

ADDENDUM 1 – REQUEST FOR QUALIFICATIONS

Water Street Transformation Project

City of Elizabeth City

Issued: August 2, 2023

In this addendum, the City of Elizabeth City hereby extends the deadline to submit responses to September 4, 2023.

The City originally published notices of this RFQ on July 21, 2023, on its website and in The Daily Advance newspaper. However, the City encountered a delay in advertising the RFQ through the state's Electronic Vendor Portal. This extension is offered to compensate for that delay, as a matter of fairness to vendors relying primarily on the EVP.

RFQ questions, if any, are requested no later than two weeks before the extended submission deadline, or a response is not guaranteed. Questions should be emailed to the email addresses listed in the RFQ.

REQUEST FOR QUALIFICATIONS

Streetscaping Design and Construction Administration Services

City of Elizabeth City

POST DATE: July 21, 2023

SUBMISSION DEADLINE: August 21, 2023

The City of Elizabeth City invites responses to this Request for Qualifications from firms qualified in the State of North Carolina to engineer, design, bid, and administer construction of a streetscaping project known as the "Water Street Transformation Project," or WSTP. This project is funded by state and federal grants, including funds from the American Rescue Plan Act, awarded to the City of Elizabeth City through the NC Department of Commerce. Successful respondents will demonstrate their competence and commitment to implement the WSTP in compliance with any and all applicable state and federal codes, regulations, and statutes, as further detailed herein.

Project Background:

The Water Street Transformation Project is a component of broader efforts to enhance the accessibility, connectivity, safety and appeal of the City of Elizabeth City's Water Street corridor. Water Street is a state-controlled road. It is also a major north-south corridor through the City's downtown, and it is the *primary* corridor to access our downtown riverfront. It is therefore critical infrastructure in supporting the City's downtown place-making and broader economic and community development efforts. To the south, near its intersection of Ehringhaus Street, Water Street has four travel lanes and a central turn lane. Water Street gradually narrows to four and then three lanes as it passes northward through Main Street to terminate at its intersection with Elizabeth Street. To calm traffic while adding parking, the NC Department of Transportation is, with the City's support, pursuing a conversion of some outer travel lanes on southern Water Street to on-street parking. This effort is separate but complementary to the WSTP.

Project Summary:

The WSTP spans Water Street roughly from the intersections of Ehringhaus to Main Streets. The project elements shall include demolition, removal and replacement of existing, deteriorated sidewalk on both sides of Water Street between these intersections, with the southern terminus of the eastern sidewalk connecting to Waterfront Park.

Replaced sidewalk shall be the same width and height as current sidewalk, unless inadvisable due to settlement or other factors. There shall also be installation of a new segment of sidewalk, approximately 170 linear feet, extending eastward from the Main and Water Street intersection to connect Main Street to Moth Boat Park. New sidewalk shall include decorative brick-banding consistent in style with existing brickwork on Main Street.

The project elements shall also entail installation of new streetlighting and associated/necessary electrical infrastructure, and streetlights shall be consistent/appropriate in style, spacing and luminosity with the downtown Main Street corridor.

The Scope of Services desired in responses to this RFQ are as follows:

1. Preliminary through Final Design Services of the project elements as described above, to include site inspection/investigation, surveying and other field work where reasonable and necessary
2. Performance of any necessary Environmental Reviews, coordination with relevant state and federal agencies, and preparation/securement of necessary permits
3. Bid Phase Services, to include: preparation of bid documents; assistance in advertisement and solicitation of construction bids (including outreach to minority, women-owned, and disadvantaged business enterprises); and review of construction bids to evaluate and recommend the lowest responsive and responsible bidder
4. Construction administration, supervision, and final inspection/closeout. These services shall include ensuring close coordination between the construction contractor and subcontractors (if applicable) and, the City, ECDI, NCDOT, and other downtown stakeholders to ensure construction is performed with minimal disruption to downtown activity, and does not conflict with any potential, concurrent road work along the corridor.

In performing this Scope of Services, the selected respondent shall also coordinate closely with City staff and the construction contractor and subcontractors (if applicable) to ensure compliance with the terms of our grant funding. These terms are summarized below.

Grant Compliance:

The WSTP is funded through state and federal grants, including an appropriation of State Fiscal Recovery Funds from the American Rescue Plan Act. The selected respondent shall comply, or facilitate the City's compliance where necessary and appropriate, with federal Uniform Guidance and state law for areas including, but not limited to: procurement and financial management, reporting and monitoring, environmental review, promoting strong labor standards, non-discrimination, and avoiding conflicts of interest (real or perceived). The selected applicant shall also ensure the project timeline meets grant

requirements. A construction contract must be in place no later than December 31, 2024, and the project must be complete by December 31, 2026.

Submittal Instructions and Evaluation Criteria:

Complete responses shall be submitted via mail by 5 p.m. by August 21, 2023, to the Public Utilities Department at 410 Pritchard Street, Elizabeth City, NC 27909. Responses shall be submitted by UPS or Fed Ex only.

A Complete Response shall include:

1. Cover Letter; this shall include a phone number and email address for a point of contact
2. A USB drive with all other project submittals/documents in electronic format. Files shall be in commonly-used formats such as Word and Excel files, PDFs, etc.
3. Statement of Qualifications pertaining to the Scope of Work
4. Professional references (at least 5); references from clients served in the past 24 months are preferred
5. A listing of the Respondent's Project Team members, with professional biographies/resumes stating relevant experience, credentials/licenses, and awards
6. Technical memorandum addressing both of the following topics: prior, similar projects that were successfully performed while minimizing disruptions and including stakeholders; and the Respondent's familiarity and success in performing state- and federally-funded projects (No more than eight pages)
7. The Respondent's proposed project schedule
8. Description of any legal claims brought by or against the Respondent in the past 10 years

Incomplete Responses will not be considered. Complete Responses will be evaluated on the quality of their evaluation documents, considering metrics including:

- Details in Statement of Qualifications
- Quality/relevance of references to the WSTP
- Demonstration of a well-staffed, highly qualified and accomplished Project Team
- Proven record of managing streetscaping projects while minimizing adverse impacts/loss of economic activity
- Expertise in relevant federal/state processes and requirements

- Capability and commitment to perform the project to a high standard in a timely manner
- A track record of minimal adverse litigation

Consistent with state and federal law, the City reserves the right to reject all Responses. In considering awarding the Scope of Services to a Respondent, the City shall seek to negotiate fair and reasonable compensation with the most-qualified Respondent, subject to available funding. If such negotiations fail, the City will seek negotiations with the next most-qualified Respondent.

City staff will make reasonable efforts to answer questions related to this RFQ. Questions shall be submitted no later than two weeks before the RFQ Submission Deadline, or a response is not guaranteed. Questions shall be submitted in writing by emailing the following: jhawley@elizabethcitync.gov, rlassiter@elizabethcitync.gov and dmalenfant@elizabethcitync.gov. In the interest of fairness, responses to substantive questions shall be posted on the City's website as addenda.