

**Request for Qualifications (RFQ)
Development of an Underwater Inspection Report and Cost Estimates
for
Repair or Replacement Information Purposes of Town Pier Property Located at
441 Ocean Boulevard West, Holden Beach NC**

I. PURPOSE.

The Town of Holden Beach (“Town”) is seeking qualified providers of Engineering services for the underwater inspection of the below water substructure elements of the Town pier to develop estimates that will enable the Town to make repair or rebuild decisions regarding its Pier Complex located at 441 Ocean Boulevard West, Holden Beach NC.

II. BACKGROUND

The Town is a municipal corporation located in Brunswick County, North Carolina serving a community of 932 year-round residents and a summer population exceeding fifteen thousand.

The Town purchased the pier in the Spring of 2022. On site facilities currently include an ocean pier, an 80-space paid parking lot, modular public restrooms, two public beach accesses, one emergency beach access and a six-space campground with utilities. The pier is not open to the public at the present time. The pier is 65 years old and is in need of significant repair or replacement. More detailed information about the pier including a detailed description and inspection reports is available on the Town website at <https://hbtownhall.com/project-info>.

III. SCOPE OF WORK

The Town is seeking to contract with a firm or team of qualified firms having multi-faceted experience working with marine/waterfront public facility projects. Such experience may include, but is not necessarily limited to, the following:

- Civil Engineering with specific coastal engineering and/or marine design and construction experience
- Structural Engineering
- Survey
- Environmental Services and Permits – Including CAMA Permitting
- Cost Estimating

The exact scope of services required by the Town shall be set forth in an agreement between the Town and the selected firm. The scope of work shall include, but not be limited to, the following:

- A. Perform an underwater assessment of 10 bents, each with 2 timber piles per bent. The inspections will include visual and tactile inspections of each pile in the water, each from the

high water mark to the mudline. The timber piles selected will only be those not having already been identified as needing to be replaced.

- B. Perform a Level III inspection on 20% of water-based piles. For the Level III inspections of piles, a 10 in. high area over seventy-five percent (75%) of the perimeter of the selected pile will be scraped clean of marine growth at the waterline, mid-depth, and mudline. Mid-depth cleanings will be dependent upon the length of exposed piles. At each waterline Level II area, additional Level III inspections will be performed using an IML Resi PD-500 timber resistance drill (or equivalent) to identify and document internal core decay readings.
- C. An inspection report will be generated for this pier from the field documentation. The report is anticipated to include the following:
 - Purpose and Scope of the Inspection
 - Method of Inspection
 - Existing Conditions
 - Summary of Inspection Findings
 - Evaluation and Recommendations
 - Above and Below Water Photographs (below water photos as conditions permit)
 - Bent Elevation Drawings Locating Quantity and Location of Each Deficiency

IV. ADMINISTRATIVE REQUIREMENTS

Pursuant to North Carolina General Statute 143-64.31, the Town of Holden Beach utilizes a qualifications-based selection process without consideration of fees during the initial phase in selecting firms for professional engineering services.

Interested firms must electronically submit their qualifications package as a PDF document by no later than **10 June, 2026 at 4:00 p.m.** to Heather Finnell, Town Clerk; heather@hbtownhall.com.

Paper copies are not required. If a hard copy is submitted, eight (8) copies shall be delivered to the Holden Beach Town Hall located at 110 Rothschild Street, Holden Beach NC 28462 prior to the submission deadline.

Whether digital or hard copy, the subject line should contain the **firm's name and "Statement of Qualifications for Development of Underwater Inspections Report for 441 Ocean Boulevard West"**

All interested firms that have questions must direct them to the Town Clerk Heather Finnell via email no later than 1 June 2026. Any addendums will be released with answers to submitted questions with posting on the Town's website at <https://www.hbtownhall.com>.

V. NOTICE TO VENDOR OF RFQ TERMS AND CONDITIONS.

It shall be the Vendor's responsibility to read all parts and content of this RFQ and comply with all requirements and specifications set forth herein.

VI. SUBMISSION REQUIREMENTS

The following submittals must accompany the Statement of Qualifications:

- a. A fully completed and executed Execution page (Exhibit A)
- b. Statement of Financial Condition (Exhibit B)
- c. Completed and signed Supplemental Vendor Information – Historically Underutilized Businesses (Exhibit C)

The selection of a firm will be based on the overall qualifications as presented in the detailed Statement of Qualifications provided by the respondent firm(s). The presence or absence of one or more of the items listed below, except for those items required by law, shall not be completely disqualifying but shall be taken into consideration when evaluating each firm. Qualification statements should address the following:

- a. Firm name and office location responsible. Include background of Vendor's firm including the size of the firm, the number of years it has been in business, total number of personnel, and the number of staff by discipline.
- b. Key Project Team member qualifications, including subconsultants. Address the overall capabilities of the firm relevant to this RFQ.
- c. Relevant experience in design, permitting and construction administration of public facilities in North Carolina. Provide summaries of completed projects on which similar services were provided and references for those projects; each such summary and reference to include the client's and the project's name, the project description, the dollar value of the project and specific grant assistance provided/attained if applicable, and the name, title, email address and telephone number of the reference contact.
- d. Statement of Qualifications shall not exceed a maximum of 30 pages.

VII. SELECTION CRITERIA

The considerations below will be utilized for selection of the firm(s). Selection will be made by the Holden Beach Board of Commissioners.

- a. **Professional Expertise:** The firm's recent experience, knowledge, and familiarity in similar projects.
- b. **Management & Technical Expertise:** The experience of the proposed Project Team in completing public projects of this nature efficiently and through administration of relevant grant funding.
- c. **Past Performance:** Relevant project references shall be provided. The firm's ethical and professional standing and satisfactory performance under previous contracts, along with positive client relationships, will be considered. Recent experience with similar projects in coastal North Carolina areas will be relevant. The Town will review other factors directly applicable to the firm's qualifications as provided for this project.
- d. **Estimating:** Demonstrated experience in developing project opinions of probable cost that are reasonably close to the project contract award price.
- e. Experience in developing maintenance plans.

VIII. CONDITIONS AND RESERVATIONS

The Town reserves the right to request substitution of any subconsultants. The Town also reserves the right to reject any or all responses to this RFQ, to waive technicalities, to advertise for a new RFQ response, or to accept any RFQ response deemed to be in the best interest of the Town. The selected firm/consultant(s) and all subconsultants may be required to submit an affidavit certifying compliance with the terms of the State of North Carolina's E-verify statute (NCGS 64-26).

A response to this RFQ is not to be construed as a contract, nor does it indicate commitment of any kind. The RFQ does not commit the Town 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.

It is an absolute requirement of the Town that the project work site and work force be drug free and that associated individuals, including subcontractors, working on the project be free of prior or pending felony convictions. The qualifications statement should include a commitment to this requirement and an indication of the plan of the firm to ensure compliance with this requirement.

IX. DELIVERABLES SCHEDULE

The elements outlined in the Scope of Work and subsequently agreed to by Town and Consultant(s) is desired to be fulfilled within 45 days after execution of a mutually agreeable contract, unless a different schedule is presented and justified.

X. CONTRACTING

Any contract developed for this work shall be enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by action initiated in the appropriate division of the General Court of Justice in Brunswick County, North Carolina.

XI. CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS

During the evaluation period – from the date the responses are opened and the vendors ranked by qualifications – each vendor submitting a response is prohibited from having any communications with any person inside or outside of the Town if the communication refers to the vendor's response or qualifications, the contents or qualifications of another vendor, and/or the transmittal of any other communication of information that could reasonably be considered to have the effect of directly or indirectly influencing the evaluation of submitted responses to this RFQ. A vendor failing to comply with this provision shall be disqualified from being evaluated for this RFQ unless it is determined, in the Town's discretion, that the communication was harmless or that it was made without the intent to influence the evaluation of vendors under this RFQ. Only those discussions, communication or transmittals of information authorized or initiated by the Town or general inquiries directed to the Town regarding the requirements of this RFQ are excepted from this provision.

XII. EQUAL EMPLOYMENT OPPORTUNITY

The Town of Holden Beach does not discriminate in any of its programs and activities. The Consultant(s) awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.

XIII. HISTORICALLY UNDERUTILIZED BUSINESSES

The Town invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled individuals, disabled business enterprises, and non-profit work centers for the blind and severely disabled. In responding to this RFQ, vendors shall complete

and sign the Supplemental Vendor Information – Historically Underutilized Businesses attached hereto as Exhibit C.

XIV. INFORMAL COMMENTS

The Town shall not be bound by informal explanations, instructions, or information given at any time by anyone on behalf of the Town during the evaluation process.

XV. COST OF PREPARING THE RESPONSE

Any costs incurred by a vendor in preparing or submitting a response are the vendor's sole responsibility and the Town shall not reimburse any vendor for any costs incurred in preparing its response.

XVI. WITHDRAWAL OF RESPONSE

A response to this RFQ may be withdrawn only in a writing received by the Town Clerk before the 8 June 2026 submission deadline. A withdrawal request must be on the Vendor's letterhead and signed by an authorized official of the Vendor.

XVII. VENDOR'S REPRESENTATIONS

- a. Vendor warrants that only qualified personnel shall provide services under any agreement resulting from this RFQ and that they shall do so in a professional manner. As used herein, "professional manner" means that the personnel performing the services possess the skill and competence consistent with the prevailing business standards in the subject industry.
- b. Vendor warrants that it has the financial capacity to perform and to continue to perform its obligations under any agreement resulting from this procurement process; has no actual or constructive knowledge of any actual or potential legal proceeding brought or being brought against it that could materially adversely affect performance of any such resultant agreement; and is not prohibited by any contract or order by any court of competent jurisdiction from entering into an agreement resulting from this procurement process.

EXHIBIT A

Execution Page

By executing this Request for Qualifications (“RFQ”), the undersigned Vendor certifies that this response is submitted competitively and without collusion, that none of its officers or directors has been convicted of any violations under Chapter 78A of the North Carolina General Statutes (the North Carolina Securities Act), the Securities Act of 1933 or the Securities Exchange Act of 1934, and that it is not an ineligible vendor as set forth in N.C.G.S. § 143-59.1.

As required under N.C.G.S. § 143-48.5, the undersigned Vendor certifies that it, and each of its subcontractors, if any, for any contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

Proposals will be evaluated to rank the responding vendors in order of their qualifications and competence following which the Town will attempt to negotiate a fair and reasonable contract price with the best qualified vendor.

The failure to execute/sign this response prior to its submittal shall render the response invalid such that it will be rejected. Late responses shall not be considered.

Vendor:

Street Address:

City, State, and Zip:

Mailing Address:

City, State and Zip:

Federal ID No. or Social Security No.:

Name/Title of Person Signing on Behalf of Vendor:

Signer’s Telephone No.: Signer’s Mobile No.:

Signer’s Email Address: Date:

Vendor’s Authorized Signature:

EXHIBIT B

Name of Vendor: _____.

The undersigned hereby certifies that [check all applicable boxes]:

Vendor is in sound financial condition.

Vendor has no outstanding tax or judgment liens.

Vendor is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.

Vendor is not the subject of any current litigation or findings of non-compliance under federal or state law.

Vendor has not been the subject of any past or current litigation or findings in any past litigation which may impact in any way its ability to perform its obligations under an agreement resulting from this procurement process.

The undersigned is authorized to make the foregoing statements on Vendor's behalf.

If one or more of the foregoing boxes is NOT checked, please set forth the reason in the space directly below.

Signature _____

Date

Printed name and title

EXIHIBIT C

Pursuant to N.C.G.S. § 143-64.31, the Town invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises, and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform any required functions set forth in this RFQ. Any questions concerning NC HUB certification may be directed to the North Carolina Office of Historically Underutilized Businesses at (984) 236-0103 or huboffice.doa@doa.nc.gov.

- 1. Is Vendor a Historically Underutilized Business? Yes No
 - 2. Is Vendor certified with North Carolina as a Historically Underutilized Business? Yes No
- If so, state HUB classification: _____.

Signature

Date

Printed Name and Title