

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

***Little Davis Canal Dredging
Feasibility Study & Report***



REQUEST FOR QUALIFICATIONS TO:

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

Due Date:

December 15, 2025
4:00 pm

Questions regarding the RFP should be submitted via email to Kent Jackson at kjackson@oakislandnc.gov, no later than 4:00 PM December 8, 2025

Purpose

The Town of Oak Island is seeking qualifications from professional consulting firms to assist the Town in studying the Feasibility of dredging the Little Davis Canal.

The firm awarded this contract will have the primary responsibility of developing the assessment document and will work in coordination with the Town's project manager.

1.0 Introduction and Background

The Town of Oak Island is soliciting qualifications from experienced consulting firms for a feasibility study for the proposed dredging of the Little Davis Canal in Oak Island. The purpose of this study is to assess the viability of dredging to address water quality, flooding, and navigation restrictions.

2.0 Project Objectives and Expectations of Firm

The primary objectives of this feasibility study are to:

- Determine the current condition of the canal, including sediment depth and composition.
- Evaluate potential environmental impacts and identify permitting requirements.
- Assess the engineering challenges and logistics associated with a dredging project.
- Provide a cost estimate for various dredging and sediment disposal options.
- Recommend a preferred dredging strategy, including potential funding sources

Throughout the process, the selected firm will be expected to utilize their experience and drive the process to produce an assessment in a very timely manner. 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 work.

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.

3.0 Scope of Services and Deliverables

The selected firm will be expected to complete the following tasks and provide the corresponding deliverables:

Task 1: Existing Conditions Assessment

- **Bathymetric and Hydrographic Survey:** Conduct a detailed survey of the canal to determine existing depths and sediment buildup.
- **Sediment Analysis:** Perform testing to determine the physical and chemical properties of the sediment to be dredged and identify any potential contaminants.
- **Environmental Baseline:** Review existing environmental data and identify sensitive habitats, such as marsh grass or oyster beds, that may be impacted.

Task 2: Engineering Analysis and Alternatives

- **Dredging Feasibility:** Analyze the dredging requirements, including the total estimated volume of material to be removed and the necessary dredge cuts.
- **Dredging Methods:** Evaluate suitable dredging methods based on the sediment composition, site constraints, and environmental considerations.
- **Spoil Disposal:** Investigate and propose options for the disposal of dredged material, including upland placement or beneficial reuse.

Task 3: Permitting and Regulatory Compliance

- **Agency Coordination:** Consult with relevant federal, state, and local agencies (e.g., U.S. Army Corps of Engineers, state environmental quality department) to understand permitting requirements.
- **Permit Strategy:** Develop a permitting strategy that outlines the necessary approvals and potential challenges.

Task 4: Cost-Benefit Analysis

- **Cost Estimate:** Develop a detailed, itemized cost estimate for the project based on the alternatives identified in the study.

- **Benefit Analysis:** Identify and quantify potential project benefits, such as improved drainage, flood mitigation, and enhanced navigation.
- **Funding Options:** Research potential grant funding, cost-sharing programs, or other financial avenues.

Deliverables

- A comprehensive **Feasibility Study Report** detailing all findings, analyses, and recommendations.
- A summary **Executive Presentation** of the study's key findings.
- All data collected, including bathymetric surveys and sediment analysis results.

4.0 Submittal Requirements

Interested firms must submit the following materials by [Deadline Date and Time]:

1. **Cover Letter:** Briefly introduce your firm and its qualifications for this project. Acknowledge any addenda issued.
2. **Firm Qualifications:** Provide a summary of your firm's background, history, and organizational structure, including QA/QC processes.
3. **Project Team:** Identify the project manager and key personnel, including their relevant professional certifications. Include resumes outlining experience on similar projects.
4. **Relevant Project Experience:** Provide a list of at least three similar dredging or water resource projects completed within the last ten years. For each project, include a brief description, the client, and references.
5. **Project Approach:** Explain your proposed methodology for assessing and designing the feasibility study, including a detailed work plan and proposed timeline.

5.0 Submittal Format & Deadline

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

Town of Oak Island
Attn: Kent Jackson, Assistant Town Manager
4601 E. Oak Island Dr.
Oak Island, NC 28465

Complete submittals must be received no later than 4:00 pm on December 15, 2025. Submissions received after this deadline may not be considered for further review.

6.0 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 Qualifications (RFQ) shall be submitted in writing via email to kjackson@oakislandnc.gov no later than 4:00 PM December 8, 2025.

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