



**BLUE RIDGE  
RESOURCE CONSERVATION & DEVELOPMENT**

March 1, 2024

RE: **Request for Qualifications  
Design-Build Services  
Blue Ridge Resource Conservation & Development, Inc.**

To Whom It May Concern:

The Blue Ridge RC&D Board is seeking a Design-Build team to provide engineering and construction services for a Stream Restoration site in the Watauga River watershed. Attached you will find a "Request for Qualifications," which identifies the project anticipated to be undertaken by Blue Ridge RC&D during the contract period.

To be considered, all responses must be submitted in writing no later than **3:00 PM (EST) on April 1, 2024**. Teams mailing responses should allow delivery time to ensure timely receipt of their proposals. The responsibility for getting the response to the Blue Ridge RC&D office on or before the specified time and date is solely and strictly the responsibility of the responding team. The Blue Ridge RC&D will in no way be responsible for delays caused by any occurrence. Responses may be hand carried or mailed to:

**Blue Ridge RC&D Office  
Attn: Jonathan Hartsell  
PO Box 782  
Spruce Pine, NC 28777**

**Office Location  
31 Cross Street, Suite 215  
Spruce Pine, NC 28777**

Hours of Operation: 9:00 a.m. - 3:00 p.m. (EST)

Teams wishing to make on-site visits prior to submitting a qualification package should contact Jonathan Hartsell at 828.284.9818, to arrange a time and date for an on-site visit of the property.

Teams providing responses shall be licensed and responsible for complying with North Carolina laws, regulations, and local ordinances. The Blue Ridge RC&D Board reserves the right to waive any informalities, to reject any and all responses to the Request for Qualifications, and to accept any responses which in its opinion may be in the best interest of the Blue Ridge RC&D Board.

No responses to the Request for Qualifications will be received or accepted after 3:00 PM, EST, April 1, 2024. Late qualification packages will be deemed invalid and returned unopened to the firm.

Thank you,

Jonathan Hartsell  
Executive Director



**Request for Qualifications  
RFQ # 001-24**

**Design-Build Services**

**Design-Build Services  
For Blue Ridge RC&D, Inc.  
Watauga River Watershed- Foscoe**

**Issued By:  
Blue Ridge RC&D  
PO Box 782  
Spruce Pine, NC 28777  
Phone: 828.284.9818**

**31 Cross Street, Suite 215  
Spruce Pine, NC 28777**

**Date of Issue: March 1, 2024**

**Due Date: August 1, 2024, 3:00PM**

## KEY INFORMATION SUMMARY SHEET

Request for Qualifications  
RFQ # 001-24

|  |   |
|--|---|
| RFQ Reissue Date:                          | March 1, 2024   |
| Mailing address to submit proposals:       | Blue Ridge RC&D<br>Attn: Jonathan Hartsell<br>PO Box 782<br>Spruce Pine, NC 28777   |
| Office address for dropping off proposals: | 31 Cross Street, Suite 215<br>Spruce Pine, NC 28777   |
| Electronic file (pdf) Email Address:       | Jonathan Hartsell <jonathan@blueridgercd.com><br><ul style="list-style-type: none"><li>• This is in addition to a hardcopy.</li></ul> |
| Responses Due:                             | April 1, 2024, 3:00PM   |

**1. INTRODUCTION**

Pursuant to N.C.G.S. § 143-128.1A, Blue Ridge RC&D is soliciting proposals from qualified design-build teams that are interested in providing design, landscape architectural, engineering, and general contracting services for the Watauga River Watershed project(s). The intent of this RFQ is to select a design-build team, by Qualifications-Based Selection (QBS), to provide design and construction services for this project. The Blue Ridge RC&D is requiring a General Contractor (GC) to lead the team. The GC and the Architect/Engineer are one “team,” but the contract will be between Blue Ridge RC&D and the GC.

This Request for Qualifications ("RFQ") describes the required scope of work for the selected design-build team, selection process, evaluation criteria and the minimum information that must be included in the RFQ. Failure to submit information in accordance with these requirements and procedures may be cause for disqualification. This RFQ is for ONE agreement to cover all the work described in the RFQ. Qualifications are due by April 1, 2024, 3:00pm.

**2. PROJECT BACKGROUND AND DESCRIPTION**

The Project is located within the Watauga River Watershed. The primary goal of the Project is to stabilize eroding waterways at sites where high sediment levels are entering the watershed basin and to protect valuable park infrastructure.

**3. GENERAL INFORMATION**

Blue Ridge RC&D is requesting qualifications, which shall address at a minimum the tasks outlined in this RFQ. Blue Ridge RC&D intends to award the design, landscape architectural, engineering, and general contracting services for this project as a single Master Service Agreement encompassing streambank restoration. All work shall comply with the requirements of federal, state, and local laws, professional engineering standards, and other regulations that may apply.

**4. ESTIMATED PROJECT BUDGET- FOSCOE**

| <b>Expenditure Description</b>   | <b>Amount</b>    |
|----------------------------------|------------------|
| <b>Engineering, Construction</b> | \$704,000        |
| <b>Total Project Budget</b>      | <b>\$704,000</b> |

**5. PROJECT SCHEDULE:**

| <b>Event</b>                                    | <b>Date</b>              |
|---|--------------------------|
| RFQ Release – Posted to Blue Ridge RC&D Website | March 1, 2024            |
| All Questions are Due                           | March 24, 2024           |
| Addendums – Posted to Blue Ridge RC&D Website   | March 25, 2024           |
| Qualifications Submittals Due                   | 3 PM (EST) April 1, 2024 |

|                 |     |
|-----------------|-----|
| Notice of Award | TBD |
|-----------------|-----|

**6. SCOPE OF WORK**

The proposed scope of services includes but is not limited to:

**6.1 Project Description & Criteria:** The specific scope of work for the selected Design-Build Team for the project will be defined in the Design-Build agreement. However, at a minimum the following services will be required of the Design-Build Team.

1. Identify and scope stream restoration project on the Blue Ridge RC&D site
2. Draft and complete engineering designs and plans for the stream restoration project
3. Secure land rights MOU agreements on riparian areas and work within property boundaries
4. Secure all required local, State, and Federal permits
5. Construct Project per engineering design and plans
6. Administer and manage the Project and report to Blue Ridge RC&D
7. Staff reserves the flexibility to select contractor(s) or subcontractor(s) through the initial RFQ process or a subsequent RFQ process. After contract award, the design-builder can only substitute key personnel (the contractors, subcontractors, and design professionals identified in the design-builder’s response to the RFQ) after obtaining written approval from the staff at Blue Ridge RC&D.
8. Project construction –
  - Provide construction management and general contracting services
9. Project administration
  - a. Site supervision
  - b. Liaison to architect, engineering, general contractor, and specialized contractors
  - c. Interface with partners (NCDOT, NCDEQ, NCDCCR, etc.)

**6.2 Scope of Services:** The Scope of Services shall be comprehensive including programming, schematic design, design development, cost estimates, development of construction documents and general contracting services. Selected firm(s) will coordinate meeting(s) with Blue Ridge RC&D staff to gain insight into project needs and changes during the design and construction process.

As a part of the assigned scope, the Design-Build Team is expected to:

- Develop a schematic engineered plan for the streambank restoration areas. Periodic updates to Blue Ridge RC&D staff will be required.
- Develop a complete project cost estimate to include all required services, costs, and contingencies.
- Complete the plan and development drawings and specifications for the project that meets all local code requirements. Plans must be sealed by a design professional licensed in the State of North Carolina.
- Provide a total project phasing plan for consideration.
- Provide construction management and general contracting services.

## 7. CONTENTS OF QUALIFICATIONS

Please include the following in your proposal:

1. Cover letter.
2. Name of legal entity to enter into design-build contract with the Blue Ridge RC&D and location of company headquarters, local office location, type of business (sole proprietorship, partnership, corporation, etc.), state of incorporation or organization and Federal Employer Identification Number, and name, title, and contact information of primary contact person for submittal.
3. Year in which the firm was established and any former names under which the firm operated.
4. Organizational chart including name and office location of all personnel who will be assigned to this project, including general contractor, consultants, or subcontractors. Pursuant to N.C.G.S. §143-64.31 and 143-128.1A, provide project team description (with resumes and detailed background information) to include the General Contractor for the Design-Build Team, emphasizing experience and capabilities of key personnel and clearly delineating roles and responsibilities of various team members. List any professional registrations and certifications (with applicable states), each team member's years of service with the team, and role in past projects.
5. Proposed project team's experience, capabilities, and unique qualifications in the areas outlined in this RFQ.
6. Track record of bringing projects in on time and within budget.
7. Describe the firm's approach to and method of cost control and project scheduling.
  - Current workload and percentage of availability
  - Quality control and assurance process
8. List of previous projects performed by firm and any contractors or subcontractors for projects similar in size or type to the Watauga River Watershed project. **The contractor must have at least five years of experience in natural channel design methods and the superintendent of the project has completed up to Level IV of Rosgen training.** Include a brief description of each project, with the date's services were performed, owner's contact information (name, phone number, email address and physical address), total project dollar value, and total time period involved. Also list any Errors and Omissions on each project in dollars and total construction cost percentage. If key personnel's involvement was with another firm, list that firm.
9. Conceptual and technical project approach and work methodology, expanding or revising the scope of services provided if necessary. Any deviations from the scope shall be clearly designated in the proposal. Include and describe all necessary sub-consultant services. Include discussion of plan for possible public involvement and engagement.
10. Proposed schedule for completing the work.
11. Firm's proximity to and familiarity with the area where the projects are located.
12. Litigation history: listing any pending or settled lawsuits or professional liability claims in which the firm was involved during the past ten (10) years. Please explain each occurrence and the circumstances with the outcome.
13. State any conflicts of interest any Design-Build team member may have with the Blue Ridge RC&D.
14. Additional information the respondent believes to be relevant to the selection efforts.
15. Contractors subject to this RFQ, as a preference, should have an NC Contractor's license with a minimum of 5 years in business doing associated stream restoration type projects.
16. The Blue Ridge RC&D will require a bond pursuant to Article 3 – Chapter 44A, for 100% of the contract price.

**8. SELECTION PROCESS**

Selection of the landscape architectural, architectural, engineering, design consultant and general contracting services will be based on the proposal contents, prior experience, and specific experience and capabilities of the designated Design-Builders Team. The team, and particularly the project manager, must be fully capable in all areas outlined under the scope of work above. Key personnel shall have the professional license(s) issued by the State of North Carolina as required for these services. Based upon this information, Blue Ridge RC&D staff will recommend a firm to the Blue Ridge RC&D Board for award of contract. The selected firm must be able to begin work immediately upon award of contract, must attend and/or make proposals to staff and must be able to maintain the required level of effort to meet the project schedule. A Selection Committee will evaluate the information submitted. Please do not contact any other Blue Ridge RC&D staff member other than the designated contact person, regarding the project contemplated under this RFQ while this RFQ is open, and a selection has not been finalized. Any attempt to do so may result in disqualification of the firm's submittal from consideration.

**9. QUALIFICATIONS PACKAGE EVALUATION CRITERIA**

Qualifications Packages will be evaluated on the firm’s ability to meet the requirements of this RFQ. Some specific weighted evaluation criteria, will include:

|    | <b>Evaluation Criteria</b>   | <b>Points</b> |
|----|--|---------------|
| 1. | Design-Build Team: Evaluation of Design Professionals <ul style="list-style-type: none"> <li>▪ Arch/Eng/Landscape Arch experience with Design-Build Process.</li> <li>▪ Arch/Eng/Landscape Arch experience with Team’s GC.</li> <li>▪ Arch/Eng/Landscape Arch firm’s litigation and/or arbitration records.</li> <li>▪ Arch/Eng/Landscape Arch firm’s reputation, references, and referrals.</li> </ul>  | 35            |
| 2. | Design-Build Team: Evaluation of lead Design-Builder and Design Builder’s General Contractor/Builder (If different) <ul style="list-style-type: none"> <li>▪ GC experience with Design-Build Process.</li> <li>▪ GC experience with successfully restored streambanks and storm water management systems.</li> <li>▪ GC track record of “on-time and on-budget” projects.</li> <li>▪ GC litigation, legal action, and safety records.</li> <li>▪ GC reputation, references, and referrals</li> </ul> | 25            |
| 3. | Disciplines, qualifications, certifications, and demonstrated abilities of all team members.   | 20            |
| 4. | Introduction: Company Information <ul style="list-style-type: none"> <li>▪ Firm’s name and business address, including telephone, email address, website address.</li> <li>▪ The type of firm (individual, partnership, corporation, etc.) and list the names of all partners, principals, etc.</li> <li>▪ Year established. Include former firm/company name(s) and year(s) established, if applicable.</li> </ul>  | 15            |

|    |   |     |
|----|---|-----|
|    | <ul style="list-style-type: none"> <li>▪ The name, title, address, and telephone number of the firm’s authorized negotiator. The person identified must be empowered to make binding commitments for the firm.</li> <li>▪ Letter of Interest</li> </ul> |     |
| 5. | Experience with State, Municipal, or Blue Ridge RC&D area projects. Public involvement experience. Experience and knowledge of the local watershed.   | 5   |
|    | Total   | 100 |

**10. SUBMITTAL REQUIREMENTS**

If your firm would like to be considered for providing the required services for the Blue Ridge RC&D, please submit one (1) hard copy, marked “RFQ# 001-24” and one electronic. Electronic submittal should be emailed to: Blue Ridge RC&D, Jonathan Hartsell <jonathan@blueridgercd.com>. Submittals will be received no later than **3:00 PM EST, on April 1, 2024**, at the Office of the Blue Ridge RC&D, 31 Cross Street, Suite 215, Spruce Pine, NC 28777.

Each firm is solely responsible for the timely delivery of its Proposal. No Proposals or Qualifications Packages will be accepted after the deadline. Firms accept all risks of late delivery of Qualifications regardless of fault.

Please direct all questions and requests for information by email to Jonathan Hartsell, <jonathan@blueridgercd.com>. All questions shall be submitted 8 days prior to the submission date. The question deadline will allow an addendum to be issued to clarify the project, if necessary. All addenda will be posted on the Blue Ridge RC&D’s web site (www.blueridgercd.com). All requests for clarification/information shall be in writing. No verbal correspondence is considered binding.

Any clarification or revisions to this Proposal will be made only by an addendum which will be emailed to firms directly. It is the Proposer's responsibility to monitor emails for addendums.

The Package should consist of a cover Letter of Interest and the information described below. Due to demands on the time of the Selection Committee members, please limit your submittal to twenty-five (25) pages, 8.5" x 11" format. Front and back copying is acceptable, but each side counts as a page. Cover letters of interest, table of contents, tabs or dividers are not included in the page count. Longer submissions may be removed from consideration. The cover Letter of Interest must identify a contact person for questions during the Proposal process and provide contact information including telephone number, fax, email, and postal address.

***Clarification of Submittal***

The Blue Ridge RC&D reserves the right to obtain clarification of any item in a teams’ proposal or to obtain additional information.

***Conditions and Reservations***

The Blue Ridge RC&D expects to select and contract with one (1) lead Design-Build team, but reserves the right to request substitutions of consultants, contractors, or subcontractors. The Blue Ridge RC&D reserves the right to reject any or all responses to the RFQ, to advertise or solicit for new RFQ responses,



or to accept any RFQ response deemed to be in the best interest of the Blue Ridge RC&D. The Blue Ridge RC&D reserves the right to waive technicalities and informalities.

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit the Blue Ridge RC&D to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the Blue Ridge RC&D unless the Blue Ridge RC&D and your firm execute a contract.

END OF REQUEST FOR QUALIFICATIONS

# Project Maps

