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Date of Release: November 30, 2022

Request for Proposals (RFP)

Due Date: December 12th, 2022 3:00p

The Village of Bald Head Island, North Carolina ("Village") is soliciting responses to a Request for Proposals (RFP) for (Option A) the reconstruction of Beach Access 24 A: to include the beach access ramps, boardwalks, and parking area improvements.

In addition, The Village of Bald Head Island, North Carolina ("Village") is soliciting responses to a Request for Proposals (RFP) for (Option B) deck and/or walking surface boards replacement of damaged boards to the following Access; 1,4,32,34, 39 and 41 .

The RFP will be posted on the Announcement page on the Village's website on the landing page at <https://www.villagebhi.org>.

The deadline for submission of a complete Proposals Package is December 12th, by 3:00 p.m. (EST) at Village Clerk, 106 Lighthouse Wynd, Bald Head Island, North Carolina 28461. Packages must include an original signed print copy, three (3) additional printed copies, and a digital copy (Word and pdf preferred) on a portable device.

The Village reserves the right to reject any offer for failure to comply with the requirements of this notice: however, the Village may waive any minor defects or information at its discretion. The Village further reserves the right to reject all offers or award a contract which, in its judgment, is in the best interest of the Village of Bald Head Island.

1) INTRODUCTION AND PROJECT OVERVIEW

The Village of Bald Head Island (Village) is approximately 3.5 square miles and is in Brunswick County, approximately 12 miles southeast of Wilmington, NC. The Village Council consists of the Mayor and four council members elected at large. The Village operates under the Council/Manager form of government. The Village has six operating departments, including Administration, Developmental Services, Finance, Human Resources, and Public Services; includes Contractor Services, Utilities, Public Works, and Public Safety; EMS, Fire, and Police.

The Village maintains 41 public beach access points. (Option A) The Village is replacing an existing Beach Access point that will be an American Disabilities Act (ADA) approved beach access point. This Beach access point is identified as, Beach Access Number 24 A. Beach Access 24 A will include the removal of the existing boardwalk and stairs installing a boardwalk, and adjacent ramps, and improvement to the parking area. See attached Plans and Pictures.

Pile depth is not to exceed 5' of depth. Pile/post size is to be 4"x 4" and/or 4"x 6", ground contact-rated pressure-treated lumber. All wooden material must be pressure-treated ground contact rated.

The accessway over the dunes must not exceed 6 ft. in width and shall provide only pedestrian access to the ocean beach. The accessway must be constructed so as to make negligible alterations to the frontal dunes. That portion of the accessway to the frontal dune must be constructed on raised posts or pilings of five ft. or less in depth.

The structure constructed within the ocean hazard area shall comply with the NC Building Code, including the Coastal and Flood Plain Construction Standards of the NC Building Code, and the Local Flood Damage Prevention Ordinance as required by the National Flood Insurance Program. If any provisions of the building code or a flood damage prevention ordinance are inconsistent with any of the following AEC standards, the more restrictive provision shall control.

Style and spacing shall be consistent with existing Beach Access structure Number 15.

The structure constructed with in the ocean hazard area shall comply with the NC Building Code, including the Coastal and Flood Plain Construction Standards of the NC Building Code, and Local Flood Damage Prevention Ordinance as required by the National Flood Insurance Program. If any provisions of the building code or a flood damage prevention ordinance are inconsistent with any of the following AEC standards, the more restrictive provision shall control.

(Option B) deck and/or walking surface boards replacement of damaged boards to the following Access; 1,4,32,34, 39, and 41. A belief overview of the work is illustrated in the chart below.

Access #	Material Type	Work	Approximate Length
1	2"x6"x6'	Replace decking	62'
4	2"x6"	Replace handrail	224'
4	2"x6"x4'	Replace decking	20'
32	2"x6"x4'	Replace decking	116'
34	Existing 2"x6"x4'	Remove nails	310'
34	Stringers and 2"x6"x4'	Replace dune walkover	45'
39	2"x6"x4'	Replace decking	180
39	Stringers and 2"x6"x4'	Replace stringers	20'
41	2"x6"x4'	Replace decking	216'

The Capital Improvement Plan that addresses the public beach access points currently identifies the need for a new ADA public beach access point. To continue improving our existing public access facilities and provide safe, well-maintained access to the beautiful beaches on Bald Head Island.

Bald Head Island Village seeks firms to submit Proposals for the construction of the beach access ramps, boardwalks, and parking area improvements:

Construction materials and methods:

All boardwalks, decks, and ramps shall use fasteners that will be stainless steel screws. All structural connectors and support brackets will be high-grade galvanized brackets, galvanized tie-downs, galvanized bolts, galvanized nuts, galvanized lock washers, and galvanized washers.

All lumber at a minimum will be pressure treated, and ground contact rated. A combination of pressure-treated structural support and synthetic deck, surface, and/or railing components is acceptable.

Railing style and spacing shall be consistent with existing Beach Access structure Number 15.

The Village will provide all signage and parking stops.

Please note: All related construction, the beach access ramps, boardwalks, stairs, and parking area is to be completed the by March 31, 2023.

The selected firm(s) will demonstrate experience and excellence in completing projects that encompass:

- Construction of the beach access ramps, boardwalks, stairs, and parking areas, implementing innovative and creative solutions for pedestrian facilities and the challenges with growing dune encroachment.
- Proven experience in designing beach access points, familiarity with the American Disabilities Act (ADA) treatments and materials that will provide low maintenance, sustainability, and be in harmony with the environment and the surrounding community.
- Incorporating local design standards and incorporating feedback from local officials and staff.

2) SCOPE OF SERVICES DESCRIPTION (Option A)

- Conduct a preliminary survey of Beach Access 24A, see attached plat.
- Provide pricing for materials and labor and meet with Village staff for review and approval to proceed that include:
 - to review full ADA accessibility and/or options for benches or viewing platforms for full ADA accessibility.
 - recommendations for drop-off area if applicable
 - recommendations for bicycle racks and trash receptacle locations
 - consider driveways and property impacts, as well as on-site maneuverability.
 - provide feasible alternatives in materials and designs.
 - Beach ADA Access 24A that includes meeting any and all applicable local standards in the Village of Bald Head Island Unified Development Ordinance.

Bidders can bid on Options A and/or B. I Prebid site visit meeting is encouraged. To arrange a pre-bid meeting please contact Mark Johnston, at email mjohnston@villagebhi.org.

3) TIMELINE

The proposed project timeline is as follows:

November 30, 2022 Post RFP

December 12, 2022 RFP due to Village

December 12, 2022 Bid Opening

December 14, 2022 Bid Tabulation Sheet available

December 20, 2022 Notice of Award Issued

December 20, 2022 Notice to Proceed
March 31, 2023 Completion

4) REQUIRED ELEMENTS OF A COMPLETE PROPOSALS PACKAGE

When drafting responses to this RFP, firms should provide information that would allow staff to evaluate them based on the evaluation criteria listed in the next section. In order for a proposal to be considered, it must include the following items:

- a. Commonly used business name of the firm and the name of the legal entity that would enter into a contract with the Village (if different);
- b. Contact information including the name, phone number, and email address of the primary contact person;
- c. Address of the office of the company managing and implementing construction;
- d. Certificate of Insurance;
- e. The company's contractor's license number;
- f. A brief written description of the project approach to completing the job;
- g. A brief written description, of the multidisciplinary nature of the team assembled for this project, and any other relevant details about the team assembled to carry out the work;
- h. A list of comparable projects undertaken by the team members to include references and contact information.

5) EVALUATION CRITERIA

The following factors will be used in the initial evaluation process:

- a. Does the firm and their staff working on this project have experience with comparable projects?
- b. Does the firm have knowledge and experience working with applicable regulatory agencies?
- c. How substantial is the firm's experience in providing similar services for a Village, or Town of comparable size and complexity?
- d. Has the firm worked for the Village in the past and if so, when and in what capacity? Was the work satisfactory to the Village? Was the work finished on time and within budget?
- e. Does the firm's organizational structure support the objectives?
- f. Does the firm have a solid understanding of the community needs, the project-specific issues and their responsibility in delivering services for the advertised project?

6) SELECTION PROCESS

A committee of Village staff will review all submittals. The committee will evaluate the information provided jointly and may request an interview with the shortlisted companies. The selected contractor will review the scope of services to the satisfaction of the committee. The committee will review the cost proposal including specific detail on direct labor costs, miscellaneous fees, overhead, etc., in order to finalize the details of an agreement or contract.

In the event Village staff and the selected contractor cannot come to an agreement within a reasonable amount of time as determined by the Village, negotiations will be terminated and the next most qualified firm will be contacted.

7) TERMS AND CONDITIONS OF THIS RFP

The following terms and conditions apply to this RFP, and by submitting its proposal, the firms agree to them without exception:

1. Neither this RFP nor the Village's consideration of any proposal shall create any contract, an express or implied and contractual obligation by the Village to any company, or any other obligation by the Village to any entities. The Village makes no promise, express or implied, regarding whether it will enter into a Service Contract with any companies or regarding the manner in which it will consider proposals.
2. The Village will not be responsible for any expenses incurred by companies in preparing and submitting a proposal, or in engaging in oral presentations, discussions, or negotiations.
3. Companies/contractors' submitting a proposal in response to the RFP may be required to make an oral presentation or oral presentations of their proposals to the Village at their own expense. The Village may request the presence of the contractor(s) representatives(s) at this presentation.

By submitting this proposal, the companies agree to make these representatives reasonably available to the Village, and acknowledges that the failure to do so may result in the proposal not being considered.

4. The Village reserves the right to waive any informality with respect to any proposal submitted in response to this RFP.
5. The Village reserves the right to accept or reject any and all proposals received by reason of this requires, in whole or in part, and to negotiate separately in any manner necessary to serve the best interests of the Village.
6. Any confidential and proprietary information provided to the Village by the firms pursuant to this RFP shall be subject to disclosure under the North Carolina Public Records law.
 - a. To prevent the release of any confidential and proprietary information that otherwise could be held in confidence, the firms submitting the information must:
 - Invoke the exclusion from Public Record Law when the data or materials are submitted to the Village or before such submission,
 - Identify the data and materials for which protection from disclosure is sought, and
 - State why the exclusion from disclosure is necessary.
 - b. The companies may request and receive a determination from the Village as to the the anticipated scope of protection prior to submitting the proposal. The Village is authorized and obligated to protect only confidential proprietary

information, and thus will not protect any portion of a proposal from disclosure if the entire proposal has been designated confidential by the firms without reasonably differentiating between the proprietary and nonproprietary information contained therein.

- The Village will not discriminate against any companies/contractors because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
- This RFP with all attachments and the firm's responses may become part of the Service Contract as determined by the Village.

8) INSTRUCTIONS TO FIRMS ON PROPOSAL SUBMISSION

Proposals must be submitted in a sealed envelope with the words "Beach ADA Access" on the face of the envelope. Proposals must be signed in ink by an authorized representative of the firm. The company/contractor shall provide one (1) original proposal, (3) copies, and (1) electronic copy on a portable device.

Deliver proposals to the Bald Head Island Village Clerk at the following location:

Physical Address: Village of Bald Head Island

Attention: Village Clerk

106 Lighthouse Wynd

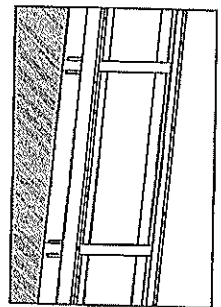
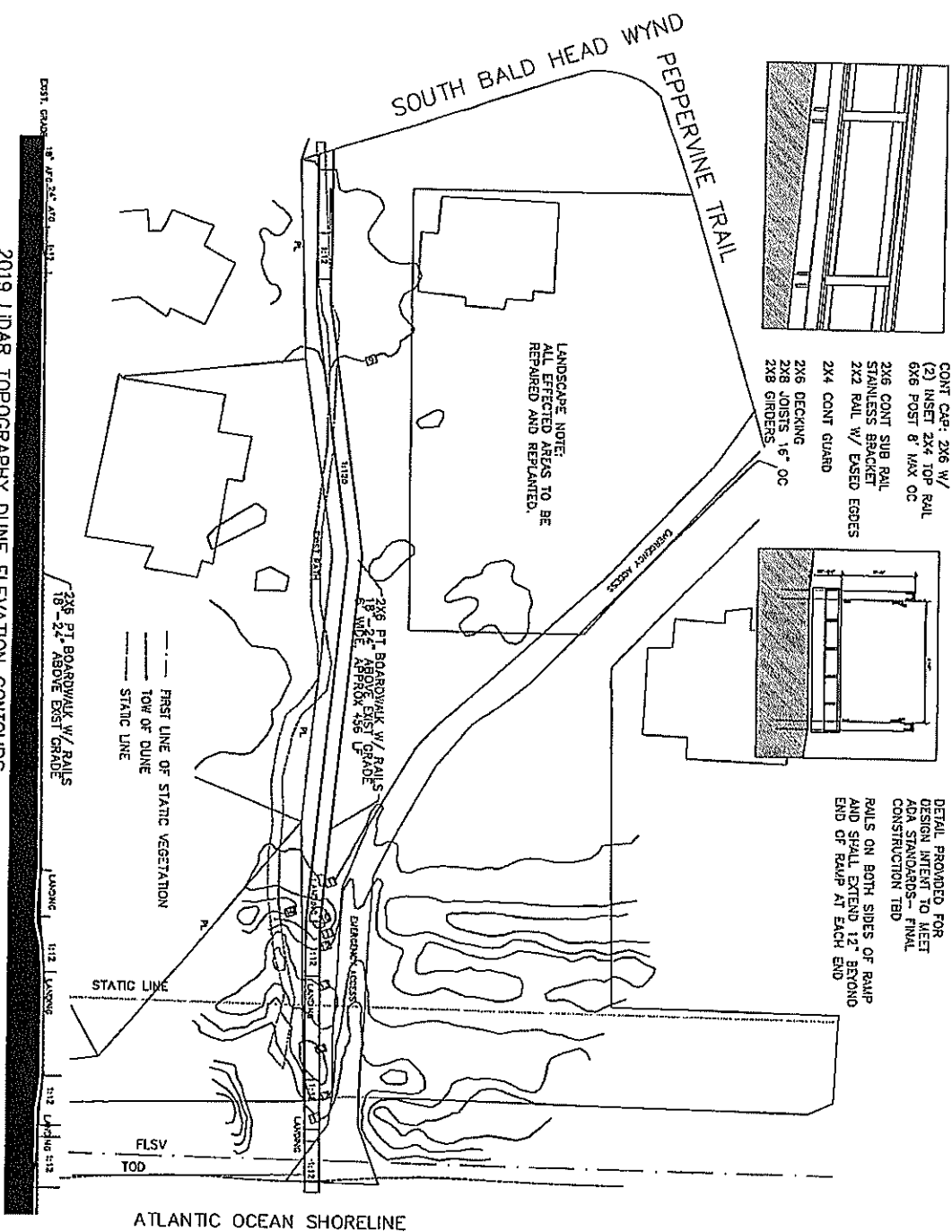
Bald Head Island, NC 28461

Proposals must be complete when submitted, including a cover sheet and all attachments. Proposals or amendments to proposals received by the Village after the closing date and time will not be considered. Actual receipt by the Village and not the mailing or sending date shall control.

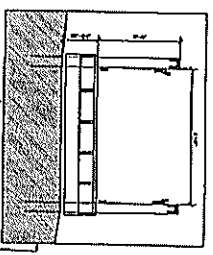
The information required by this RFP must be complete and the companies/contractors' submittal must "stand-alone"

PEPPERVINE TRAIL ACCESS STUDY BALD HEAD ISLAND

8/8/22



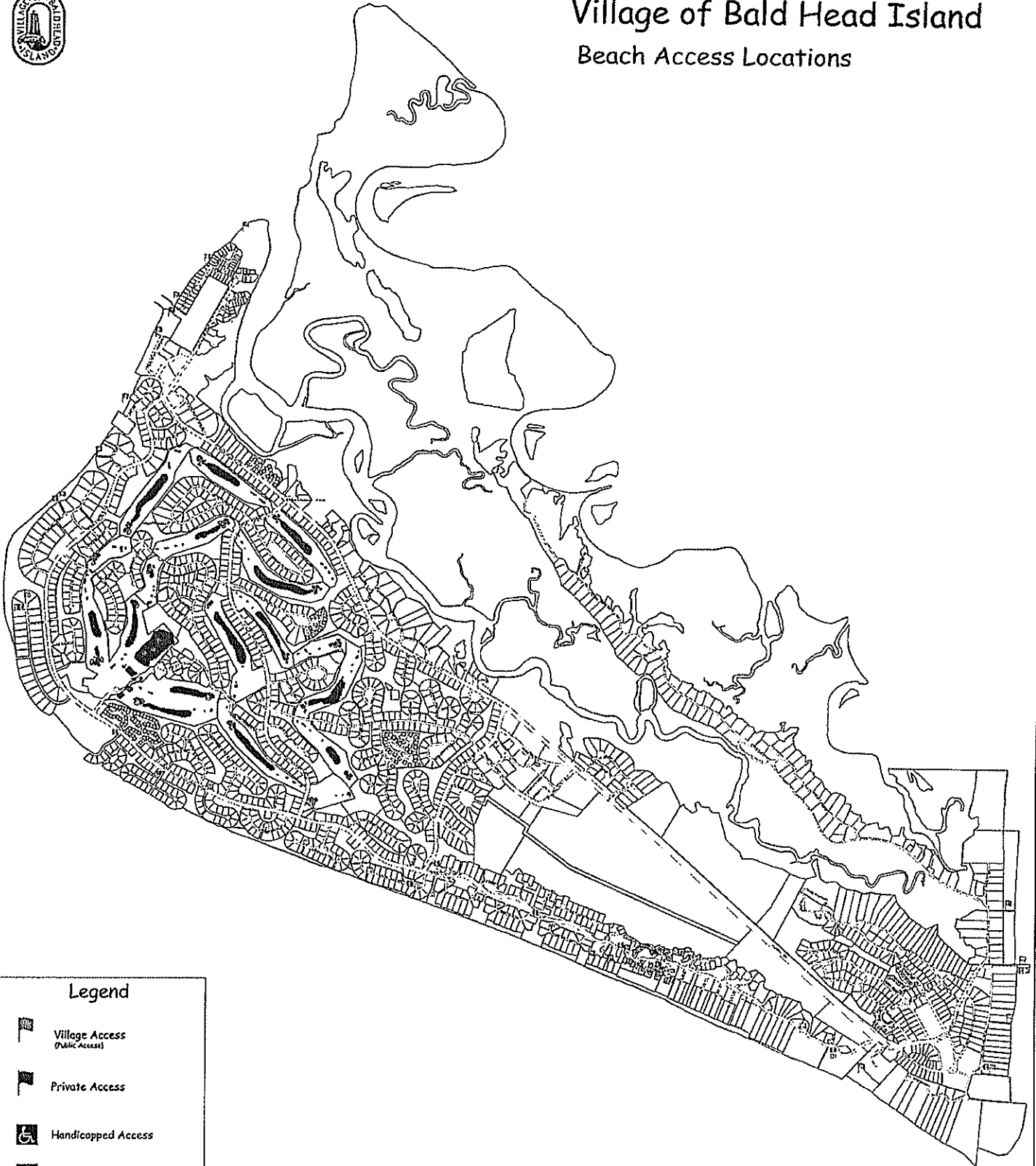
CONT CAP- 2x6 W/
(2) INSET 2x4 TOP RAIL
6x6 POST & MAX OC
2x6 CONT SUB RAIL
STAINLESS BRACKET
2x2 RAIL W/ EXIST EDGES
2x4 CONT GUARD



DETAIL PROVIDED FOR
DESIGN INTENT TO MEET
ADA STANDARDS- FINAL
CONSTRUCTION TBD
RAILS ON BOTH SIDES OF RAMP
AND SPALL EXTEND 12" BEYOND
END OF RAMP AT EACH END



Village of Bald Head Island Beach Access Locations



Legend

-  Village Access (Public Access)
-  Private Access
-  Handicapped Access
-  E-911 Phone
-  Emergency Vehicular Access



8 AUG 2012 (rev)
 The Village of Bald Head Island assumes no legal responsibility for the nature of, contents of, or accuracy of any information contained on this map. This map may not be accurate or up-to-date. All map information must be verified by the recipient.

Prepared by the Development Services Department