

**Town of Hertford**  
**Request for Quote (RFQ)**  
**Harbor Town Ferries Dock Project**

<b>RFQ Information</b>	
Contact:	Janice McKenzie Cole
Email:	hertfordmanager@gmail.com
Phone:	252-426-1969
RFQ Questions Due Date:	September 13, 2024 (5:00p.m.)
<b>RFQ Submittal Due Date:</b>	<b>September 20, 2024 (noon)</b>

**A. Background Information**

Harbor Towns, Inc. has received a direct grant in the amount of \$10,000,000 for infrastructure improvements that support establishing and upgrading dock facilities in municipalities along the Albemarle Sound. The Town of Hertford, NC will receive \$2,000,000 to include infrastructure improvements and enhancements to its docks at the Hertford Marine Bay and the Missing Mill Park, which may include, but is not limited to replacement, renovation and extension of dock boardwalk, dockside bilge pump out system, and a ramp and safety railings to/on the Historic S-Bridge Truss at Missing Mill Park. The Town of Hertford extends this Request for Quote (RFQ) to solicit a response from any interested vendor for Design and Construction Services.

**B. Purpose and Goals**

The purpose of this Request for Quote (RFQ) is to invite businesses who specialize in engineering/architectural design services to submit quotes to the Town of Hertford. We are currently seeking qualified vendors to support the development of designs and construction, for the replacement, renovation and extension of dock boardwalk, and a ramp to the S-Bridge Truss at Missing Mill Park.

**C. Budget and Scope of Work**

The budget for this project is up to \$2,000,000.

The selected vendor will be responsible for design and construction services.

Tasks include but may not be limited to the following criteria:

- Coordination of Engineering and architectural design of Hertford's Harbor Town Ferries Project with Vessel requirements
- Engineering and architectural design of boat ramps, walkways, and handrails
- Cost estimates for all designs
- Coordination with applicable regulatory agencies' requirements
- Construction / oversight
- Other assistance as required.

## **D. Selection Criteria**

The ideal vendor:

- Has experience with engineering and architectural design.
- Has a clear process for analyzing the project and creating engineering/architectural designs that meet the full needs of the project.
- Has demonstrated knowledge in the requirements of procurement laws in North Carolina.
- Can provide a highly responsive, collaborative, and transparent communication process.

## **E. Submission Process**

### ***Submission Information***

Submissions may be submitted electronically to:

- Project Name or Description: Harbor Town Ferries Dock Project
- Town Name: Town of Hertford
- Address: 114 W. Grubb Street Hertford, NC 27944
- Procurement Contact Person: Janice McKenzie Cole
- Phone Number: 252-426-1969
- Email: hertfordmanager@gmail.com
- Fax: 252-426-7060

### ***Submission Timeline***

Proposals must be submitted by noon on September 20, 2024. The award will be granted no later than September 30, 2024.

### ***Submission Criteria***

The following must be submitted as a single PDF to the Procurement Contact Person's email listed above:

- Description of the vendor that includes a general overview, company name, address, phone number, contact/authorized representative, names and credentials of the team working on this project, including their resumes. Description should also include the company's status as a SDBE, minority, or woman-owned business. *Maximum length of 6 pages.*
- Narrative outlining the vendor's strengths and distinguishing skills or capabilities as they might relate to this RFQ and benefit the Town of Hertford. *Maximum length of 2 pages.*
- A representative selection of engineering/architectural design plans created for current and past clients within the last 3 years that may be relevant/comparable to the needs of this RFQ. *No maximum length.*

## **F. Disclosures**

- All submittals will be opened and considered public record at the time of receipt.
- Communications between the Town and Vendors during the question-and-answer period (September 3, 2024 and September 13, 2024) are subject to

public record and must in the form of emails to the Procurement Contact Person listed above.