progress towards achieving the Haskett Creek Watershed Action Plan goals and objectives.

## **Scope of Services**

PTRC is seeking one or more qualified respondents to perform professional services in the project area to accomplish some or all of the following work activities and products, other services can be described in the qualifications statement.

- Site Surveys and Field Data Collection – visit project sites to obtain field level data that will help to make informed design decisions for SCMs most appropriate for the locations and activities. Work with Project Team and Haskett Creek stakeholders on coordination of site collections and assessments. Field collection will include conducting site borings and infiltration assessments.
- Engineering Designs – in collaboration with Project Team, design options that will best achieve nutrient site-specific reductions will be presented that take into consideration property use, activity and/or right-a-ways (such as utility conflicts), along with long-term maintenance needs or requirements.
- Deliverables – written summary of field work completed, summary of proposed (permit-ready) designs outlining estimated costs for implementation, type of permits needed, timeline for permit submission,

summary of benefits to be achieved through SCM implementation and summary of short and long-term maintenance needs.

- **Key Component Skills:** innovative stormwater engineering and design, professional engineer, experience with permitting, implementation and construction oversight; technical facilitation and support for implementation funding; experience, knowledge, skills and abilities with past stormwater best management practice projects along with experience with grants, working with Towns, and community stakeholders.

**Schedule:** The schedule will be agreed upon with the Project Manager on a case-by-case basis but contract negotiations will begin as early as March 15, 2022. Additional services can be negotiated later following application submission and any award.

### **RFQ Submittal Procedures**

- **Submissions:** Copies of the qualification statements should be submitted through email in PDF format to [gmessinger@ptrc.org](mailto:gmessinger@ptrc.org) and if desired one hard copy to the PTRC by 4:00 pm on the due date by, certified mail, or private carrier to:

Attn: Qualification for Project Environmental, Preliminary Engineering, and Cost Estimation Services  
Grace Messinger, Water Resources Planner  
Piedmont Triad Regional Council  
1398 Carrollton Crossing Drive  
Kernersville, North Carolina 27284

- **Interviews:** Some respondents may be invited for an interview to clarify the content of their qualification statement.
- **Inquiries:** Please submit any RFQ questions via e-mail to Grace Messinger [gmessinger@ptrc.org](mailto:gmessinger@ptrc.org) other contact outside of the RFQ submittal requirements or questions is discouraged.
- An optional informational Zoom Meeting will be scheduled. To register for that meeting, please send an e-mail to [gmessinger@ptrc.org](mailto:gmessinger@ptrc.org) and mention RFQ details.

### **Minimum Qualifications**

All interested respondents must address and meet the following minimum qualifications:

### **Qualification Statements**

Responses to this Request of Qualifications (RFQ) shall include the following, submissions should be no more than 4 pages:

- **Experience and Capabilities:** Describe the professional engineering experience; describe innovative and/or retrofit stormwater applications experience and capabilities; describe capabilities of working with watershed stakeholders, and project development. Include experience with local, state and federal permitting agencies.
- **Key Staff Assigned to the Project:** Provide a resume summary and link that accurately details the respondent's work experience, the timeline of responsibilities, mission, and goal. It is also recommended that the respondent share any certifications or professional licenses that confirm their professional capacity to fulfill the scope of services outlined above.

- Technical Approach: Describe the technical approach that will be used to complete the tasks described in this RFQ, including knowledge, experience and capabilities to perform the scope of services outlined above, if applicable.
- Background Information: Full disclosure regarding the respondent's status and verification that applicant is not a debarred vendor.
- Professional Practice: Please respond to the following questions:
  - Has the respondent ever been cited by any authority for unscrupulous practice?
  - Does the respondent have any past or present suits with any current or former customer? Explain as necessary
  - Has the respondent, including affiliates and subcontractors, ever been or are currently disbarred from receiving Federal funds?
- Required Attachment: Provide originals or photocopies of the following (or provide explanation, as applicable, if any attachment is absent):
  - Three (3) references from clients for which the respondent has provided similar services;
- Other: Provide any other information that may be useful to the RFQ advisory committee in reviewing this proposal.

### **Consultant Selection**

The PTRC will establish and facilitate a Selection Committee for the evaluation of qualifications submitted by respondent responding to the RFQ. The proposals will be evaluated and ranked based on the **Selection Criteria** outlined below. The PTRC may ask the top ranked respondent(s) to attend a presentation and/or interview opportunity as part of the evaluation process. At the conclusion of the evaluation process respondents will be ranked in priority order with the highest ranking respondent(s) being selected to negotiate a contract with PTRC. If PTRC elects to negotiate a contract with a selected respondent or respondents, the PTRC reserves the right to negotiate such terms and conditions of the contract, including, but not limited to scope, role, price, and staffing which may be in the best interests of the PTRC.

The selected respondent shall provide written proof of insurance coverage for personal injury and property damage, including comprehensive general and automobile liability and contractual liability.

The selected respondent shall provide written proof of contractual liability insurance, comprehensive general liability insurance, workers compensation insurance, pollution coverage insurance and professional liability insurance for Directors and Officers for errors and omissions. The selected respondent is encouraged to employ Minority Business Enterprise/Women's Business Enterprise companies (MBE/WBE) whenever possible.

### **PTRC Selection Criteria**

The PTRC will evaluate the qualifications based upon the following factors:

- 30 points - Qualifications, Experience and Capabilities;
- 25 points - Technical approach and ability to complete the stated RFQ requirements;
- 20 points - Capacity of respondent to perform the work;
- 20 points - References and demonstrated capability to accomplish similar scope of services;
- 5 points - Certified Minority Business Enterprise/Women's Business Enterprise companies (MBE/WBE) General or sub-contractor.

### **PTRC Rights Reserved**

- The PTRC reserves the right, in its sole discretion, to reject any or all submissions, reissue a subsequent RFQ, terminate, restructure or amend this procurement process at any time.
- This RFQ is not a bid. Evaluation criteria contained herein shall be used in evaluating qualifications of interested respondent for selection.
- The PTRC may contact any consultant after receiving its submittal to seek clarification on any portion thereof.
- The PTRC reserves the right to request additional information from any consultant if the PTRC deems such information necessary to further evaluate the consultant's qualifications.
- The PTRC reserves the right to select several consultants to perform tasks under the brownfields contract.
- The PTRC reserves the right to retain and continue funding consultants selected as a result of this RFQ without further solicitation of services, if additional funding becomes available in the future.
- All RFQ material submitted to the PTRC becomes the property of the PTRC and will not be returned to the vendor.