

CITY OF HIGH POINT

AGENDA ITEM



Title: Green Drive Stormwater Infrastructure Improvements – Preparation of an Environmental Report and Environmental Information Document

From: Robby Stone – Public Services Director
Melinda King – Asst. Public Services Director

Meeting Date: August 7, 2023

Advertising Date: RFQ

Public Hearing: No

Advertised By: N/A

Attachments: Request for Qualifications (RFQ)

PURPOSE: To request approval to enter into a contract with Alta Planning + Design, Inc. to provide services necessary for the preparation of an engineering report and environmental information document (ER/EID) in accordance with guidance from the North Carolina Department of Environmental Quality (NC DEQ) Division of Water Infrastructure (DWI).

BACKGROUND: The State Water Infrastructure Authority (SWIA) approved the City's application for a Local Assistance for Stormwater Infrastructure Investments (LASII) grant from the American Rescue Plan Act (ARPA) for a Stormwater Construction Grant. The project will be an innovative redevelopment of a key city arterial. The project proposes to design and install new Green Stormwater Infrastructure (GSI) systems along a ¾-mile stretch of W. Green Drive that arcs along the southwest side of downtown, near the headwaters of the drainage area into the impaired Richland Creek watershed. The project area extends in an arc from the intersection of West Green Drive with Main Street, towards the southwest at West Green Drive's intersection with Taylor Avenue for a length of approximately ¾-mile.

Public Services solicited providers for this work. Proposals were received and evaluated by multiple staff. Alta Planning + Design, Inc. was deemed the best qualified for this project scope.





The final report is due to the city by October 15, 2023, with a submittal to NC DEQ DWI no later than November 1, 2023.

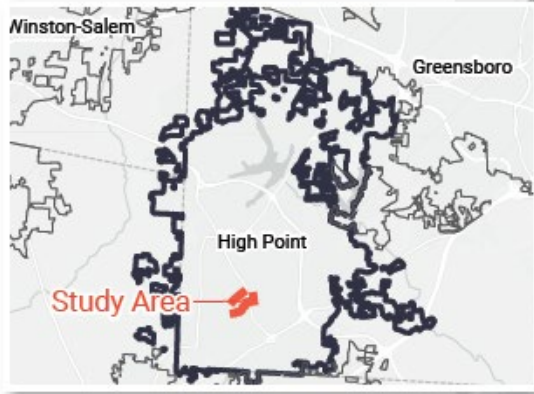
BUDGET IMPACT: This project is supported by a Federal Grant in the amount of \$5,000,000.00. There are no local budget impacts. The costs associated with the ER/EID are not to exceed \$45,000.00.

RECOMMENDATION / ACTION REQUESTED: The Public Services Department is recommending that Council authorize the appropriate City Official(s) to execute all necessary documents for a contract with Alta Planning + Design, Inc. for the ER/EID for the not to exceed amount of \$45,000.00.

Study Area Map

Legend

-  Study Area
-  Municipal Boundaries
-  High Point
-  all other municipalities





REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES TO PREPARE AN ENGINEERING REPORT/ENVIRONMENTAL INFORMATION DOCUMENT

June 16, 2023

Proposal Due Date: July 19, 2023
and time: 2:00 PM (EDT)

RFQ Number: 05-071923

Purchasing Contact: Candy Harmon, Purchasing Manager
E-mail: candy.harmon@highpointnc.gov
Phone: 336-883-3222

Virtual Pre-Proposal Conference: June 21, 2023 @ 10:00 AM

Microsoft Teams meeting
**Join on your computer, mobile app or
room device**

[Click here to join the meeting](#)

Meeting ID: 229 786 950 963

Passcode: Q2qrQp

[Download Teams](#) | [Join on the web](#)

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THE PROCUREMENT, PLEASE CONTACT PURCHASING AS SOON AS POSSIBLE

Contact: Candy Harmon (336) 883-3222

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES TO PREPARE AN ENGINEERING REPORT/ENVIRONMENTAL INFORMATION DOCUMENT

Summary

The City of High Point (City) seeks proposals from qualified engineering firms to provide an Engineering Report/Environmental Information Document (ER/EID) as part of the High Point W. Green Drive Stormwater Infrastructure Improvements project. Services include preparing the ER/EID in accordance with guidance from the North Carolina Department of Environmental Quality (NC DEQ) Division of Water Infrastructure (the Division), as well as applicable federal and state guidance for ARPA funds.

Background Information

The State Water Infrastructure Authority (SWIA) approved the City's application for a Local Assistance for Stormwater Infrastructure Investments (LASII) grant from the American Rescue Plan Act (ARPA) for a Stormwater Construction Grant. The project will be an innovative redevelopment of a key city arterial. The project proposes to design and install new Green Stormwater Infrastructure (GSI) systems along a 3/4-mile stretch of W. Green Drive that arcs along the southwest side of downtown, near the headwaters of the drainage area into the impaired Richland Creek watershed. The project area extends in an arc from the intersection of West Green Drive with Main Street, towards the southwest at West Green Drive's intersection with Taylor Avenue for a length of approximately 3/4-mile.

The GSI practices will reduce, redirect, infiltrate and treat stormwater runoff. The project will be the critical tool to bring stormwater sewers in the neighborhood closer to current standards, reducing flooding in city streets, and targeting non-point stream impairment at its most critical location, the headwaters of Richland Creek.

The project needs to be planned and designed in accordance with the most innovative guidance for GSI infrastructure from the North Carolina Department of Environmental Quality (NCDEQ), the Environmental Protection Agency (EPA), Federal Emergency Management Agency (FEMA), and municipal GSI innovators from across the country.

Scope of Services

The W. Green Drive Green Stormwater Infrastructure (GSI) project will implement a series of stormwater control measures (SCMs) tree trenches along both sides of the drive, from Main St to Taylor Ave - a length of approximately 3/4-mile along 8 city blocks, as well as some adjoining blocks. The project area corresponds to some of the highest elevation areas along the headwaters of Richland Creek, as well as an area where available public streets, public rights-of-way, and vacant land provide the highest opportunity to implement measures to reduce impervious area and capture non-point source stormwater runoff. The project area is not currently being disturbed by any major public, roadway or private development projects, however there are areas of distressed infrastructure assets that already or will soon need repair.

The neighborhood-scale system needs to reproduce the nature-based pre-development patterns of the area, reducing the volume and pollutant loads of the headwaters of Richland Creek. The GSI needs to reduce the flashiness and flooding impacts as currently occurs due to increasing number and intensity of storm events.

The project needs to meet the following types of NC Land and Water Fund Innovative Stormwater Program Manual practices and achieve 84% to 94% pollutant loading reductions:

Reduce runoff volume & rates	Pollutant removal
Promote infiltration & recharging of groundwater	Effectiveness or efficiency
Sustainably maintain or improve qualitative & quantitative hydrologic characteristics	Mimic mechanisms of natural systems
Address aesthetics (appearance, insects, odors)	Collaborating in new or different ways to protect water quality
Changing attitudes, values or behaviors	

The ER/EID must be developed using [the guidance found on the NC DEQ website](#). The State Environmental Policy Act exempts projects funded by the State Reserve from state-mandated environmental review. Federal requirements may still apply. NC DEQ has also issued [guidance on ARPA-funded projects and engineering services procurement](#).

The Division of Water Infrastructure (Division) requires the Engineering Report to be submitted by November 1, 2023. Failure to meet any milestone may result in the forfeiture of ARPA funding for the proposed project.

Consultant/Contractor Selection

- A) General:** This request for qualifications does not commit the City to enter into agreement, to pay any costs incurred in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project. The City will require the selected consultant(s) to negotiate the fees for the project and to submit a scope, technical and/or other revisions to the proposals, as needed. The City reserves the right to perform all or some of the services described in this document with its own work force. The City also reserves the right to issue future Requests for Qualifications (RFQs), as needed, and solicit responses from firms not selected as part of this process.

- B) Qualifications-Based Selection Criteria:** RFQs are traditionally evaluated and ranked based upon objective qualifications-based criteria. However, due to the complexity and importance of this project, the City will select a short list of consultants for interviews prior to making a final selection. The selection criteria are as follows:

- a) Overall content and quality of the submitted RFQ
 - b) Relevant experience, expertise, and qualifications of the project team
 - c) Overall technical capabilities
 - d) Project management (strength and experience on similar projects)
 - e) Track record on past projects in delivering quality professional services in a timely manner
 - f) Consultant's performance on previous North Carolina municipal projects based on information gathered by the City and/or through the references provided by the Consultant
 - g) Demonstrated commitment to the City's M/WBE Program for professional services either directly through Historically Underutilized Business certification or indirectly through sub-consultant partnering with a HUB firm and/or demonstrated commitment to the City's DBE Program for professional services either directly through Disadvantaged Business Enterprise certification or indirectly through sub-consultant partnering with a DBE firm. To receive full consideration under this criteria, include recent project(s) and the participation percent awarded to HUB certified firms or DBE certified firms.
 - h) Firm's proximity to the city and knowledge of issues from previous work for the City
 - i) Any special or unusual terms and conditions for the contract
 - j) Information obtained through interviews with short-listed consultants
- C) Rating and Selection Team:** A selection committee has been established to review and evaluate all documentation submitted in response to this Request for Qualifications. The committee will conduct a preliminary evaluation of all documentation to determine that firms are qualified to perform the required services.
- D)** To be considered for this project, each submittal must contain the information indicated in this RFQ. It is the intent of the City of High Point to make a selection in a timely manner following the submittal date. The City of High Point reserves the right to reject any or all qualifications or to waive any and all formalities and the right to disregard all non-conforming or conditional qualifications and to enter into a contract with the firm or firms that will serve in the best interest of the City of High Point. The City is not legally required to enter into a contract as a result of this Request for Qualifications. All deliverables will become the property of the City of High Point.
- E)** Interviews may be required for this process. The selection committee may elect to short list firms to conduct an informal interview to discuss any innovative project approach, schedule, and/or to meet key members of the proposed project team. All firms submitting qualifications will be notified in writing as to the outcome of the selection process.

Schedule for The Selection Process

RFQ Issue Date	June 16, 2023
Virtual Pre-Proposal Conference:	June 21, 2023 at 10:00 AM Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 229 786 950 963 Passcode: Q2qrQp Download Teams Join on the web
Questions Due to Purchasing	June 27, 2023 by 2:00 PM
Responses Provided	July 5, 2023 by 4:00PM
RFQ Submittal Due Date	July 19, 2023, by 2:00PM
Council Date	August 7, 2023
Contract Begins	August 8, 2023 Or ASAP contract is executed
Engineering Report (ER) due to City	October 15, 2023
City submits ER to NC DWI	No later than November 1, 2023

Submission Guidelines

To facilitate the City’s objective review of the RFQs, the consultants are requested to organize the main document using a standardized format. Each RFQ should contain the following:

- A)** A cover letter on company letterhead signed by a principal or other member of the firm authorized to commit the firm to contract for professional services.
- B)** Table of contents, with page numbers
- C)** Information on the following topics:
 - a) **Executive Summary:** Should address the highlights of the RFQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of the City. Please limit the executive summary to one page.
 - b) **Statement of Qualifications:** Identify and describe the qualifications of the firm and professional services that may be provided by the consultant or consultant team in response to this request. Also include information on any proposed sub-consultants. Note which team members were involved in referenced projects and the time period involved in referenced, completed or current projects. Also highlight any projects performed for the City of High Point during the past 5 years.

- c) **Project Team & Project Management**: Identify the proposed project team (including any sub consultants) and key personnel for the successful completion of projects in partnership with the City. Include brief resumes of the project manager and up to four (4) project team members including office location, years of experience, certifications, and education. Identify the project manager or primary contact and any other team leaders proposed, and briefly describe how projects will be successfully managed. It is expected that the team members proposed in the RFQ will be those assigned to work on the project for the City. Also describe the firm's quality assurance / quality control methods.
- d) **Project Schedule**: Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract and verify that proposed staff will be prepared for timely completion of projects under a potential contractual agreement with the City.
- e) **Terms and Conditions of the Contract**: The City proposes to use a standard City of High Point contract for professional services. This information will be provided to the selected consultant(s) during contract and scope negotiations. Should the consultant have any special or unusual contract conditions or limitations, the City should be advised of these in this section of the RFQ. Also note your understanding of and commitment to the City's M/WBE program.
- f) **References**: Project reference list describing at least four (4) projects completed within the past five years that represent the strengths and unique qualifications of the firm or team. The list should contain project titles, locations, start and end dates, name of project managers, and name, phone number, and email address of references. The contact person should be capable of speaking to the firm's and team's ability to finish projects within the project timeframe and the firm's demonstrated ability to respond to the proposed project.
- g) **Format**: RFQs must be submitted electronically and be 12pt font size and limited to **no more than 20 pages** (8 ½ x 11) excluding the cover page, cover letter, table of contents, and any section dividers. The proposal shall be submitted by an official authorized to bind the submitter to its provisions and who is authorized to negotiate the final scope of work and fees for inclusion in a later Supplemental Professional Services Agreement with the City.
- h) **Questions**: Any questions regarding this RFQ requiring responses prior to due date are to be submitted in writing by no later than **Tuesday, June 27, 2023, by 2:00 PM** to the attention of:

Candy Harmon candy.harmon@highpointnc.gov

Responses will be provided via Addendum by **Tuesday, July 5, 2023, by 4:00 PM**

General Requirements

- a) If selected, the consultant(s) shall be registered through the NC Department of the Secretary of State and the City of High Point.
- b) Insurance Requirements: Proposals shall include information certifying that the consulting firm is capable of providing the following minimum insurance coverage prior to execution of a professional services agreement. **A copy of firm's Certificate of Insurance (COI) will be required at the time of selection. A copy may be provided along with submittal.**

c)	<u>Insurance</u>	<u>Amount</u>
	(a) Workers' Compensation	\$500,000
	(b) Employers' Liability	\$500,000
	(c) General Liability	\$1,000,000
	(d) Automobile Liability	\$1,000,000
	(e) Umbrella	\$1,000,000
	(f) Professional Liability	\$1,000,000

- d) E-Verify Affidavit

Under North Carolina law, the E-Verify requirement applies to private employers doing business in this state that have 25 or more employees working in this state. If contractors are individuals who are self-employed (i.e., one employee), or with a business with less than 25 employees, that individual/business is not subject to the E-Verify requirements.

It is the City's responsibility to comply with E-Verify, the successful bidder/consultant will be required to submit the completed E-Verify affidavit at execution of this contract.

Submission Date

Firms are invited to submit letters of interest and qualifications to the City of High Point Purchasing Department by **2:00 P.M. on Wednesday, July 19, 2023.** Letters of interest and qualifications submitted after this deadline will not be considered.

Electronic Submittals

Only electronic submittals will be accepted, and firms shall submit one electronic (PDF) version of the proposal.

Firms submitting proposals are encouraged to carefully check them for conformance to the requirements stated above. If submittals do not meet these requirements, they will be disqualified. **No exception will be granted.** **Submittals shall be provided to Candy Harmon** candy.harmon@highpointnc.gov

STATE OF NORTH CAROLINA
CITY OF HIGH POINT
E-VERIFY AFFIDAVIT

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____
 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.
- This ____ day of _____, 20__.

Signature of Affiant
Print or Type Name: _____

State of _____ County of _____

Signed and sworn to (or affirmed) before me, this the ____
day of _____, 20__.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)