

**REQUEST FOR QUALIFICATIONS
FOR DESIGN SERVICES
“JIB” PROPERTY WATERFRONT AMENITY**

A. PROJECT DESCRIPTION

The Town of Morehead City intends to develop the recently acquired “Jib” property, including its accessory riparian area, into a water access and water view focal point that can accommodate multiple uses for assembly and performances, day- docks, fishing tournaments with weigh-ins and home for the Big Rock Blue Marlin Tournament’s Statue and Fountain. The design should reflect the history and traditional surrounding elements of the waterfront area.

To accomplish this, the Town of Morehead City is seeking to engage the services of a design team to assist in the development of the “Jib” property as a waterfront plaza and water landing amenity. The successful candidate will identify and design infrastructure needs and prepare construction drawings, specifications and cost estimates for a Phased project. The services will include Grant Coordination, Design and Construction Documents, Bidding and Negotiation, Construction Administration and Permitting. Construction will be located within the recently acquired “Jib” property and accessory riparian area located in the 700 block of Shepard St. Design and construction will also include, but not be limited to signage, crosswalks, pavers, utilities, decks, ramps and stairs installed in areas of Environmental Concern. Construction of Phase I must be completed by Summer of 2013.

B. BACKGROUND

The “Jib” property and associated riparian area was acquired by the City in 2011 and will become a part of the famous Morehead City Waterfront / Downtown area that includes seafood restaurants, gift shops, walks, parks, water access with expansive views, charter boats, numerous fishing tournaments and the NC Seafood Festival. The waterfront links various other amenities and businesses located downtown as well as many original residential neighborhoods.

Many phases of waterfront improvements have occurred since 1984 including new walks, lighting improvements, bulkheads, underground utilities, restrooms, parks, day docks, transient boat slips and the acquisition of Sugarloaf Island. Morehead City, as well as its waterfront and downtown business community has invested significant amounts of time and funds to create a destination point for visitors and residents.

C. SCOPE OF SERVICES

The Town of Morehead City wishes to retain a qualified Design Firm for the design of improvements on the City’s “Jib” property located at 704,705,706,707 Shepard St. These services will include Grant Coordination, Design and Construction Documents, Permitting, Bidding and Negotiation and Construction Administration.

1. *Design Services – Schematic and Design Development.* The successful firm shall prepare plans and specifications necessary to construct all project activities. Design elements shall be in accordance with the NC Building Code and acceptable standard construction practices. Plans and specifications shall comply with all applicable State, Federal and local rules and regulations and receive all appropriate reviews and approvals required for permitting and construction. These design services may include, but are not necessarily limited to:

- a. Prepare architectural and engineering plans for construction of the improvements, to include decks, rails, shelters, restrooms, ramps, steps, signage, crosswalks, paving, etc.;
- b. Design and prepare plans necessary for CAMA permitting and building permits;
- c. The construction plans shall be based on current surveying and topography, which will be provided by the successful candidate.

2. *Bidding and Contracting Services.* The successful firm shall be responsible for preparing all bid and construction documents including the advertisement for bids and coordinating the bidding process to include.

- a. Distribute bid documents to persons/agencies that request them;
- b. Conduct a pre-bid conference;
- c. Answer questions and clarifying bid documents through the issuance of addenda to the bid documents;
- d. Review all bids to verify compliance with the Instruction to Bidders;
- e. Prepare a Bid Tabulation Form;
- f. Recommend award to the Bidder deemed to be the lowest responsible; and
- g. Assist the City with placing the Contractor under contract including review and approval of all necessary insurance certificates and bonds.

3. *Grant Coordination.* The successful design firm shall provide the necessary documentation, correspondence, reports and any other information necessary for the City's satisfactory fulfillment of the grant contract, and to assist with the City's requests for reimbursement

D. PROJECT AREA

The design services are being requested to prepare a design, construction documents, permitting documents and bid documents for all phases of work. The work will be located within the City's property as surveyed by W. D. Daniels, Jr. for Carteret Ventures Partnership, LLC on December 23, 2008, copy attached, and conveyed to the Town of Morehead City on October 13, 2009 as recorded in Book 1323, Page 476, said deed attached.

E. PROPOSAL CONTENTS

All respondents should submit a written Statement of Qualifications (SOQ) to include information about the respondent directly related to each of the Selection Criteria outlined in Paragraph G. The respondents' proposal shall not exceed fifteen pages and must include the following:

1. A portfolio of similar projects containing elements described within this RFQ;
2. Names and addresses of clients for whom the Respondent has performed similar services;
3. Biographical sketch and qualification of principal employee(s), including subs, who will be performing the services;
4. A confirmation of the understanding of the Scope of Services and capability to perform such services;
5. Proposed timetable for completion of the Scope of Services;
6. History of the consultant with regard to timely completion of projects; and
7. Name, address, and telephone number of the contact person.

F. SELECTION PROCESS

The Selection Committee will review and evaluate all Statement of Qualifications submitted by firms responding to the RFP. The proposals will be evaluated and ranked based on the Selection Criteria outlined in Paragraph G. The Selection Committee will interview top ranked firms as part

of the evaluation process, as it deems necessary. At the conclusion of the evaluation process the firms will be ranked in priority order with the highest ranking firm being selected to negotiate a contract with the Town. If a contract satisfactory to both parties cannot be negotiated, the Town will then enter into negotiations with the next highest firm and so on until an agreement is reached.

G. SELECTION CRITERIA

All qualified respondents who submit proposals will be considered. The respondents will be evaluated based on the following criteria and Statement of Qualifications should address each of these areas:

Specialized experience, expertise, and qualifications of the firm to be used on this project.	20%
Specialized experience, expertise, and qualifications and depth of key project team members who will be assigned to this project.	20%
Proposed schedule/time frame to complete work and the availability of personnel to perform the work within a limited period of time following request of such work.	20%
Project approach and understanding of the scope.	15%
Familiarity and experience with potential grant sources, extension requirements of various utilities, special permitting needs and the NC State Building Code.	15%
The firm's record of cost effectiveness on previous projects.	10%

H. SUBMITTAL

Interested parties are invited to submit a written response to this Request for Proposals. Five (5) copies of their response must be received by **2:00 p.m., Thursday, April 19, 2012** at City Hall, 706 Arendell St. Morehead City, NC 28557. Any proposals received after this deadline will not be considered. Proposals and inquiries should be addressed to:

David McCabe
Morehead City Public Works
706 Arendell St.
Morehead City, NC 28557
Telephone: (252) 726-6849 / FAX: (252) 726-2267

END OF RFQ

REQUEST FOR QUALIFICATIONS
Design Services
“Jib” Property Waterfront Amenity
705/707 Shepard St.

The Town of Morehead City, a municipal corporation located in the Coastal Region of North Carolina is seeking proposals for a consultant to provide Architectural/Engineering services for the “Jib” property waterfront amenity. The successful candidate will provide a conceptual and final design, identify and design infrastructure needs and prepare construction drawings and specifications, apply for necessary permitting, prepare cost estimates, bid the project, coordinate and report with granting agencies.

Inquiries and requests for proposal packets should be addressed to:
Michele Kuhle, Public Works Secretary
Morehead City Public Works
706 Arendell St.
Morehead City, NC 28557
Telephone: (252) 726-6849
Email: michelek@bizec.rr.com

Interested firms must submit five (5) copies of their proposal by **Thursday, April 19, 2012** at **2:00 p.m.** at City Hall, 706 Arendell St, Morehead City, NC, 28557.

The Town of Morehead City is an Equal Opportunity Employer / Provider.