



City of New Bern Request for
Qualifications for Professional
Services – Resilience Design and
Permitting Consultant
CNB # 20230126

Release Date: March 3, 2023
Responses Due: April 3, 2023

City of New Bern, North Carolina

Contact: Christopher D. Seaberg,
Community & Economic Development Manager
Email: seaberg.christopher@newbernnc.gov
Website: <https://www.newbernnc.gov/>

252.639.7580
303 First Street
PO Box 1129
New Bern, NC 28563



OVERVIEW

The City of New Bern, the State of North Carolina's original capital, is situated at the mouth of the Pamlico Sound within the Neuse River Basin, the longest river in North Carolina. At its mouth, six miles across, it's the widest river in America and our nation's second largest estuary. The Neuse River Basin is a critically important body of water for nearly one-sixth of the state's population. Historic New Bern, located in Craven County at the confluence of the Neuse and Trent Rivers, experienced historic flooding from September 12th to 15th, 2018 during Hurricane Florence.

Since the ravages of Hurricane Florence, the City of New Bern's goal has been to become a more resilient city by analyzing and implementing sustainable, nature-based solutions that will enable both its built and natural environments to better withstand future weather events associated with climate change as well as natural disasters. The City of New Bern is currently developing critical mitigation, resilience, sustainability, and accessibility measures into long-term recovery plans and efforts. The City's resiliency processes are shaped by its Resiliency and Hazard Mitigation Plan adopted in March of 2022.

Henderson Park and the adjacent Duffyfield Canal, a stormwater system that drains 880 acres of the City's land mass, were identified as two of the priority restoration sites where the City of New Bern could incorporate nature-based solutions to impact citywide resiliency. This particular project's focus is at Henderson Park

Funding

During the Resiliency and Hazard Mitigation Planning Process, the City of New Bern received \$150,000 grant from National Fish and Wildlife Foundation (NFWF) to, with the City's resiliency stakeholders, identify priority restoration sites and develop a conceptual plan of a nature-based infrastructure project to reduce flood risk, and meet the City's restoration and community resilience goals resulting from its community capacity building and planning project. NFWF grant funds were

matched with \$150,000 in grant funds from North Carolina Land and Water Fund (NCLWF). The NCLWF funds are for the 100% design and securing of necessary permits to make the project shovel ready. The NCLWF funds are also for the development of the necessary construction bid documents along with securing the contractor for project construction.

Reporting

The firm will report to and consult with the City of Development Services Department. Additional work and coordination may occur within all City Departments. Duties will be performed in-person or remotely, as directed by City Staff.

SUBMITTAL REQUIREMENTS

Firms wishing to be considered are expected to be engineering/planning consultants with expertise and experience in coastal resiliency, hazard mitigation and disaster recovery.

Submissions shall include:

1. A general statement of qualifications of the firm and any sub-consultants.
2. Demonstration of experience in working with appointed and executive bodies in North Carolina.
3. Demonstrated knowledge of New Bern/Eastern North Carolina and success designing, implementing, and coordinating local projects that align with resilience goals.
4. Experience engineering and designing public infrastructure and green infrastructure solutions.
5. Experience securing and managing grant projects for municipalities in North Carolina.
6. Identify and provide curriculum vitae of proposed project manager and staff assigned to the project.
7. Provide a list of references for on-going and recently completed projects, including contact person and phone number. Minimum of three (3).
8. Any additional information that will assist in evaluating the applicant's qualifications.
9. Submit hourly rates for services.
10. Other requirements, insurance and certification:
 - a. Certificate of insurance with the following limits: Firm shall maintain at its own expense (a) Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage; "City of New Bern", PO box 1129, New Bern, NC 28563, shall be named as additional insured. (b) Professional Liability insurance in an amount not less than \$1,000,000 per occurrence – if providing professional services; (c) Workers Compensation Insurance, as required by the general statutes of the State of North Carolina, and Employer's Liability Insurance not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit; (d) Commercial Automobile Insurance applicable to bodily injury and property damage, covering all

owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable. Certificates of Insurance shall be furnished prior to the commencement of services.

- b. Certification: A licensed Professional Architect or Engineer authorized to practice in the State of North Carolina shall be required for this project.
- c. Equal Employment Opportunity Elements: The City of New Bern reserves the rights to negotiate with any or all firms submitting qualifications. Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to submit qualifications and firms using subcontractors must solicit such firms in the subcontracting process.

Delivery:

In order to be considered for consulting work pursuant to this RFQ, firms must return three (3) hard copies of proposals in a sealed envelope, as well as an electronic copy of all submission materials by **5:00pm EST on April 3, 2023** to the office below. Sealed envelopes must be labeled "Resilience Consultant" for reference. There is no page limit for submissions.

City of New Bern
Development Services
Attn: Christopher Seaberg, Community & Economic Development Manager
303 First Street, PO Box 1129
New Bern, NC 28563

Email for electronic copy: seaberg.christopher@newbernnc.gov or submit flash drive with submission materials. File size limits may apply to email and City is not responsible for undelivered electronic copies. Responses received after the date and time listed will not be considered.

EVALUATION AND AWARD

Selection Process:

A consultant selection committee comprising City Staff will be formed to review the proposals. The selection committee will make a final selection of the successful consultant for this project. The highest ranked firm shall be determined by a tally of the total number of points given to each firm by each review selection committee member. The RFQ will not be deemed to be awarded until a written contract, in a form acceptable to the City, has been fully executed by both parties.

Evaluation Criteria

- Qualifications and relevant experience of the firm and any proposed subconsultants in successfully designing projects that incorporate nature-based solutions to impact resiliency.
- Qualifications of key personnel, inclusive of any outside consultants to be assigned to the project.
- Experience working with local government entities in North Carolina, especially Eastern North Carolina.
- Demonstrated ability to meet schedules and deadlines. Some priority will be given to applicants who can commence work immediately.

Questions

No oral interpretations shall be made to any respondent as to the meaning of any of the documents. Monday, March 27, 2023, is the last day to submit questions and requests for clarification on the RFQ at 5:00 PM (local time). All questions shall be in writing addressed in email to seaberg.christopher@newbernnc.gov. The subject line should read "2023 Professional Services – Resilience Design and Permitting Consultant". Answers to those questions shall be issued by addendum on or before March 29, 2023, by 5:00 PM EST. Qualification Submittal Deadline is Monday, April 3, 2023 at 5:00pm EST.

END OF REQUEST FOR QUALIFICATIONS