

# Request for Qualifications (RFQ)

## Pollocksville Floodprint: Elevation and Floodproofing of Commercial Structures

The Town of Pollocksville, North Carolina (the "Town") is seeking statement of qualification ("SOQ") packages from interested parties (the "Design-Builder") for design / engineering, and construction services ("Services") relating to the project titled: "Pollocksville Floodprint: Elevation and Floodproofing of Commercial Structures" (the "Project").

The complete RFQ package will be available to view and download on the Town of Pollocksville website at the following address: <https://www.townofpollocksville.com/RequestforProposals>

**Submittals will be received at the Town of Pollocksville's Town Hall** (314 Main Street, Pollocksville, North Carolina 28573) **until 2:00pm EST on October 23, 2024.** SOQ packages must be delivered in a physical sealed envelope containing: one (1) bounded hard copy print copy AND one (1) digital PDF file saved on an external thumb drive. Submittals received not containing these required contents and/or received after this date and time will not be opened.

Please reference the RFQ# (2024-TOP-ELE-001) on the front of the sealed envelope, with attention to: Toni Floyd, Town Clerk & Finance Officer.

Candidates are also invited to attend an **optional pre-submittal meeting on October 9, 2024 from 2:00pm – 3:00pm EST at the Town Hall** (314 Main Street, Pollocksville, North Carolina 28573). This meeting will include: (a) a brief overview of the information presented in this RFQ package; and (b) a site walk with local officials and other members of the project team. If planning to attend the pre-submittal meeting, **please RSVP via the email addresses provided below by October 7, 2024.**

Please direct questions and inquiries pertaining to this RFQ to the following email addresses:

### Project Manager

Toni Floyd, Town Clerk & Finance Officer  
phone: 252-224-9831  
email: [admin@townofpollocksville.com](mailto:admin@townofpollocksville.com)

cc: Leslie Bartlebaugh (email: [leslie\\_bartlebaugh@ncsu.edu](mailto:leslie_bartlebaugh@ncsu.edu))

# 1. GENERAL DESCRIPTION OF WORK

## 1.1. Project Title

Pollocksville Floodprint: Elevation and Floodproofing of Commercial Structures

## 1.2. Project Location

The project is located between the 100- and 200-blocks of Main Street in the Town of Pollocksville (Jones County, North Carolina).

## 1.3. Background

During Hurricane Florence (2018), the business district along Pollocksville's Main Street suffered catastrophic damages. Nearly two-thirds (67%) of the Town's commercially-zoned buildings contain First Floor Elevations (FFE's) below the observed High Water Mark (HWM) from the flood, and many properties are still in the process of being repaired.

In 2021, the Town of Pollocksville, in partnership with the NC State University Coastal Dynamics Design Lab (CDDL), completed a resilience-focused analysis, planning, and community engagement initiative called the "Pollocksville Floodprint." One of the primary outcomes of this effort was the successful submission of several grant applications that will be used to elevate and floodproof six (6) commercial structures along Main Street. This RFQ is seeking Design-Build services to design, permit, and construct specific elevation and/or floodproofing techniques at each of the six (6) properties.

## 1.4. Project Description

The six (6) properties to be elevated / floodproofed: (a) are all within the regulatory Special Flood Hazard Area (SFHA) of the Trent River; and (b) must be elevated to at least the Base Flood Elevation (BFE) plus four (4) additional feet of Freeboard, per the Jones County Flood Damage Prevention Ordinance. The following information summarizes the proposed scope of work to elevate each building above the BFE + 4-feet of Freeboard:

Property Address	Heated Area (sq ft)	Number of Stories	Existing FFE	BFE + 4' Freeboard	Proposed Elevation Technique
114 Main	2,130	2	17.0'	18.1'	Lift + New Foundation
127 Main	1,104	1	13.9'	17.9'	Interior Elevation
137 Main	3,216	1	14.3'	17.9'	Lift + New Foundation
202 Main	3,600	2	17.9'	18.0'	Interior Elevation
203 Main	2,493	2	14.3'	17.9'	Lift + New Foundation
204 Main	855	1	17.9'	18.0'	Interior Elevation

“Lift + New Foundation” refers to an elevation technique that will involve: (a) separating the existing structure from its foundation and raising via hydraulic jacks / temporary supports; and then (b) constructing a new foundation beneath the raised structure. Once complete, the primary living area will be raised above BFE + Freeboard, and only the foundation will remain exposed to flooding after construction.

“Interior Elevation” refers to an elevation technique that leaves the structure on its original foundation, but elevates the primary living area via a newly constructed flooring system. Once complete, the area between the newly constructed floor and the original foundation will be “abandoned” and can only be used for storage and subfloor access purposes. Additional modifications (e.g., installation of flood vents, modifying window or door openings, interior wall repairs, etc.) are anticipated to be required for “interior elevations.”

It is the expectation that the selected Design-Builder will consult with each property owner in order to determine a final Proposed FFE in conformance with: (a) the BFE + Freeboard (4') minimum standard; (b) the specified elevation technique; and (c) the latest published edition of ASCE 24 (or equivalent). The provided attachment (“Attachment A”) contains additional property information and preliminary / concept-level designs for each property.

### **1.5. Summary of Project Goals**

The following goals are associated with the Project:

1. Create a complete set of architectural drawings to elevate and/or floodproof the identified commercial structures in compliance with local, state, and federal regulations and standards;
2. Offer designs that remain “cost-effective” per provided cost parameters;
3. Construct the project in a timely fashion without undue delays.

### **1.6. Data Availability**

“Attachment A” contains property information and concept-level drawings for each of the six (6) identified structures to be elevated and/or floodproofed.

### **1.7. Attachments**

1. Attachment A: “Property Information + Preliminary Designs”

## **2. PROJECT DELIVERY**

### **2.1. Design-Build Delivery**

The Project will be completed using a “Design-Build” delivery format. As such, when the design documents are at a stage of completion previously agreed to by both the Town and the selected Design-Builder (e.g., 90% Design Package), the Design-Builder shall submit an Architectural Design / Engineering Package that includes a Construction Documentation Set (“CD Set”) and Guaranteed Maximum Price (“GMP”) to the Town.

The CD Set and GMP are to include the following information, at minimum: (a) all applicable sheets and information to be included in the final Construction Documentation drawing and specification set; (b) a detailed Cost of Work breakdown for the GMP, with subtotals defined by each subcontract, trade, or bid division; (c) the Design-Builder's Contingency for the Work; (d) the Design-Builder's Staffing Cost; (e) General Conditions Cost; and (f) the Design-Builder's Overhead and Profit (i.e., fee). Any work to be subcontracted by the Design-Builder shall be pre-approved by The Town in all circumstances.

Once the CD Set and GMP have been approved by the Town, the Design-Builder shall proceed to complete any remaining construction documentation and permitting actions necessary to ready the project for construction. The Town reserves the right to request design revisions, in congruence with the aforementioned design intent of the Project, up to and through final issuance of a formal Notice to Proceed ("NTP") for construction. Once a NTP is issued, the Design-Builder shall construct the Project in accordance with the final approved CD Set and GMP.

## **2.2. Coordination Expectations**

Throughout the project delivery sequence, the Design-Builder shall work cooperatively with the Town, CDDL, and local floodplain administrator to provide, as part of design / engineering services: progress drawings, project status reports / updates, invoices, and other requested material, as needed, per Town and grantor specifications.

Monthly progress meetings, at minimum, are expected during both the "design" and "build" phases of the project.

## **3. PROJECT SCOPE, BUDGET, AND SCHEDULE**

The complete scope of services and associated deliverables sought for the Project are included below, and are organized by the following Task categories: (1) Architectural Design / Engineering and Permitting; and (2) Construction.

### **3.1. Task One: Architectural Design / Engineering and Permitting**

The selected Design-Builder shall develop all necessary reports, plans and specifications to complete the Project. Specific disciplines, and associated deliverables, anticipated to complete this scope of work include but are not limited to:

- 3.1.1. Environmental Inspection
  - Report: to include findings from inspections for asbestos and lead-based paint, at minimum, per North Carolina Emergency Management (NCEM) standards
- 3.1.2. Architectural Design / Engineering
  - Design Package: interim and final versions of all listed subtasks to be delivered at 30%, 60%, 90%, and 100% milestones

- Existing Conditions Plans (e.g., utility locations and connections, parcel boundaries, spot grades, existing floor plans, etc., as needed per property)
  - Architectural Design Drawing Set (e.g., plans, sections, elevations, details, etc. per property)
  - Specifications / Project Manual
- Cost Estimates: to be generated for each property
  - Guaranteed Maximum Price (“GMP”) to be submitted prior to issuance of a NTP for construction
- Permits: to include the creation of all necessary permit reports and data sets to complete the Project (e.g., local Building Permits, Elevation Certificates, etc.).
- 3.1.3. Structural Design / Engineering
  - Design and Detailing (as necessary, to ensure the structural integrity of any building modifications; any and all deliverables are to be incorporated into the 30%, 60%, 90%, and 100% Design Packages)
- 3.1.4. M/E/P Engineering
  - Design and Detailing (as necessary, to ensure the appropriateness of mechanical, electrical, and plumbing modifications; any and all deliverables are to be incorporated into the 30%, 60%, 90%, and 100% Design Packages). Specific M/E/P scopes of work are anticipated to include, at minimum, the following:
    - Electrical (i.e., systems to be elevated above BFE + Freeboard)
    - Plumbing (e.g., extending service lines to meet Proposed FFE)
    - HVAC (e.g., elevated ductwork, platforms, etc. above BFE + Freeboard)

A full project schedule, including anticipated dates for meeting interim and final project milestones, shall be included in a final contract provided by the selected Design-Builder to the Town prior to initiating Task One.

Please note: (a) permitting authorities may require the creation and/or transmission of additional analyses (e.g., existing and proposed illustrations, calculations, modeling, opinions of probable costs, etc.) that further explain the validity and compliance of the proposed design; and (b) all applicable federal, state, and local permits must be obtained prior to the Town's issuance of a NTP for construction.

### **3.2. Task Two: Construction**

The selected Design-Builder shall perform all demolition and construction activities as necessary to complete the Project within the approved GMP and schedule. Specific activities may include:

- **3.2.1. Demolition**
  - As needed, (a) the abatement and/or disposal of hazardous material; and (b) the selective demolition of existing structures (including hauling and disposal)
- **3.2.2. Construction**
  - Modifications to buildings may include, but are not limited to, the following: the lifting and temporary supporting of buildings, structural alterations to exterior and/or interior bearing walls, site work (e.g., minor grading, repair of staging areas, etc.), and the installation of: (i) modified foundations, pilings, and breakaway panels; (ii) flooring, stairs, decks and/or ramps; (iii) various interior floodproofing measures (e.g., flood vents, tiling, etc.); (iv) interior and exterior finishes (e.g., insulation, drywall, paint, masonry, etc.); and (v) M/E/P systems as specified in Task One (“Architectural Design / Engineering and Permitting”)

### **3.3. Project Budget**

The Town has established the following budget range for completing the aforementioned scope of work (i.e., Tasks One and Two) associated with this Project:

\$781,370.00 (anticipated Project Minimum) - \$1,161,151.00 (anticipated Project Maximum).

Additional funds – separate from the stated Project Maximum – are available for anticipated administrative / legal fees and relocation expenses for property owners. It will, however, be the responsibility of the selected Design-Builder to provide a cost estimate for anticipated permitting fees as part of the GMP.

### **3.4. Project Schedule**

The scope of services outlined in this RFQ must be fully complete by June 30, 2026. A contract must be entered into between the Town and the selected Design-Builder no later than December 31, 2024.

## **4. INSTRUCTIONS FOR SUBMISSION**

The following items describe the minimum requirements to be included in a Statement of Qualifications (“SOQ”) package for interested Design-Builders:

### **4.1. Cover Letter**

- **4.1.1. Project Understanding**
  - Statement including an understanding of the Project (e.g., location, existing conditions, the community the project is serving, project goals, etc.).
- **4.1.2. Project Approach**
  - Explicit explanation of how the Design-Builder is uniquely qualified to deliver the project at the highest possible value / quality, on time, and within the anticipated budget.

## **4.2. Project Team**

- **4.2.1. Project Team**
  - An explanation of Project Team selection, consisting of either: (a) a list of licensed contractors, licensed subcontractors and licensed design professionals the Design-Builder proposes to use on the Project; or (b) the Design-Builder's strategy for selecting contractors and/or subcontractors based on the requirements set forth in NC General Statutes, Article 8, Chapter 143 (i.e., competitive bidding procedures).
- **4.2.2. Organizational Chart**
  - A visual diagram illustrating the relationship between all Project Team entities, including: (a) the explicit roles of the designated prime firm / organization and anticipated subcontractors, at minimum; and (b) designation of responsibilities for each Project Team entity as they specifically relate to the Tasks listed in Sections 3.1.1. - 3.1.4. ("Architectural Design / Engineering and Permitting") and 3.2.1. - 3.2.2. ("Construction") of this RFQ.

## **4.3. Relevant Project Experience**

Information concerning three (3) recently completed projects must be provided, and include the following for each:

- **4.3.1. Relevance**
  - Summary of project type, client, location, cost, or other factors.
- **4.3.2. Contacts / References**
  - Provided for each project.
- **4.3.3. Key Team Members**
  - Background information for all participating firms or subcontractors within the Project Team.
  - Resumes of key individual members on the Project Team.
  - Explicit description of roles and/or responsibilities of key individual members on provided project references.
- **4.3.4. Budgets and Schedules**
  - Proven ability to meet predetermined budgets and schedules.

## **4.4. Equity**

MBE/HUB Utilization, including the following information:

- **4.4.1. Evidence of MBE/HUB Utilization in the Project Team**

- In accordance with G.S. 143-128.2 (i.e., vendors must demonstrate meeting a verifiable percentage goal of 10% for participation by minority business).
- 4.4.2. Evidence of MBE/HUB Utilization through Relevant Project Experience
  - To be either included as part of Section 4.3.3. or as standalone information in Section 4.4.2 (e.g., previous project fee structures of the prime firm / organization or previous annual distributions of project fees to MBE/HUB entities).
- 4.4.3. Non-Discrimination Certification and/or Statement

Please note: the purpose of this Request is to solicit interest by and information about firms who have qualifications that match the needs of the Project. Design-Builders who supply proposals related to cost or design in their responses will be automatically disqualified.

## 5. EVALUATION CRITERIA

Each entity responding to this RFQ will be evaluated based on the Design-Builder's qualifications, and the qualifications of the identified team members. Evaluation criteria are outlined below:

### 5.1 Evaluation Criteria Table

Criteria Description	Weight
<b>Cover Letter: Project Understanding + Approach</b> see Section 4.1 (Project Understanding; Project Approach)	<b>10 pts</b>
<b>Project Team: Project Team + Organizational Chart</b> see Section 4.2 (Project Team; Organizational Chart)	<b>40 pts</b>
<b>Relevant Project Experience</b> see Section 4.3 (Relevance; Contacts / References; Key Team Members; Budgets and Schedules)	<b>40 pts</b>
<b>Equity</b> see Section 4.4 (MBE/HUB Utilization on Project Team; MBE/HUB Utilization through Relevant Project Experience; Non-Discrimination Certification / Statement)	<b>10 pts</b>
<b>Total Points Possible</b>	<b>100 pts</b>

The Town will enter into contract negotiations with the first-ranked Design-Build respondent that it deems most capable to fulfill the intent of the Project, in accordance with the provided Evaluation Criteria. If the two parties (i.e., the Town and first-ranked Design-Build respondent) negotiating in good faith are unable to reach a contract agreement, the Town reserves the right



to terminate discussions with the first-ranked Design-Build respondent, in writing, and invite the second-ranked Design-Build respondent to enter into contract discussions.

Once an agreement on scope, budget, and schedule has been reached between the Town and a Design-Builder, the two entities will enter into a contract agreement.

## 5.2 Selection Schedule

The schedule for the Project is tentatively as follows:

DATE	ITEM
September 27, 2024	RFQ Release
October 9, 2024	Pre-Submittal Meeting at Town Hall to begin at 2:00pm EST (optional; RSVP by October 7, 2024)
October 11, 2024	Questions from Potential Respondents Due (by 5:00pm EST)
October 15, 2024	Notes from the Pre-Submittal Meeting (held on October 9, 2024) and Responses to Questions (due October 11, 2024) Posted as Addenda
<b>October 23, 2024</b>	<b>Statement of Qualification (“SOQ”) Packages Due at 2:00pm EST</b>
October 31, 2024 (no later than)	Selection Notice *
November - December 2024	Contract Negotiations + Selected Contractor to Proceed with Services
June 30, 2026 (no later than)	Services to Conclude

*\* If more than one Design-Builder is chosen for further consideration, the Town will contact all considered Design-Builders for further information and/or an interview.*

## 5.3 Questions + Submission Formatting and Delivery

Please reference the information provided below for responding to this RFQ:

- 5.3.1. Questions
  - Interested Design-Builders can submit questions pertaining to this RFQ until **October 11, 2024 at 5:00pm EST**. Questions are to be submitted via email to Toni Floyd (admin@townofpollocksville.com) and Leslie Bartlebaugh (leslie\_bartlebaugh@ncsu.edu). Responses to these questions will be posted as an Addenda by October 15, 2024.

- 5.3.2. SOQ Formatting
  - SOQ packages are **not to exceed thirty (30) pages** (30 sides of paper - if single sided, 30 pages; if double sided, 15 pages) single spaced, 10pt font minimum. The Cover Letter and Dividers between sections do not count against the 30 pages total.
- 5.3.3. SOQ Submission
  - **Submittals will be received at the Town of Pollocksville's Town Hall** (314 Main Street, Pollocksville, North Carolina 28573) **until 2:00pm EST on October 23, 2024.** SOQ packages must be delivered in a physical sealed envelope containing: one (1) bounded hard copy print copy AND one (1) digital PDF file saved on an external thumb drive. Submittals received not containing these required contents and/or received after this date and time will not be opened. Please reference the RFQ# (2024-TOP-ELE-001) on the front of the sealed envelope, with attention to: Toni Floyd, Town of Pollocksville Clerk and Financial Officer.

Please note: The Town (a) reserves the right to cancel this solicitation and/or reject any or all candidates; and (b) assumes no responsibility for costs incurred by entities preparing responses to this solicitation.