



**Request for Statement of Qualifications  
for  
PROFESSIONAL SERVICES FOR DESIGN OF BOARDWALK  
ALONG THE EVENT SITE AND ADJOINING PROPERTIES**

**Date: October 15, 2020**

**Submittal deadline:  
November 30, 2020, 4:00 PM, Local Time**

**Prepared By:**

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## SECTION I - GENERAL INFORMATION FOR PROPOSERS

### A. PROJECT DESCRIPTION

#### A. Name or Title of Project

Event Site/Nags Head Town Boardwalk

#### B. Project Location(s):

Soundside Event Site  
6800 S. Croatan Highway  
Nags Head, North Carolina 27959

(Scope may also include a Soundside boardwalk from 6912 S Croatan Highway to 7100 S Croatan Highway.)

#### C. Project Overview:

The Dare County Tourism Board dba Outer Banks Visitors Bureau (Bureau) is requesting a statement of qualifications for professional services related to the design of a Boardwalk along the Soundside Event Site in Nags Head and joining to existing pier on properties to the north.

The Event Site was completed in 2018 and has successfully hosted many events. The Bureau has purchased the two adjoining properties to the north to help service the event site. There is a master plan for the property showing a Boardwalk along the Event Site property, which is attached to this RFQ. The Bureau would like to extend the Boardwalk to join the Boardwalk and Pier directly north of the Event Site and continue it through the old Pamlico Jack's property. Future phases may also include extending to soundfront properties north of Pamlico Jack's.

The Town of Nags Head is also investigating the feasibility of a boardwalk connecting the Event Site with properties to the south, running from 6912 S Croatan Highway to 7100 S Croatan Highway. It is anticipated that the Town's boardwalk will connect to the Bureau boardwalk creating a seamless recreational facility for public use. The Town seeks to review the qualifications of interested firms as part of this RFQ process to design its portion of the boardwalk project.

The selected firm will be required to help facilitate the project through preparation of a conceptual alignment for the Boardwalk across the three Bureau owned properties to join into the Harvey Sound Access to the south. The scope for this project may also include similar services to extend the boardwalk from the Harvey Sound Access to the outlet mall at 7100 S Croatan Highway. The full range of professional services will be further defined during the project development but may include: preliminary design and engineering, surveying, easement preparation and acquisition, possible environmental studies, necessary permits, bid documents, special inspections, etc.

#### D. Contact for Information:

Diane Bognich, Director of Administration  
Outer Banks Visitors Bureau  
1 Visitors Center Circle  
Manteo, North Carolina 27954  
Telephone (252) 473-2138 Cell: (252) 305-2134  
Email: bognich@outerbanks.org

#### E. Deadline:

**Receipt of Submissions: 4:00 P.M., November 30 , 2020**

Submissions will not be accepted or considered after 4:00 P.M. on the closing date. Submissions received after the deadline will be returned unopened.

#### F. Statement of Qualifications Submission:

All submissions must be received in an appropriately marked and sealed envelope or package at the Outer Banks Visitors Bureau, 1 Visitors Center Circle, Manteo, NC 27954. Submissions in the form of

emails, telegrams, telephone calls, facsimiles or telex messages will not be accepted. Each submission shall be signed by an official authorized to bind the vendor.

The outside of the envelope shall additionally be identified as follows:

- Soundside Event Site Boardwalk Design.
- The envelope shall be marked on its face with the name of the person, firm or corporation submitting.

Proposers shall submit three (3) original sets of the Statement of Qualifications in a sealed opaque envelope marked as noted above and may be submitted in person or by mail. All Respondents shall provide the following information:

1. A Cover Letter/Transmittal. Introductory letter including confirmation of willingness to execute and meet all of the requirements as described hereon.
2. Firm's general background and experience with government organizations or related entities
3. A detailed listing of similar project experience, including a minimum of three similar projects and brief descriptions of same; and a minimum of three client references from projects of a similar size and scope.
4. Names, qualifications and expertise of individuals who will be assigned the responsibility of working directly with the Bureau.
5. Schedule. Provide the project team's current workload, proposed process, and project schedule.
6. Approach or methodology to accomplish project objectives.

**G. Award:**

The Bureau intends to enter into a contract as soon as practicable after receipt of offeror's submittals. The award of a contract shall be at the sole discretion of the Bureau. Award will be made to the offeror whose qualifications is determined to be most advantageous to the Bureau, taking into consideration the evaluation factors set forth in, Section D. "Criteria for Statement of Qualification Evaluations." The Bureau reserves the right to accept or reject any or all submissions in whole or in part and to waive informalities.

**H. Disposition of Submissions:**

All materials submitted in response to this RFQ will become the property of the Bureau. One (1) copy of each submission shall be retained for official files and will become a public record after the award and open to public inspection.

**L. Laws and Regulations:**

This procurement shall be governed by the NCGS and the Code, Policies and Procedures of the Outer Banks Visitors Bureau.

**B. STATEMENT OF WORK**

The intent of this RFQ is to have the firms under consideration specifically address the services required.

The scope of services may include some or all of the following:

1. Conceptual alignment for the Boardwalk across the three properties to join into the Harvey Beach Access to the south. This may also include similar services to extend the boardwalk from the Harvey Sound Access to the outlet mall at 7100 S Croatan Highway.
2. Preliminary engineering, surveying and possible environmental studies.
3. Detailed engineering and construction documents to serve as a basis for permitting, bidding and construction by a licensed general contractor.
4. Preparation of necessary bid documents to be sent to construction firms for the project.
5. Review of the bids received to assess the relative merits of each and assist the owner in awarding the contract.
6. Regular site observations of the contractor and subcontractors during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
7. Assistance, where necessary, with the government approval process (i.e., permits).

8. Final sign-off on the project, assuring that the final project represents what was originally captured in the working drawings.
9. The existing facility will be available for inspection Monday through Friday by appointment. Please call Diane Bognich at 252-473-2138 for an appointment.

**C. GENERAL CONTRACTUAL CONDITIONS:**

- A. The selected firm shall certify that it has no knowledge of any circumstances which will cause a conflict of interest in providing professional services; and that no contingent fees have been paid for soliciting or securing this contract.
- B. Each firm or individual submitting a response shall include a certification that it does not discriminate on any basis prohibited by applicable Federal or State law in employment or provision of services.
- C. The selected firm(s) shall at its own cost and expense maintain General Liability and Worker's Compensation Insurance as required by the State of North Carolina covering each of the persons employed by it in the operation of this contract and keep the insurance in force during the term of this contract. The successful Offeror(s) shall maintain and provide the Bureau with certificates of Professional Liability Insurance and Commercial General Liability.
- D. The successful Offeror(s) shall defend, indemnify, and hold harmless the Bureau and Town, their officers, employees, agents, and representatives from any and all liability or loss of any nature whatsoever arising out of or relating to the Offeror(s)'s operations under the Statement of Work and any contract entered into including, without limiting the generality of the foregoing coverage, any act or omission of the Offeror(s), its agents, servants, employees, or invitees in the execution of performance of said contract.

**D. SELECTION CRITERIA FOR SUBMISSION EVALUATIONS**

All submissions shall be initially reviewed to determine if they are responsive to the submission requirements. Those not meeting the minimum requirements set forth herein will be deemed non-responsive, and will not be subject to further review.

The responsive submissions shall be evaluated and ranked in accordance with the following criteria;

The selection committee will review all RFQ submittals in accordance with the following criteria:

1. Quality of response to the Request for Qualifications (10%).
2. Approach and methodology to how consultant will meet the Bureau's objectives for the project (20%).
3. Consultant's capabilities: Technical and field capabilities to perform the specified work within this RFQ (25%)
4. Satisfactory performance of similar services for projects of comparable size and complexity (25%).
5. Schedule: Individual/Firm's current workload, timeliness and proven ability to complete projects within completed date (20%).

Demonstrated capability of the firm(s) to perform all of the work elements, review of comparable work and references, timely mobilization of staff and equipment, schedule for completion of services will be considered.

The funding award for these services and project shall be made at the sole discretion of the Executive Director and/or the Dare County Tourism Board with input from the Town. The Bureau and Town are under no obligation to select any presented submissions. The Bureau and Town reserve the right to request additional information from all applicants. In the selection of the top respondent, the Bureau and Town reserve the right to engage in an interview process to obtain additional information that will be used during

the selection process. The Bureau and Town reserve the right to reject any and all submissions, waive any informalities and to negotiate portions thereof.

There is no expressed or implied obligation for the Bureau or Town to reimburse responding firms for any expense incurred in preparing or responding in any informality or reject all qualifications submitted.

All offerors responses to the RFQ shall remain valid for a period of not less than ninety (90) calendar days from the due date of this RFQ.

A submission indicates acceptance by the proposer of the terms, conditions and requirements described in this RFQ unless clearly and specifically noted in the submittal.

Submissions should be prepared simply and economically, providing a straightforward, concise delineation of the capabilities of their offering.

Qualifications will be reviewed by staff and a selection made based upon the most qualified competitor, subject to negotiation of fair and reasonable compensation. If efforts to negotiate a fair and reasonable fee are unsuccessful with the most qualified firm(s), negotiations will cease with that firm and begin with the second ranked firm. If the Bureau is unable to negotiate a satisfactory agreement with the selected firms, the Bureau will select additional firm(s) in order of their competence and qualifications and continue negotiations until a satisfactory agreement has been reached and approved by the Bureau.