

TOWN OF SUNSET BEACH, NC REQUEST FOR QUALIFICATIONS (RFQ)

PRE-DREDGE ANALYSIS



REQUESTS FOR QUALIFICATIONS TO:

**Town of Sunset Beach
Attn: Pre-Dredge Analysis
700 Sunset Boulevard North
Sunset Beach, NC 28468**

Opening Location and Due Date:

**Sunset Beach Town Hall
March 20, 2025
2:00 pm**

The Town of Sunset Beach, NC (the "TOWN") invites qualified firms to submit QUALIFICATIONS to provide:

PRE-DREDGE ANALYSIS

The TOWN anticipates entering into a contract with a firm(s) to provide services necessary for (the "Project") described herein.

The TOWN will receive sealed REQUEST FOR QUALIFICATIONS (RFQ) until 2:00 p.m., March 20, 2025, at Town Hall, which is located at 700 Sunset Boulevard North, Sunset Beach, NC.

The TOWN's contact information for this Request for Qualifications (RFQ) is:

Dustin Graham, Project Supervisor
700 Sunset Boulevard, North
Sunset Beach, NC 28468
Telephone: 910-579-6297 Ext. 1048
Fax: 910-579-1840
Email: dgraham@sunsetbeachnc.gov

RFQ documents may be obtained via the Internet on the TOWN's website at www.sunsetbeachnc.gov or by contacting Dustin Graham at (910) 579-6297, Ext. 1048.

PART 1 - STATEMENT OF WORK

A. OBJECTIVE

The TOWN of Sunset Beach is approximately 6.4 square miles in area and is comprised of both a mainland portion and an oceanfront beach strand. The TOWN has a year-round population of 4175 as of the 2020 U.S. Census but has more than five thousand housing units. Many houses in Sunset Beach are second homes or rental properties and there are only estimated to be about two hundred permanent residences on the island. Like other beach communities in the Carolinas, the TOWN's population balloons during the tourist season to approximately 15,000.

The TOWN is seeking REQUEST FOR QUALIFICATIONS (RFQ) from qualified firms of the highest professional integrity, hereinafter referred to as the "CONSULTING FIRM," to provide all personnel, materials, and analysis needed to conduct a Pre-Dredge Analysis required for the Eastern Jinks Creek channel realignment project for navigation and placement of the potential beach compatible dredge material along the coastline of the Palm Cove development for the re-establishment of the public beach as depicted in Figure 1, 1A and 2.

B. SCOPE OF WORK

The analysis will include at a minimum, the following elements:

Surveying

- Provide pre-dredge hydrographic surveys as required to determine the present subsurface elevation.

Testing/Sampling:

- Collect, log and store sediment samples per USACE standards and deliver to a certified laboratory.

Permitting Services:

- Conduct a scoping meeting with all involved agencies to determine the feasibility of obtaining all necessary permits for dredging the Eastern Channel of Jinks Creek for Realignment. (Figure 2).
- Submit CAMA Major Permit application(s), including all required permit plan copies, where applicable.
- Submit permit application or request for exemption to other local agencies (NCDENR Stormwater, Erosion Control, 401 Water Quality Certification, etc.)
- Procure check from Town for CAMA application fee.

Design Phase Services:

- Review Sunset Beach Environmental Resource Committee (SBERC) Jinks Creek/Tubbs Inlet Study (JCTIS) information.
- Design dredge drawings.
- Provide progress design meeting(s) with the Town.
- Provide an estimate of probable cost for dredging.
- Provide technical specifications.
- Provide one (1) hardcopy and one (1) digital copy (PDF) of sealed Construction Documents drawings and technical specifications to Town.

C. INSURANCE AND LICENSES

The successful CONSULTING FIRM shall maintain in full force and effect throughout the contract: (a) insurance coverage reflecting the minimum amounts and conditions required by the TOWN, and (b) any required licenses.

- a. Comprehensive General Liability Insurance - \$1 combined single limit of insurance per occurrence and \$2,000,000 in the general aggregate for Bodily Injury and Property Damage and \$2,000,000 general aggregate for Products/Completed Operations, Comprehensive General Liability insurance shall include endorsements for property damage; personal injury; contractual liability; completed operations; products liability and independent CONSULTING FIRMS coverage.
- b. Workers' Compensation Insurance - Statutory.
- c. Comprehensive Automobile Liability Insurance - \$1 combined single limit of insurance per occurrence for Bodily Injury and Property Damage; \$1,000,000 Hired & Non-Owned Auto Liability.
- d. Professional Liability and Bonding — Please indicate if you carry Professional Liability Insurance and, if so, in what amount. All employees that handle money must be bonded to the satisfaction of the Town.

PART 2 - RFQ GENERAL INFORMATION

A. DEFINITIONS

For the purposes of this Request for Qualifications (RFQ):

CONSULTING FIRM shall mean the CONSULTING FIRM, consultant, respondent, organization, firm, or other person submitting a response to this RFQ.

TOWN shall mean the TOWN of Sunset Beach, TOWN Council or TOWN Administrator, TOWN Finance Director, as applicable, and any officials, employees, agents, and elected officials.

Contact information for the purpose of this RFQ shall mean:

Dustin Graham, Project Supervisor
700 Sunset Boulevard, North
Sunset Beach, NC 28468
Telephone: 910-579-6297
Fax: 910-579-1840
Email: dgraham@sunsetbeachnc.gov

B. INVITATION TO REQUEST FOR QUALIFICATIONS (RFQ) PURPOSE

The TOWN solicits a REQUEST FOR QUALIFICATIONS (RFQ) from responsible CONSULTING FIRMS to perform work for or provide goods and/or services to the TOWN as specifically described in Part 1, Statement of Work.

C. CONTRACT AWARDS

The TOWN Council anticipates entering into a contract with the CONSULTING FIRM who submits the REQUEST FOR QUALIFICATIONS (RFQ) judged by the TOWN to be most qualified to perform work. In order to select a CONSULTING FIRM from the REQUEST FOR QUALIFICATIONS (RFQ) submitted, the TOWN intends to interview some or all of the CONSULTING FIRMS. If the TOWN selects a CONSULTING FIRM, the TOWN will seek to enter into a contract for performance.

D. REQUEST FOR QUALIFICATIONS (RFQ) COSTS

Neither the TOWN nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFQ. CONSULTING FIRM should prepare their REQUEST FOR QUALIFICATIONS (RFQ) simply and economically, providing a straightforward and concise description of the CONSULTING FIRM's ability to meet the requirements of the RFQ.

E. INQUIRIES

The TOWN will not respond to oral inquiries. CONSULTING FIRM may mail, email or fax written inquiries for interpretation of this RFQ to the attention of the PROJECT SUPERVISOR. Please mark the correspondence "PRE-DREDGE ANALYSIS RFQ - Sunset Beach".

The TOWN will respond to written inquiries received at least seven working days prior to the date scheduled for receiving the REQUEST FOR QUALIFICATIONS (RFQ). The TOWN will record its responses to inquiries and any supplemental instructions in the form of a written addendum. If addenda are issued, the TOWN will email, mail or fax written addenda to any potential CONSULTING FIRM who has provided their contact information to the PROJECT SUPERVISOR. Although the TOWN will make an attempt to notify each prospective CONSULTING FIRM of the addendum, it is the sole responsibility of a CONSULTING FIRM to remain informed as to any changes to the RFQ.

F. DELAYS

The TOWN may postpone scheduled due dates in its sole discretion. The TOWN will attempt to notify all registered CONSULTING FIRMS of all changes in scheduled due dates by written addenda.

G. PRE- REQUEST FOR QUALIFICATIONS (RFQ) MEETING

No meetings have been scheduled at this time. CONSULTING FIRM may request a meeting with the PROJECT SUPERVISOR to discuss the project in further detail by contacting the PROJECT SUPERVISOR.

H. REQUEST FOR QUALIFICATIONS (RFQ) SUBMISSION

CONSULTING FIRM shall submit one (1) original and two (2) copies of the REQUEST FOR QUALIFICATIONS (RFQ) together with an electronic copy of the REQUEST FOR QUALIFICATIONS (RFQ) in PDF format in a sealed, opaque package.

Please include an email address on the cover of your package.

The package shall be clearly marked on the outside as follows:

To: TOWN OF SUNSET BEACH, NC
Attn: Dustin Graham, PROJECT SUPERVISOR
Project: Pre-Dredge Analysis – Request for Qualifications (RFQ)
Submitted by:
Address:

Package shall be submitted in person or by mail. Email submittals are not accepted.

Late submittals, additions, or changes will not be accepted and will be returned to the CONSULTING FIRM unopened.

Due to the irregularity of mail service, the TOWN cautions CONSULTING FIRMS to ensure actual delivery of REQUEST FOR QUALIFICATIONS (RFQ) to the TOWN prior to the deadline set for receiving REQUEST FOR QUALIFICATIONS (RFQ). Telephone confirmation of timely receipt of the REQUEST FOR QUALIFICATIONS (RFQ) may be made by calling the Office of the PROJECT SUPERVISOR before the opening time. CONSULTING FIRMS may withdraw their

submittal by notifying the TOWN in writing at any time prior to the opening. REQUEST FOR QUALIFICATIONS (RFQ), once opened, become property of the TOWN, and will not be returned.

I. REQUEST FOR QUALIFICATIONS (RFQ) FORMAT

In order to ensure a uniform review process and to obtain the maximum degree of comparability, it is required that the REQUEST FOR QUALIFICATIONS (RFQ) be organized in the manner specified herein. All information submitted by the CONSULTING FIRM shall be printed, typewritten or competed in black ink. REQUEST FOR QUALIFICATIONS (RFQ) shall be signed in blue ink. When an RFQ requires multiple copies, they may be included in a single envelope or package properly sealed and identified.

All REQUEST FOR QUALIFICATIONS (RFQ) shall be submitted as specified in this RFQ. Any attachments shall be clearly identified. To be considered, the REQUEST FOR QUALIFICATIONS (RFQ) must respond to all parts of the RFQ .Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the REQUEST FOR QUALIFICATIONS (RFQ). If publications are supplied by a CONSULTING FIRM to respond to a requirement, the response should include reference to the document number and page number. RFQ lacking this reference may be considered to have no reference material included in the additional documents.

CONSULTING FIRMS shall prepare their RFQ using the following format.

1. Letter of Transmittal

This letter will summarize in a brief and concise manner the CONSULTING FIRM's understanding of the scope of work and make a positive commitment to provide its services on behalf of the TOWN. The letter must name all of the persons authorized to make representations for or on behalf of the CONSULTING FIRM, and must include their titles, addresses, and telephone numbers and email addresses. An official authorized to negotiate and execute a contract on behalf of the CONSULTING FIRM must sign the letter of transmittal.

2. Title Page

The title page shall show the name of CONSULTING FIRM's agency/firm, address, telephone number, and name of contact person, email address, date, and the RFQ Project name.

3. Table of Contents

Include a clear identification of the material by section and by page number.
NOTE: Please be sure to number all pages in the RFQ.

4. Section 1 - Organization Profile and Documentation

This section of the RFQ must describe the CONSULTING FIRM, including the size, range of activities, and experience providing similar services.

Each CONSULTING FIRM shall include in Section 1:

- Completed RFQ Forms A, B, and C.

- Documentation indicating that it is authorized to do business in the State of North Carolina and, if a corporation, is incorporated under the laws of one of the States of the United States.

5. Section 2 — Experience

Include a description of the primary individuals responsible for supervising the work including the percentage of time each primary individual is expected to contribute to this work.

Include resumes and professional qualifications of all primary individuals and identify the person(s) who will be the TOWN's primary contact and provide the person(s) background, training, experience, qualifications, and authority.

The CONSULTING FIRM shall describe its expertise in and experience with providing services similar to those required by this RFQ. Describe previous experience relating to the Scope of Work requested in this RFQ. Has the firm worked for other governmental entities, particularly municipalities? If so, please describe the work performed; include contact information, the time the firm was engaged and a list of accomplishments.

6. Section 3 - Approach to Providing Services

This section of the RFQ should explain the Scope of Work as understood by the CONSULTING FIRM and detail the approach, activities, and work products to be provided.

7. Section 4 - Additional Information

Any additional information that the CONSULTING FIRM considers pertinent for consideration should be included in this section.

J. REQUEST FOR QUALIFICATIONS (RFQ) - PROCEDURAL INFORMATION

1. Interviews.

The TOWN reserves the right to conduct personal interviews or require presentations prior to selection. The TOWN is not responsible for any expenses which CONSULTING FIRMS may incur in connection with a presentation to the TOWN or related in any way to this RFQ.

2. Request for Additional Information:

The CONSULTING FIRM shall furnish such additional information as the TOWN may reasonably require. This includes information, which indicates financial resources as well as ability to provide the services. The TOWN reserves the right to make investigations of the qualifications of the CONSULTING FIRM as it deems appropriate, including but not limited to, a background investigation. Failure to provide additional information requested may result in disqualification of the RFQ.

3. CONSULTING FIRM's Certification Form.

Each CONSULTING FIRM shall complete the "CONSULTING FIRM's Certification" form included as RFQ Form C and submit the form with the RFQ in Section 1.

K. PUBLIC RECORDS

RFQ are public documents and subject to public disclosure in accordance with North Carolina Law. The contract will include a provision wherein the CONSULTING FIRM releases and agrees to defend, indemnify, and hold harmless the TOWN and the TOWN's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the TOWN's treatment of records as public records.

L. EVALUATION METHOD AND CRITERIA

1. General

The TOWN shall be the sole judge of its own best interests, the RFQ, and the resulting negotiated contract or agreement, if any. The TOWN reserves the right to investigate the financial capability, reputation, integrity, skill, business experience and quality of performance under similar operations of each CONSULTING FIRM, including shareholders, principals, and senior management, before making an award. Awards, if any, will be based on both an objective and subjective comparison of RFQ and CONSULTING FIRMS. The TOWN's decisions will be final. The TOWN's evaluation criteria may include, but shall not be limited to, consideration of the following:

- a) ability to meet operational and management requirements of this RFQ
- b) availability of qualified personnel
- c) expertise of personnel to be assigned to TOWN and of CONSULTING FIRM's regional and state management personnel;
- d) financial resources and capabilities;
- e) past contracts with other governmental jurisdictions;
- f) past performance records;
- g) qualifications of CONSULTING FIRM;
- h) references;
- i) related experience in North Carolina;
- j) technical soundness of RFQ;
- k) time frames.

2. Selection

The Town Administrator will conduct the selection process. The Town Administrator, or designee, will review all RFQ received and establish a list of selected CONSULTING FIRMS deemed to be the most qualified to provide the service requested based in part on the criteria set forth above. The Town Administrator may submit a recommended firm or a "short list" or a combination of a recommended firm and the "short list" to the TOWN Council and the TOWN Council shall make a final selection. The Town Administrator may request an oral presentation from the CONSULTING FIRMS.

M. REPRESENTATIONS AND WARRANTIES

In submitting a RFQ, CONSULTING FIRM warrants and represents that.

1. CONSULTING FIRM has examined and carefully studied all data provided, and any applicable Addenda; receipt of which is hereby acknowledged.

2. CONSULTING FIRM has visited the relevant site, if any, and is familiar with and satisfied as to the general, local and "site" conditions that may affect cost, progress, and performance of goods and/or services in their RFQ.
3. CONSULTING FIRM is familiar with and is satisfied as to all federal, state, and local laws and regulations that may affect cost, progress and performance of the goods and/or services in their RFQ.

N. TOWN CONTRACT

The selected CONSULTING FIRM is expected to execute the TOWN's standard professional services contract, or one provided by the CONSULTING FIRM, in the form approved by the TOWN Attorney.

The following provisions shall be included in the contract for services:

1. CONSULTING FIRM shall give some consideration for employment to current TOWN residents if they meet the requirements and employment standards of the CONSULTING FIRM.
2. Selected CONSULTING FIRM will follow Town purchasing guidelines for reimbursable purchases.
3. If TOWN reimburses CONSULTING FIRM for the purchase of any equipment, that equipment shall be the property of the TOWN at the end of the contract

RFQ FORM A - QUALIFICATIONS STATEMENT

Note: This form is available in PDF format on the TOWN's web site or in Word format from the Finance Director upon request.

CONSULTING FIRM:

THIS FORM MUST BE SIGNED AND SUBMITTED WITH RFQ TO BE DEEMED RESPONSIVE.

The CONSULTING FIRM guarantees the truth and accuracy of all statements and the answers contained herein.

1. State the full and correct name of the partnership, corporation, or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the president and secretary. (f a partnership, state the names of all partners. If a trade name, state the names of the individuals who do business under the trade name.)
 - The correct and full legal name of the CONSULTING FIRM is:
 - The business is a (Sole Proprietorship) (Partnership) (Corporation).
 - The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:
2. Please describe your Company in detail.
3. The address of the principal place of business is:
4. Company telephone number, fax number and e-mail addresses:
5. Number of employees:
6. Name of employees to be assigned to this Project:
7. Company identification numbers for the Internal Revenue Service:
8. How many years has your organization been in business? Does your organization have a specialty?
9. List the last three project of this nature that the firm has completed? Please provide project description, reference and cost of work completed.
10. Have you ever failed to complete any work awarded to you? Where and why?
11. Provide the following information concerning all contracts/RFQ in progress as of the date of submission of this RFQ for your company, division, or unit as appropriate.

Name of Project	Contract with:	Contract Amount	Estimated Completion Date	% of Completion to Date

(Continue list as necessary)

12. Provide the following information for any subconsultants you will engage if awarded the contract.

Sub-CONSULTING FIRM Name	Address	Work to be Performed

The foregoing list of subconsultants may not be amended after award of the contract without the prior written approval of the Town Administrator, whose approval shall not be unreasonably withheld.

RFQ Form B - REFERENCES

CONSULTING FIRM: _____

THIS FORM MUST BE SUBMITTED WITH RFQ TO BE DEEMED RESPONSIVE.

The CONSULTING FIRM guarantees the truth and accuracy of all statements and the answers contained herein.

Give names, addresses and telephone numbers of four individuals, corporations, agencies, or institutions for which you have performed work similar to this RFQ:

1. Name of Contact: _____
Title of Contact: _____
Telephone Number: _____ Fax Number: _____
Email: _____

2. Name of Contact: _____
Title of Contact: _____
Telephone Number: _____ Fax Number: _____
Email: _____

3. Name of Contact: _____
Title of Contact: _____
Telephone Number: _____ Fax Number: _____
Email: _____

4. Name of Contact: _____
Title of Contact: _____
Telephone Number: _____ Fax Number: _____
Email: _____

RFQ FORM C - CONSULTING FIRM'S CERTIFICATION

THIS FORM MUST BE SIGNED AND SUBMITTED WITH RFQ TO BE DEEMED RESPONSIVE.

Note: This form is available in WORD format from the TOWN upon request.

The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

Name of CONSULTING FIRM:

I have carefully examined the Request for Qualifications (RFQ) referenced above ("RFQ") and any other documents accompanying or made a part of this RFQ.

I hereby offer to furnish the goods or services specified in the RFQ.

I certify that all information contained in this RFQ is truthful to the best of my knowledge and belief.

I further certify that I am duly authorized to submit this RFQ on behalf of the firm as its act and deed and that the firm is ready, willing, and able to perform if awarded the contract.

The firm and/or CONSULTING FIRM hereby authorizes the TOWN of Sunset Beach, its staff or consultants, to contact any of the references provided in the RFQ and specifically authorizes such references to release, either orally or in writing, any appropriate data with respect to the firm offering this RFQ.

If this RFQ is selected, I understand that I will be expected to execute the TOWN's standard professional services contract or one provided by the CONSULTING FIRM, in the form approved by the TOWN Attorney.

Name of Business: _____

By: _____

Signature: _____

Printed Name and Title: _____

Phone Number: _____

State of _____ County of _____

Sworn and subscribed before me this _____ day of _____ 20__.

Notary Public Signature: _____

Printed Name: _____

My Commission Expires: _____



Town of Sunset Beach, NC

**REQUEST FOR QUALIFICATIONS (RFQ)
PRE-DREDGE ANALYSIS**

The Town of Sunset Beach is requesting qualifications from companies to develop a Pre-Dredge Analysis.

Interested CONSULTING FIRMS must submit RFQ by 2:00 P.M. on March 20, 2025. A complete bid package can be reviewed online at www.sunsetbeachnc.gov or can be received by calling the Sunset Beach PROJECT SUPERVISOR at (910) 579-6297, Ext 1048.

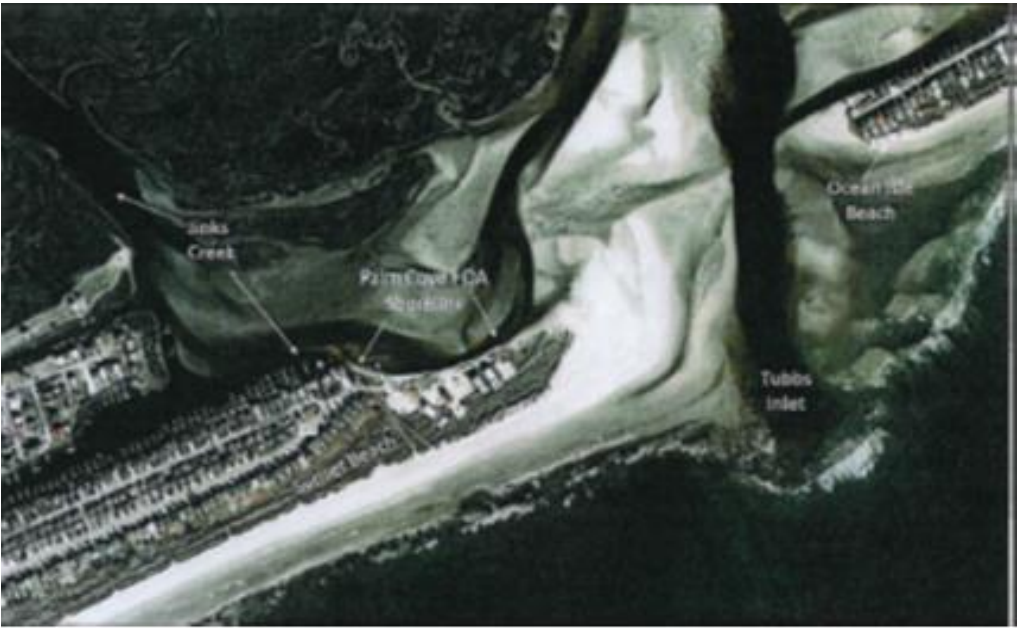


Figure 1



Figure 1 A



Figure 2