

COUNTY OF BRUNSWICK

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MEMORANDUM

April 20th, 2021

To: Randell Woodruff, Brunswick County Manager

From: John M. Shirk, CFM, CZO, Brunswick County Floodplain Administrator

Re: **RFQ for Caw Caw and Little Caw Caw Swamp Detailed Flood Study**

On March 20th, 2021 Brunswick County published a Request for Qualifications in the Wilmington Star-News and posted the same on the Brunswick County website. The Request for Qualifications from qualified engineering consulting firms was to provide professional services to complete a detailed study of part of the Cawcaw and Little Cawcaw Swamps. The deadline for submittals was April 9th, 2021 by 5:00pm.

A committee was formed for the review of submittals and to provide a recommendation of which submittal best served the needs of the County. The committee consisted of the following personnel:

Steve Stone-Deputy County Manager, Brunswick County
Michael Slate- Director of Code Administration, Brunswick County
Brigit Flora, PE-Stormwater Engineer, Brunswick County
John Shirk, CFM, CZO- Floodplain Administrator, Brunswick County

A total of five (5) submittals were received by April 9th, 2021 at 5:00pm. The following are the Firms.

1. Applied Technology & Management, Inc. (ATM)
941 Houston Northcutt Blvd., Suite 201
Mount Pleasant, SC 29464
Phone: (843)414-1040
2. Thomas & Hutton
611 Burroughs & Chopin Blvd., Suite 202
Myrtle Beach, SC, 29577
Phone: (843)839-3545
3. VHB Engineering NC, P.C., an affiliate of Vanasse Hangen Brustlin, Inc. (VHB)
940 Main Campus Drive, Suite 500
Raleigh, NC 27606
Phone: (919)829-0328
4. HDR Engineering, Inc. of the Carolinas
101 N. 3rd Street, Suite 201
Wilmington, NC 28401
Phone: (910)398-9020

RFQ for Caw Caw and Little Caw Caw Swamp Detailed Flood Study

5. E.L. Robinson Engineering
1301 Gervais Street. Suite 450
Columbia, SC 29201
Phone: (803)400-6031

The five (5) submittals were disseminated to the committee members on April 12th, 2021 to allow the members appropriate time to review the proposals before meeting. On April 20th, 2021 at 9:00am, the committee met in the Code Administration Conference Room located in Building I. All members were in attendance.

The committee evaluated the five (5) submittals with the following criteria.

1. Demonstration the Firm has a clear understanding of the needs of the County.
2. Demonstration the Firm has a clear understanding of the complexity of the project.
3. The Firm has estimated an appropriate number of Man Hours to complete the project
4. The qualifications and experience with hydrology and hydraulic studies for the staff assigned to the project.
5. The Firm's familiarity and experience with the study area.
6. The Firm's knowledge and experience with processes for submitting Letter of Map Revisions (LOMRs)

Based on the submittals and after serious consideration, the committee ranked the Firms in the order they were listed earlier in this memorandum. The committee believes Applied Technology & Management, Inc. (ATM) is most closely aligned with the County's vision and needs and is most qualified to complete the project. The committee's close second choice is Thomas & Hutton with similar alignment and qualifications.

The committee is requesting approval to move into negotiations with Applied Technology & Management Inc., (ATM) for the scope of work and fees. Once approved, and the scope of work and fees are established, A NOVUS item would be created and presented to the Board of Commissioners for approval.