

**TOWN OF OAK ISLAND, NC  
REQUEST FOR PROPOSALS**

***Paid Parking Physical Infrastructure  
Assessment***



**REQUEST FOR PROPOSALS TO:**

Town of Oak Island  
4601 E. Oak Island Dr.  
Oak Island, NC 28465

**Due Date:**

June 15, 2024  
4:30 pm

Questions regarding the RFP should be submitted via email to Scott Thornall at [sthornall@oakislandnc.gov](mailto:sthornall@oakislandnc.gov), no later than 4:30 PM June 1, 2024

## **Purpose**

The Town of Oak Island is seeking proposals from qualified, professional Traffic Engineers who will assist the Town in evaluating the physical infrastructure for paid parking.

The firm awarded this contract will have the primary responsibility of developing the assessment document and will work in coordination with the Town of Oak Island's Public Works Department.

## **Background**

Oak Island is a small coastal town nestled on the coast of Brunswick County, North Carolina, with a population of approximately 9,000 full time residents. The population increases to an estimated peak of 50,000 during the summer as Oak Island is a popular vacation destination.

The Town adopted a paid parking program in 2023 and has more than 1,350 parking spaces allocated across 64 public beach accesses and 4 off-street parking lots.

## Expectations of Firm

Throughout the process, the selected firm will be expected to utilize their experience and drive the process to produce an assessment before December 31, 2024. To achieve this goal, and utilize the experience of the selected firm, Oak Island will require the expectations outlined below be met and identified within the firm's proposal.

1. Initial meeting with Town staff to review a project timeline, schedule meetings and begin the process of data acquisition.
2. Review all existing plans, maps, documents, data and other materials relevant to the project. The Town will provide all available existing documentation to the firm. The firm will study and consolidate applicable materials into the assessment.
3. Draft materials for review and comment by the Town in accordance with a schedule developed at the beginning of the assessment process.
4. Prepare documents and present them at all associated meetings and public hearings.
5. Provide at least weekly updates, primarily via e-mail or telephone/video and occasionally in-person, to update Town staff on project status, discuss issues and review drafts. Periodic written status reports and status update presentations may also be required to Town Council.

## Scope of Services

The Scope of Services described herein is a framework of major tasks as currently identified by the Town for the firm's information. This is not a comprehensive list. A complete Scope of Services and an estimated fixed fee will be developed in consultation with the selected firm based on the Town's needs and the firm's experience and capabilities.

### Paid Parking Physical Infrastructure Assessment

1. Project Meetings. The firm is expected to meet regularly with staff. When appropriate, these meetings may be via telephone or video conference. In addition, the firm will provide interim reports, presentations, and updates as required and appropriate, and present the final assessment to the Town Council.
2. Assessment Content. The assessment document will include assembling and analyzing data regarding existing conditions and utilizing that data to develop an optimal maximum capacity of parking. It is anticipated the assessment will include the following content:
  - a. Current and Optimal Maximum Capacity Conditions
    - Bumper locations and types (Full size vehicles, bicycle, Low-Speed Vehicles, Handicap)
    - Parking space size
    - Traffic movements and lane size
    - Sight distance triangles
    - Utilities (water, sewer, fire hydrants, etc.)

- Environmental factors (wetlands, stormwater drainage, flood hazards, etc.)
- Surface types
- Pedestrian facilities
- Signage locations
- Curb radii
- Lighting
- Maps, drawings, and renditions for typical vehicle (including low-speed vehicles) and parking space, etc.

## Submittal Requirements

The following materials must be received by the submittal deadline for a firm to be considered. However, during the selection process, the Town reserves the right to request additional information or to seek clarification from the consultant/firm, or to allow for correction of errors and/or omissions. The submittal requirements are as follows:

1. Project Overview
  - A. General Information: Provides a brief overview of the firm, including qualifications to execute the contract, and company mission or statement of beliefs.
  - B. Project Understanding: A summary of the firm's understanding of the project as described in this RFP.
2. Qualifications
  - A. Personnel Qualifications:
    1. Identification of lead project manager and contact information.
    2. Name, proposed role, hourly rate, anticipated time commitment to the project and biography of each team member.
  - B. References: Include a list of at least three municipal clients for which you have conducted similar projects. Experience in working with municipalities in North Carolina is preferred.
3. Proposal
  - A. Proposal Overview: Provide specific approaches, methods and assumptions that will be utilized to accomplish each task.
  - B. Proposed Work Plan and Schedule: Provide a proposed work plan with a schedule divided into phases identifying key tasks.
  - C. Budget: Identify cost estimates for completing each of the elements in the "Expectations of Firm" and "Scope of Services" sections of this RFP. Itemized cost estimates may include more than one area in these sections provided the combination of the elements is logical or overlapping. Also identify any other anticipated budgetary needs including incidentals. Identify total not-to-exceed project cost and fee schedule.

## **Submittal Format & Deadline**

Interested firms shall submit six (6) paper copies and one electronic copy (PDF) of the complete proposal either in person to the Town of Oak Island Public Works Department or mailed to:

Town of Oak Island  
Attn: Scott Thornall, Public Works Director  
4601 E. Oak Island Dr.  
Oak Island, NC 28465

Complete submittals must be received no later than 4:30 pm on June 15, 2024. Submissions received after this deadline may not be considered for further review.

## **Submittal Review Schedule**

Staff will begin the review process following the submission deadline and determine if interviews are needed in order to finalize selection among top candidates. Upon selection, the firm will be contacted to finalize the contract, fee structure and project timeframe. Final approval will be given by the Town of Oak Island Town Council.

### **Method of Evaluation & Selection**

Prior to making an award determination, the Town of Oak Island may conduct interviews. Interviews may be conducted virtually if necessary.

1. Firm experience/reputation/workload: Experience of the firm in similar work and record of successful results of that work. Also considered will be the firm's ability to take on additional work, demonstrated understanding of the Town's goals and purposes of the project, specific management approach, how well the firm's organization structure shows sufficient depth of its present workload, and the firm's ability to offer the breadth and quality of services required for this project. Additionally, the firm's successful experience performing other services for the Town on past and current projects may be considered.
2. Qualifications of the personnel assigned to this project team: The Town will give considerable weight to the individual qualifications of the project team members who will actually do most of the work on the project. Consideration will include qualifications of key personnel, project team members' individual experience and other qualifications, project manager's experience, sub-consultant's (if applicable) individual experience and qualifications.
3. Schedule: Consideration will be given to the firm's availability to complete the assessment within a reasonable timeframe.

## **Disclaimers**

The Town of Oak Island reserves the right, in its sole discretion, to reject any or all of the submittals, to waive any deficiencies associated with the submittal, and to accept

any submittal that it deems to be in the Town's best interest. The Town of Oak Island also reserves the right to re-advertise the request for qualifications. The Town of Oak Island shall have no obligation to award a contract for services and work as a result of this Request for Qualifications.

If applicable, the selected firm shall be responsible for obtaining and maintaining adequate liability insurance to complete and fully protect the Town of Oak Island. Said firm shall furnish proof of this liability insurance to be attached to the executed copies of the contract. Said firm will also complete the E-Verify Requirement.

A negotiation of the final contract price will be between the Town and the chosen firm. (NOTE: Firms shall bear all costs incurred for interviews and the RFP response preparation and shall not include such costs within the RFP response).

The Town shall select a firm on the basis of the applicant's qualifications for the job and award them, with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to age, sex, race, color, religion, national origin, disability, political affiliation, or marital status.

### ***Questions***

All questions pertaining to this Request for Proposals (RFP) shall be submitted in writing via email to [sthornall@oakislandnc.gov](mailto:sthornall@oakislandnc.gov) no later than 4:30 PM June 1, 2024.

Only written questions will be considered formal. Any information given verbally or by telephone will be considered informal.