



CITY OF  
**ELIZABETH CITY**  
HARBOR OF HOSPITALITY *North Carolina*

## Request for Qualifications

### Engineering Services for Marine Construction

<b>Advertisement Date</b>	February 28, 2025
<b>Last Date for Questions</b>	March 14, 2025, at 5:00 p.m.
<b>Statement Due Date</b>	March 28, 2025, at 5:00 p.m.

(Dates are subject to change via Owner issued Addendum)

**February 28, 2025**

**REQUEST FOR LETTERS OF INTEREST AND  
STATEMENTS OF QUALIFICATIONS FOR  
PROFESSIONAL ENGINEERING SERVICES**

Dear Respondent:

Attached is an announcement of the Request for Letters of Interest and Statements of Qualifications for Engineering Services for Marine Construction.

You are invited to submit a proposal to be received not later than March 28, 2025, at 5:00 p.m. Proposals shall be submitted electronically to Interim Parks and Recreation Director Stacy Williams, at [swilliams@elizabethcitync.gov](mailto:swilliams@elizabethcitync.gov), and Jon Hawley, Grants Administrator, at [jhawley@elizabethcitync.gov](mailto:jhawley@elizabethcitync.gov).

If you have questions regarding this document, please follow the instructions in the announcement.

## ANNOUNCEMENT

### REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS FOR ENGINEERING SERVICES FOR MARINE CONSTRUCTION

The City of Elizabeth City requests letters of interest and statements of qualifications from professional engineers to provide engineering services for a marine construction project, namely the Causeway Park Restoration Project. Causeway Park is a City-owned park on the northern side of the Camden Causeway, and consists of a gravel parking lot and spans of wooden boardwalk that previously allowed visitors to enjoy the northern Pasquotank River. The spans of boardwalk total approximately 900 linear feet. Save for the parking lot and boardwalk, the property is largely in its natural, vegetated state.

The park is closed due to the current boardwalk's deterioration. The Causeway Park Restoration Project will consist of the following. All features shall be designed to meet or exceed "Americans with Disabilities Act" standards.

- Demolishing and removing the existing boardwalk structure, inclusive of pilings
- Installing new spans of boardwalk totaling approximately 800 linear feet, (slightly less than what exists currently); the boardwalk's footprint may be slightly adjusted if prudent
- Installing observation platforms and a kayak launch
- Installing an approximately 40' x 20' concrete pad at the boardwalk's entrance, to provide two handicapped-accessible parking spaces
- Converting a portion of the parking lot to a raingarden to provide stormwater benefits; the preliminary, approximate dimensions of the raingarden are 20' x 20'.

This Announcement seeks engineering services necessary to properly design and construct these project features. A conceptual map is included in this Announcement.

#### **SCOPE OF SERVICES:**

- Engineering and Design for Construction
- Bidding and Procurement
- Permitting – CAMA Major Permit anticipated
- Construction Inspection and Management

NOTE: The Causeway Park Restoration Project is funded through grants from the State of North Carolina. The City will administer these grants, but the selected company will provide reasonable support, such as by assisting with progress reports and closeout documentation.

### **ACTIVITY AND TARGET ACHIEVEMENT DATES:**

- Engineering and Design (near-final plans) - 08/29/2025
- Permitting: 11/30/25
- Bidding and Procurement - 01/30/2026
- Begin Construction - 02/27/2026
- Complete Construction - 07/31/2026

### **QUALIFICATIONS**

The responsible firms in charge of this work must:

- Be a Professional Engineer
- Have at least 5 years of experience in the project work category.
- Be Registered in the State of North Carolina.
- Have the financial ability to undertake the project and assume liability for any work

### **SUBMISSION REQUIREMENTS**

The City will receive electronic proposals until 5 p.m. on March 28, 2025. Proposals received after this time will not be considered.

Proposals submitted should be concise and shall be limited to a maximum of ten (10) double-sided pages, excluding letters of introduction and individuals' resumes. Proposals should follow the outline provided below.

1. Letter of introduction. This letter should provide company history and background. It should identify the company's main office, and the office location that will manage the project. It should also provide a contact person.
2. Project Understanding and Approach. All anticipated project tasks should be listed and summarized.
3. Capabilities Statement: Describe your firm's competencies and services. If outside companies/subcontractors will be needed for essential tasks, identify them and describe their qualifications.
4. Project Experience and References: Describe three similar projects your firm has performed in the past two years; projects in eastern North Carolina are preferred. If projects are ongoing, clearly explain their status. Detail any cost overruns or delays encountered, and how they were resolved. Provide a client contact/reference for each project.
5. Project Team: Explain your project team. Identify the project leader and other key persons, including any working for outside companies. Provide resumes as a separate attachment. Explain the team's availability, and explain your capacity to adapt if team members leave.
6. Conflicts of Interest: Describe any conflicts, or potential conflicts, of interest that your company may have. In determining conflicts of interest, consider your company's ownership, not only employees. Conflicts should similarly be described for any potential outside companies/subcontractors you anticipate doing business with.

Proposals shall be submitted electronically to both Parks and Recreation Director Stacy Williams and Grants Administrator Jon Hawley no later than 5 p.m. on March 28, 2025. Their email addresses are [swilliams@elizabethcitync.gov](mailto:swilliams@elizabethcitync.gov) and [jhawley@elizabethcitync.gov](mailto:jhawley@elizabethcitync.gov) respectively. Use the Subject Line "Causeway Park Engineering LOI" to ensure your proposal is readily identified. Submit files in common formats; PDFs preferred.

All questions relative to this Announcement shall be submitted in writing via email to the aforementioned email addresses by 5:00 p.m. on March 14, 2025. Significant, substantive questions will be answered via public Addendum no later than March 21, 2025.

This Announcement constitutes a "qualifications-based" procurement under NC General Statute 143-64.31, also known as the "Mini-Brooks Act." The City will evaluate respondents based on qualifications, such as experience and credentials. If satisfactory responses are received, the City will seek to enter into price negotiations with the most-qualified firm; if these negotiations fail, the City will seek to negotiate with the next most-qualified firm. The City reserves the right to reject any and all proposals, and to re-advertise the project.



NCDWR Surface Water Classification is SC, tidal salt water

Freshwater Forested/Shrub Wetland

Replace Platforms 16 x10

Replace Second Span Approx. 270 LF

Add Fishing Pier 16 x 10

70 LF to a Kayak Launch

Straightened Boardwalk Span. Approx. 450 LF

Undeveloped / Maritime Commercial Zones

20x20 Rain Garden

20x40 Slab for Handicap Parking

Camden Causeway

George Wood Park

**Causeway Park Improvements**

Existing facilities/boardwalk and natural features shown.

-  Parcel
-  New pilings and six-foot wooden boardwalk with handrails and edge protections
-  Roads
-  Final size and placement of rain garden may be adjusted during design phase