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**CRAVEN COUNTY
FY13-14 FEDERAL MITIGATION ASSISTANCE (FMA) PROGRAM FOR ELEVATION**

INSTRUCTIONS TO PROPOSERS
CONSULTING ENGINEERING SERVICES

STRUCTURAL ENGINEERING ACTIVITIES

Activity consists of: Elevation and Retrofitting of approximately twenty (20)
residential structures located in Craven County, NC.

PROPOSAL INSTRUCTIONS

Proposals must be submitted by 5:00 PM, February 20, 2015.

Submit two (2) copies of proposal to:

**Holland Consulting Planners, Inc.
Attn: Reed Whitesell, AICP
Craven County FY13-14 FMA Engineering Services Proposal
3329 Wrightsville Avenue, Suite F
Wilmington, NC 28403**

SELECTION PROCEDURE FOR CONSULTING ENGINEER

Based upon competitive negotiations, Craven County will select one consulting engineering firm. Proposals will be solicited from all firms who wish to be considered for this project. Proposals submitted by the deadline established in the Instructions to Proposers will be reviewed and evaluated by Craven County in accordance with the following selection criteria:

1. Firm's experience in coastal residential structural engineering, and specifically in Hazard Mitigation Assistance Elevation and Retrofitting projects;
2. Coastal residential structural engineering and HMGP/HMA project engineering qualifications and competence of key personnel assigned to the project;
3. Capability of the firm to perform the desired services within an acceptable time frame and within financial constraints;
4. Availability of a qualified resident inspector;
5. Evaluation of existing and anticipated additional workload of the firm during project development;
6. Hourly rates of personnel assigned to the project.

Craven County will select the firm (ranked in order of qualifications) best qualified to perform the engineering services detailed in these instructions.

Craven County will attempt to negotiate a fee with the number one ranked firm. If a mutually satisfactory fee is negotiated by the parties, it will be approved. If efforts to negotiate a fair and reasonable fee are unsuccessful with the number one ranked firm, negotiations will cease with that firm and begin with the second ranked firm. If Craven County is unable to negotiate a satisfactory agreement with either of the firms, the county will select additional firms in order of their competence and qualifications and continue negotiations until a satisfactory agreement has been reached and approved by Craven County.

CONTENTS OF PROPOSALS

Please provide the following information in the proposal for engineering services:

1. Name of firm
2. Location of offices
3. List of references
4. Coastal residential structural engineering experience of firm, including HMGP/HMA engineering services for Hurricane Fran, Hurricane Isabel, Hurricane Irene, or other storm events/mitigation initiatives.
5. Names and qualifications, including residential structural and HMGP engineering experience, of all personnel who will work on the project, including resident inspector.
6. Projected availability of design/inspection personnel assigned to the project over the next eighteen-month period (from March, 2015 through September, 2016).
7. Hourly rates for personnel to be utilized on the project. **Include a table outlining the percentage of total work to be assigned to each pay classification of project team members.**

SCOPE OF ENGINEER'S SERVICES

The Professional Engineer(s) shall work with the Grant Administrator and the Craven County Building Inspection Department to assist in the implementation and completion of the project. The needed engineering services require that the selected firm provide the following:

- Development of specific foundation specifications and drawings for the project based upon the North Carolina Residential Building Code requirements and generally accepted coastal structural design standards.
- Pre-elevation inspection of the twenty (20) structures proposed for elevation and preparation of a written statement for the HMGP elevation feasibility checklist and Scope of Work indicating any concerns with structural feasibility and briefly outlining any proposed unit-specific design modifications.
- Limited technical feasibility analysis and engineering design at the specific request of the Craven County Building Inspection Department for structures requiring engineering design modifications in excess of the requirements of the NC Building Code and/or the generally accepted structural design standards.
- Limited on-site inspection and review of contractors' work at the request of Craven County, including provision of written documentation to the Building Inspector certifying that completed unit-specific foundation and accesses were properly constructed.