



REQUEST FOR QUALIFICATIONS

Stormwater Management and Master Plan
for the Village of Pinehurst, North Carolina

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I. Introduction and Background

The Village of Pinehurst (VOP) was incorporated in 1980, and is located in the Sandhills Region of North Carolina, approximately 60 miles south of Raleigh. The Village has a population of approximately 17,100 residents. Pinehurst is the largest of eleven municipalities in Moore County and operates under the Council-Manager form of government.

The VOP is seeking a qualified Consultant to assist with the preparation of a Stormwater Management and Master Plan. The primary purpose of this project is to identify effective strategies and develop a plan to address stormwater issues and concerns within the community.

Pinehurst is not a designated “Phase II” stormwater community, but Village Council has adopted various documents with stormwater-related requirements and standards. The Pinehurst Development Ordinance (PDO) contains specific requirements within Watershed Protection Overlay Districts, and the Engineering Standards and Specifications Manual (ESSM) includes design standards, material specifications, and construction methods for stormwater infrastructure. The ESSM’s current design standard for new subdivisions and commercial development indicates that the post-development runoff rate shall not exceed the pre-development rate for a 10-year storm event. Erosion and sedimentation control plans that disturb more than one (1) acre are currently permitted through NCDEQ.

The VOP’s Public Services Department manages and maintains stormwater facilities within the public right-of-way and dedicated easements, including swales, inlet boxes, piping, etc. Much of this infrastructure was installed in the 1970s when approximately 7,000 lots were created for residential development. Most roadways do not have curb and gutter, and instead utilize swales to collect and divert runoff. Cross pipes with various material types are located at most low points within Village-maintained roadways.

Work orders are managed through the “MyVOP” software system. This software allows the public to submit work order requests directly to the Village, which are immediately routed to the appropriate VOP staff members. Staff is then responsible for investigating the request, coordinating corrective measures if needed, and closing the work order within a specified time frame.

In 2006, a map was developed in .kmz file format showing the approximate location of pipes and inlet boxes. VOP staff recently converted this data to a GIS format, which the Public Services Department currently uses to assist with system maintenance.

In addition, Village Council allocates funds each fiscal year (\$337,000 is currently allocated for FY22) to retain outside contractors for more complicated drainage projects such as pipe extensions and replacements, box installations, etc. This allocation is part of the General Fund, as the VOP does not have a stormwater enterprise fund or charge any stormwater utility fees.

The VOP's 2019 Comprehensive Plan identified the expansion and enhancement of stormwater management efforts as a Strategic Opportunity, and included several recommendations related to stormwater, including:

- Prepare a comprehensive Stormwater Master Plan to identify effective stormwater management strategies.
- Evaluate creating a local stormwater utility for planning, programming, and coordinating future stormwater infrastructure in the community.
- Develop and implement rules for post-construction stormwater maintenance requirements.

One of the challenges faced by VOP staff is educating the public on North Carolina's rules and regulations related to stormwater management. Complaints related to stormwater matters on private property are common, which the Village has limited or no authority to address. In response to these complaints, the VOP recently developed a storm drainage pamphlet that provides guidance and answers to frequently asked questions. The pamphlet is available on the stormwater page of the Village's website (www.vopnc.org/stormwater).

II. Scope of Work

The VOP intends to assemble a Project Oversight Group (POG) for this project to assist and provide feedback and direction to the selected Consultant. At a minimum, the Consultant's work is anticipated to include the following processes and components:

1. **POG Meetings.** Regular coordination and communication with VOP staff and the POG throughout the course of this project will be an important requirement. At a minimum, the Consultant is expected to coordinate and facilitate a POG kick-off meeting to discuss the current situation and establish goals for the project, and at least three (3) additional meetings at various intervals to communicate progress throughout the project.
2. **Review stormwater components of current VOP documents and similar communities, and identify Opportunities For Improvement.**
 - Review current stormwater program policies, standards, ordinances, regulations, etc. in the PDO, ESSM, Comprehensive Plan, storm drainage pamphlet, map, etc. to develop a complete understanding of the current program goals and objectives as well as concerns and challenges.
 - Review MyVOP stormwater work order requests to understand the types of complaints typically received by the Village and identify specific trends.
 - Discuss with staff to determine what's working, what's not, and identify opportunities for improvement.
 - Acquire and review stormwater ordinances of neighboring and similar-sized

communities in North Carolina with similar or more advanced stormwater programs. Review findings with Village staff and determine specific elements of each ordinance that may be beneficial for the VOP to implement.

- Evaluate the current 10-year design storm standard and whether modifications to this standard are warranted.
 - Evaluate the need and potential to implement pre and post development standards for single-family residential construction on existing lots.
3. **Solicit Community Input:** The Consultant shall coordinate with Village staff to formulate and execute a public engagement strategy, which may include public meetings, surveys, or other innovative methods to solicit input from residents.
 4. **Conceptual Plans and Cost Estimates:** The VOP may elect to retain the Consultant to perform problem area maps, conceptual designs, preliminary design work, and cost estimates for specific projects noted by the VOP and/or the public. The specific scope for this phase will be negotiated with the Consultant upon completion of the Community Input phase.
 5. **Evaluate Creation of a Local Stormwater Utility and Fee:** As previously noted, the VOP's 2019 Comprehensive Plan recommends the evaluation of creating a local stormwater utility for planning, programming, and coordinating future stormwater infrastructure in the community. The Consultant's evaluation shall include potential plans, schedules, and processes; methods for billing and collection, projected rates, budget analysis, recommendations, etc.
 6. **Post-construction stormwater maintenance requirements:** As previously noted, the VOP's 2019 Comprehensive Plan recommends the development and implementation of rules for post-construction stormwater maintenance requirements. The ESSM currently states that all stormwater management facilities shall be properly maintained by the property owner, but additional guidance and enforcement is needed to ensure that BMPs and other devices are properly maintained. The Consultant is asked to provide recommendations and draft language for implementation of these maintenance requirements.
 7. **Summarize the results of the project in a written document:**
 - Consultant shall summarize the tasks and recommendations in a written document that is signed and sealed by a licensed North Carolina Professional Engineer.
 - A Draft copy shall initially be provided to the Village for review. After incorporation of the VOP's comments, final copies shall be provided as noted below.
 8. **Assist with a Final Presentation to the Village Council:** Upon completion of the project, the Consultant shall perform a final presentation to the Village Council. A Draft Powerpoint presentation shall be provided to VOP staff for review prior to the Council presentation.

III. Deliverables Required

At a minimum, the following deliverables are anticipated for this project. All deliverables shall be in electronic format unless otherwise specified.

1. POG Meeting Minutes
2. Powerpoint Presentations to the public and Village Council
3. Documentation of public input (meeting minutes, survey results, etc.)
4. Conceptual Plans and Cost Estimates for Projects Selected by the VOP
5. Draft Management and Master Plan
6. Final Management and Master Plan (Electronic plus 10 hard copies)

IV. Proposed Project Timeline

It is the desire of the Village that the Plan be completed in an approximately **8-month** time frame after the selection of the Consultant and subsequent discussions regarding details and logistics. A proposed project timeline shall be prepared and submitted as a requirement of the proposal.

V. Proposal Requirements

The following materials must be included in the proposal and received no later than 3:00 pm (EDT) on July 16, 2021 for a proposing Consultant to be considered. Consultants are asked to limit their Statement of Qualifications to fifteen (15) pages or less, not including a front and back cover. Double-sided pages shall count as two (2) pages.

During the evaluation process, the VOP reserves the right to request additional information or clarifications from a Consultant, or to allow corrections of errors and/or omissions. The purpose of the technical proposal is to demonstrate how the Consultant, as a team and/or as individuals, will contribute to the Stormwater Management and Master Plan. The substance of the proposal will carry more weight than form or manner of presentation; the proposal should be complete and concise. Specific proposal requirements include:

1. **Transmittal Letter:** A signed letter briefly demonstrating the Consultant's understanding of the work to be performed, committing to perform the work within the requested time period, explaining why the Consultant believes it is best qualified to perform the services, and stating that the proposal is an irrevocable offer. Also note any unique attributes that your firm and project team brings to the project.
2. **Title Page and General Information:** Title page showing the project title; Consultant's name, address, telephone and email address of the contact person; and the date of the proposal. Provide general information, year established, and a brief history of the consulting firm. Include information for the prime and any sub-contractors proposed for the project.
3. **Firm Experience:** Submitted materials should demonstrate the qualifications of the Consultant and of the particular staff assigned to this engagement. The Consultant should demonstrate experience on at least (3) similar projects, preferably within the past five (5) years. The Consultant should be prepared to provide copies of or electronic links to the work product from these projects upon request.

4. **Personnel Qualifications and Experience:** For each member of the project team assigned to this engagement, please provide the following information:
 - Identification of the Project Manager who will lead the project, can negotiate a contract, and can execute a contract.
 - Names and proposed roles of other individual team members.
 - Qualifications of all team members to perform the work requested, including education and prior relevant experience in their assigned functions.

5. **Project Understanding, Methodology, and Approach:** Include a summary of the Consultant’s understanding of this project as described in the Scope of Work. Discuss and clearly explain the methodologies and assumptions that will be utilized to accomplish each work item in the Scope of Work, and identify any innovative strategies.

Include an overall summary of the project approach with key milestones clearly identified for each phase of the project. Also include the proposed public engagement strategy, including public outreach methods and public participation processes to be utilized.

6. **References:** Include a list of clients where similar services were (or are currently being) provided by members of the project team along with the name, telephone number, and email address of a person who may be contacted at that client.

7. **Project Timeline:** Provide a proposed project timeline from project initiation to completion. The timeline should include a list of key tasks within each phase, key milestones with approximate dates, and deliverables (draft and final) in each phase.

VI. Selection Process, Criteria, and Submission Instructions

A VOP Section Panel will evaluate and rank each proposal using the following criteria:

1. Understanding of the Scope of Work and project objectives.
2. Creativity, clarity, and usefulness of proposed methodologies and techniques.
3. Public engagement processes and innovative outreach methods.
4. Strength and relevance of previous similar experience with projects of a similar scope and scale.
5. Qualifications and experience of key personnel on the proposed team.
6. Completeness of proposal submitted (i.e. proposal meets proposal requirements).
7. Schedule and appropriate allocation of project staff and resources per work category.

The Selection Panel will then check references provided for the top ranking proposals. Based on the ranking and information received during reference checks, the Selection Panel may elect to interview select firms at a mutually agreed upon presentation date and time.

Once staff has selected a consulting firm, the Selection Panel will attempt to negotiate a scope and fee with the top ranked firm and develop mutually agreed upon contract documents for Village Council approval.

Interested firms should submit **one (1) electronic PDF copy of the completed proposal via e-mail** and **five (5) paper copies** no later than **3:00 pm (EDT)** on **July 16, 2021** to:

Mike Apke, P.E., Public Services and Engineering Director
Village of Pinehurst
395 Magnolia Road
Pinehurst, NC 28374
910-295-5021
mapke@vopnc.org

VIII. Proposal Terms and Conditions

- A. This RFQ does not commit the Village to award a contract. No other party, including any proposer, is intended to be granted any rights hereunder. Proposals which, in the sole discretion of the Village, do not meet the minimum requirements, including without limitation the minimum proposal submission requirements, may not be reviewed. This RFQ and the process it describes are proprietary to the Village and are for the sole and exclusive benefit of the Village. Any response, including written documents and verbal communication by any proposer to this RFQ, will become the property of the Village and if required by law may be subject to public disclosure by the Village or any authorized agent of the Village. The Village is not liable for any costs associated with the development, preparation, transmittal or presentation of any proposal or material(s) submitted in response to this RFQ.
- B. It shall be the proposer's responsibility to review and verify the completeness of its proposal. The Village may request additional or clarifying information or more detailed information from any proposer at any time, including information inadvertently omitted by a proposer. The Village may request to contact clients referenced in the proposal. The Village also reserves the right to conduct investigations with respect to the qualifications of a proposer.
- C. Verbal communication made by any Village employee or agent of the Village with respect to this RFQ is not binding and shall not in any way be considered as a commitment by the Village. Only written responses to questions submitted in writing to the Village or written addenda to this RFQ issued by the Village will be considered binding on the Village.
- D. The Village reserves and may exercise the following rights and options with respect to evaluation of proposals and selection for negotiation:
 - i. To reject any and all proposals and re-issue the RFQ at any time prior to execution of a final contract if, in the Village's sole discretion, it is in the Village's best interest to do so;
 - ii. To supplement, amend, substitute or otherwise modify this RFQ at any time prior to selection of one or more respondents for negotiation and to cancel this RFQ with or without issuing another RFQ;
 - iii. To accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the Village's best interest to do so;

- iv. To reject the proposal that, in the Village's sole judgment, has been delinquent or unfaithful in the performance of any contract with the Village or another government entity, is financially or technically incapable or is otherwise not a responsible proposer;
 - v. To reject as informal or non-responsive any proposal which, in the Village's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way, deviates from this RFQ or contains erasures, ambiguities, alterations, or items of work not called for by this RFQ;
 - vi. To waive any informality, defect, non-responsiveness and/or deviation from this RFQ that is not, in the Village's sole judgment, material to the proposal;
 - vii. To permit or reject, at the Village's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of proposals by some or all of the respondents following proposal submissions;
 - viii. To request that some or all of the proposers modify proposals based upon the evaluation of the Village.
- E. The Village may enter into negotiations for a contract, on terms and conditions satisfactory to the Village with one or more selected proposer(s). However, the Village reserves the right to terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple proposers. The Village reserves the right to negotiate acceptable terms in an otherwise unacceptable proposal. Such negotiations may result in changes in terms material to this RFQ; in such an event, the Village shall not be obligated to inform other proposers of the changes, or permit them to revise their proposals accordingly, unless the Village, in its sole discretion, determines that doing so and permitting such is in the Village's best interest. Should negotiations not prove satisfactory with the selected proposer(s), the Village reserves the right to discontinue negotiations. Additional individuals/businesses may be asked to enter into negotiations, and/or the Village may solicit new proposals.