



**REQUEST FOR QUALIFICATIONS (RFQ)
Municipal Engineering Services
November, 2017**

1. **PUBLIC NOTICE**

Pursuant to NCGS 143-64.31 the Town of China Grove is soliciting statements of interest and qualifications from individuals or firms to provide professional engineering and consulting services related to Phase II stormwater review, grading and drainage plan review, and street layout and design review. Responses are due by 2:00PM on January 4th, 2018. Information related to this solicitation, including the full RFQ document is available via the Town's website at www.chinagrovec.nc.gov or may be obtained by contacting the RFQ Coordinator.

2. **RFQ COORDINATOR**

Any questions, concerns, or request for information regarding this RFQ shall be directed in writing to the RFQ Coordinator:

Franklin Gover, Assistant Town Manager
Town of China Grove, NC
333 N. Main St
China Grove, NC 28023
(704) 857.2466
fgover@chinagrovec.nc.gov

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions. Oral and other interpretations or clarifications will be without legal effect.

3. **RFQ SCHEDULE**

Provided below is the anticipated schedule of events. The Town reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this project.

11/29/2017 RFQ Released/Advertised
12/18/2017 Last day to submit written requests for information/clarification
01/04/2018 Submissions due by 2:00PM; evaluation of qualifications begins
01/18/2018 Recommendation of Award (Pending successful negotiations)

4. **RFQ SUBMISSION**

Timely delivery is at the risk of the Respondent. Submittals received after the deadline will be rejected. All items required for a responsive proposal shall be included. Responses must be enclosed in a sealed envelope or package. The envelope or package must clearly show the name and address of the responding firm, and the phrase: "Request for Qualifications:

Engineering Services”. Submissions must adhere to the format and content requirements established in Sections 7 & 8 of this RFQ. Responses should be delivered to the RFQ Coordinator.

5. **BACKGROUND & SCOPE OF SERVICES**

The Town of China Grove is a Phase II stormwater permitting authority. The Town is seeking a qualified engineering firm to review stormwater permit applications and plans to ensure compliance with the North Carolina Department of Environmental Quality’s Stormwater Best Practice Manual, latest edition. The selected firm will also review grading and drainage plans, and review the design and layout of new street construction request and certify compliance with North Carolina Department of Transportation Standards. Plan review requests shall be on a project by project basis. The selected firm shall be available by email and phone for town staff to ask questions.

6. **EVALUATION CRITERIA**

The Town will consider and evaluate qualification packages in accordance with N.C.G.S. 143-64.31. Qualification packages will be evaluated by town staff. Evaluation criteria include, but are not necessarily limited to, the following, listed in relative order of importance:

- A. Demonstrated experience of the firm and key personnel in North Carolina stormwater management design and construction, grading and drainage, and street layout and design.
- B. Experience with municipal clients
- C. Resources and capacity of the firm to prioritize the Town of China Grove and accelerate timelines
- D. Submittal’s completeness, relevance, readability, and conveyed understanding of the Town of China Grove’s needs.

7. **SUBMITTAL FORMAT**

Interested firms must submit two (2) bound original copies and one (1) USB-drive containing a digital copy of the complete response package in PDF format. Responses should be prepared as standard 8-1/2 x 11 portrait oriented paper. Pages containing organizational charts, matrices, or large diagrams may be printed on larger paper in order to preserve legibility. Responses shall be bound on left hand side, and limited to twenty-five (25) pages. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

8. **SUBMITTAL CONTENT**

- A. **Table of Contents:** Please include after the Statement of Interest the following information.
- B. **Statement of Interest:** Statements shall be bound with and at the beginning of the response package. At minimum, please provide the following information:

- a. A statement expressing interest.
- b. A summary statement detailing you or your firm's capacity to perform the work. Include any attributes that uniquely align you or your firm to be a successful partner; present your understanding of the Town's needs,
- c. Statements identifying any conflicts of interest your firm or employee(s) may have with this project,
- d. Report any litigation, arbitration and alternative dispute resolutions within the last five (5) years, involving your firm or any proposed sub-consultants, arising out of any work for government entities; and whether still pending, or if concluded, the final result. If so, please provide an explanation.

C. Firm Description:

- a. Firm name, address, web address, telephone and fax numbers, and type of organization;
- b. Contact person (provide direct phone number and email address);
- c. Number of years in business under current name;
- d. Services provided/areas of expertise;
- e. Staffing level;
- f. In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the office that will be serving the Town (key personnel, project experience, etc.). If resources from multiple offices are planned, please reflect this in Sec. 8.D. The office(s) designated to serve the Town in the qualifications submission, must be the office to perform the work in the event that a contract is awarded;
- g. List any previous names of firm and years of business under each name;
- h. Provide a certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm.

D. Key Personnel:

- a. Provide a simple organizational chart identifying the names and titles of the person(s) that will be assigned to lead this project, supporting staff, and sub-consultants that will be engaged;
- b. Provide resumes of personnel that will be working on project (including those of any subconsultants) including their education, qualifications, certifications, accreditations, and project history of each. Do not include project pictures or general firm information;
- c. If any staffing changes should occur between the submission of qualifications and the award of a contract, the firm must notify the Town in writing. Unapproved staffing changes may result in a rejection of qualifications.

E. Qualifications and Experience: List up to five (5) municipal references where your firm has provided relevant, and similar professional services. Please include the following information:

- a. Agency name and services provided,
- b. Project Team Members (name(s) and organization for each); please include sub-services & Solutions: Describe in detail the services provided by your firm; the

challenges met and solution derived; your firm's approach to ensure project intent was achieved,

- c. Lessons learned and any resulting changes in methodology or approach.

F. Methodology, and Approach

Describe your firm's methodology and approach to providing the services required and why you feel they establish a high level of quality assurance, and quality control in the review process of municipal civil engineering projects.

- G. Schedule:** Stormwater, drainage and grading, and street layout and design plans will be submitted on a project by project basis and a timely response is required.

9. ENGAGEMENT

Upon selection of a Respondent(s), the Town and Respondent(s) will confirm the scope of work, responsibilities, required deliverables, and negotiate a fee and/or billing rates for services. Upon successful negotiations, a recommendation of award shall be presented to the Town Council. Upon approval, an Engineering Service Agreement(s) will be executed by and between the selected Respondent(s) and the Town for services.

10. GENERAL TERMS & CONDITIONS

- A. All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its contents shall be borne by the Respondent. The Town assumes no responsibility for these costs whether or not an agreement or contract is awarded.
- B. All questions and requests for information shall be submitted in writing as established in the RFQ Schedule. Oral and other interpretations or clarifications will be without legal effect.
- C. All Respondents are prohibited from making any contact with members of the Town other than in the manner and to the person designated herein. The Town reserves the right to disqualify any Respondent found to have contacted the people listed above in any manner with regard to this RFQ.
- D. The Town reserves the right to waive informalities and irregularities, obtain clarification and/or additional information from any firm or individual in regard to its submission. The Town also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- E. The Town reserves the right to negotiate terms with other respondents should negotiations be terminated with the first selected Respondent.
- F. Any agreements or contracts will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the stakeholders involved, as recommended by the evaluating staff, and approved by the Town of China Grove.
- G. This RFQ does not commit the Town to make a recommendation of award or commit the Town to enter into an agreement or contract. The Town reserves the right to award one, more than one, or no contract(s) in response to this RFQ.
- H. Submittals and any other documents received from a Respondent in response to this request are public records and subject to public inspection and copying. The Public Records law (N.C.G.S. 132-1 et seq.) authorizes the Town to withhold from public

inspection and copying legitimate and properly marked 'trade secrets'. If a record meets all of the following conditions:

- a. It is a "trade secret" as defined in G.S. 66-152(3); and
- b. It is the property of a private "person" as defined in G.S. 66-152(2); and
- c. It is disclosed or furnished to the Town in connection with a bid or proposal; and
- d. It is marked as "confidential" or as a "trade secret" at the time of its initial disclosure to the Town.

If as part of Respondent's submittal, Respondent submits to the Town any record, or portion of a record, that Respondent considers to be a trade secret meeting the definition contained in G.S. 66-152 (2), Respondent may clearly mark the particular record, or portion of the record, that meets the definition of trade secret as TRADE SECRET or CONFIDENTIAL TRADE SECRET. In the event the Town receives a public records request for records Respondent designates as 'trade secret' the Town will notify Respondent and give Respondent the opportunity to, within one week of such notice to confirm in writing that the specific record, or portion of record, that Respondent designated as TRADE SECRET meets the requirements of G.S 132-1.2 and G.S. 66-152, and the reasons therefore. The Town will require that Respondent indemnify the Town in the event a challenge is brought for the withholding of a record based on Respondent having designated it a trade secret. In providing a submittal, Respondent agrees that the Town may reveal any trade secret materials contained in such submittal to all Town staff involved in the selection process and to any outside consultant or other third parties who are hired by the Town to assist in the selection process.