

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS-  
PROFESSIONAL ENGINEERING AND RELATED SERVICES  
TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA**

Town Demographic and Infrastructure Overview:

The Town of North Topsail Beach has a population of approximately 1,005 and fluctuates seasonally with 30,000 visitors annually and is situated in Onslow County. The Town does not manage utility services. These services are provided by JOEMC and ONWASA for electric and water/sanitary sewer services respectively.

Professional Service Categories:

The Town of North Topsail Beach is seeking Letters of Interest/ Statement of Qualifications (LOI/SOQ) from firms to provide professional civil engineering and related consulting services including, but not limited to:

- Preliminary Engineering Studies and reports
- Grant writing, applications, and administration
- Design, including field surveys, plan and specification preparation
- Permitting (NCDEQ, NCDOT, USACE, FEMA, etc.)
- Construction Services including bidding, contract administration and observation
- Asset and records management, (GIS, web hosting, physical assets and infrastructure, etc.)
- Environmental engineering
- Land surveying
- Transportation
- Land development and planning
- Community planning
- Ordinance review and revision
- Water resources planning
- ADA Transitioning
- Pavement condition surveys
- Parks Planning
- Other services in support of the above and overall local government administration and operations

Project Categories:

The Town anticipates selecting multiple firms to provide these services, on a wide variety of projects requiring expertise and experience to the following broad categories:

- Storm Drainage Conveyance and Stormwater Management
- Geographic Information Systems Management
- Asset Management Systems including but not limited to pavement, sidewalks, pathways, and storm drainage
- Parks and Recreation Facilities
- Town Planning and Development Regulation
- Beach Projects

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Selection Process:

Evaluation and Selection of firms will be a Qualification Based Selection process in accordance with the Mini-Brooks Act (GS 143-64.31). Price will NOT be considered in the qualifications-based selection phase. A variety of factors will be used in the selection of qualified engineering firms including, but not limited to:

- Specific municipal engineering and/or professional experience in the categories outlined above.
- Availability of qualified staff to perform the work.
- Previous performance with respective project delivery, particularly schedules and budgets.
- Approach to providing excellent customer service, through effective communication, coordination, and management of projects, especially schedules and budgets.

Master Agreement and Specific Project (Task Order) Assignments:

At the conclusion of this LOI/SOQ selection process, it is the intent of the Town to select multiple firms to enter into a Master On-Call Service Agreement for a three-year period, with the option of two one-year extensions. Once specific projects are identified, the Town will negotiate with the selected firm(s), to establish a scope and fee under a Task Order for specific project assignments. The Town will only consider one consultant at a time for any specific project, and should negotiations fail, to terminate negotiations with selected firm and begin negotiations with another firm. The Town reserves the right to assign additional tasks to the selected firms, based on the Town's need, and the firm's availability, as well as past and current performance of the firm(s).

Submittal Requirements:

The following information shall be submitted with the maximum pages noted:

- A cover letter/Letter of Interest/ Statement (5 pages maximum) that states the firm's interest and expertise in one or more of the specific categories listed above that briefly describes which services that are provided by the firm, when the firm was founded, number of employees, office locations, including any proposed sub-consultants with like information. Minority business firms are encouraged to submit statements of qualifications.
- A list of key staff /sub-consultants proposed for project assignment including the Principal in Charge, Project Manager/Engineer, Construction Administrator, Sub-Consultants, etc. This should include overall experience, tenure with the firms/subs, certifications/ licenses, and areas of expertise.
- (10 pages maximum – 1 page maximum per person/sub-consultant.)
- Related Project Experience comprised of five recently completed municipal projects, including client/reference contact information, brief project description, initial & final project budget, construction costs & fees. (10 pages maximum - 1 page per project.)
- Maximum LOI SOQ submittal document size is 20 pages, excluding firm's work examples.
- A sample of the firm's work represented by a Preliminary Engineering Report, typical construction plan sheets, details, etc. is an additional 20 pages maximum.

A group of key Town staff will evaluate each LOI SOQ submittal, based on the specific submittal information requested, and may also utilize interviews, reference checks, past performance, etc. to

June 12, 2024

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evaluate and rate each submittal. It is anticipated that multiple firms will be selected.

Questions related to the RFQ shall be submitted by email to [aderian@northtopsailbeachnc.gov](mailto:aderian@northtopsailbeachnc.gov) no later than June 28, 2024.

Submittal Format/Deadline and Selection Schedule:

Electronic submittals (email) or hard copy submittals shall include the LOI SOQ cover letter, list of key staff, and project experience in a single pdf with a maximum of 20 pages, in addition to a separate pdf (20 page maximum) of work examples.

**Electronic or hard copy submittals are due no later than Monday, July 8, 2024 at 4:00 pm.**

Due to email file size limitations, firms may provide access to an FTP site in their electronic submittal sites for file download of the LOISOQ and work examples.

It is the intent of the Town to finalize the selection process in July of 2024, It is also anticipated that based on the selected firms and the anticipated capital project needs, Master Service Agreements with each selected firm will be in place in August 2024

Submittals shall be directed to:

Alice Derian, Town Manager  
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910-328-1349  
Town of North Topsail Beach  
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North Topsail Beach, NC 28460