

REQUEST FOR QUALIFICATIONS FOR
On-Call Engineering Services

Town of Spring Lake is seeking Consultants to provide Qualifications for On-Call Engineering Services.

The term of the possible contract will be through **January 2025** with options to renew.

NO LATE SUBMITTALS WILL BE ACCEPTED FOR ANY REASON WHATSOEVER

Submittals to:
Tim Garner, Water Resources Director
Town of Spring Lake
300 Ruth Street
Spring Lake, NC 29390

**ENVELOPE MUST STATE CLEARLY THAT THE ENCLOSED SUBMITTAL IS FOR THE
ONCALL PROFESSIONAL SERVICES R.F.Q.**

Due January 7, 2022 at 4:00 p.m.

Request for Qualifications
On-Call Engineering Services
Town of Spring Lake, North Carolina

Introduction

The Town of Spring Lake is requesting Statements of Qualifications from qualified professional engineering firms for on-call engineering services pertaining to the Town’s water distribution, sewer collections and wastewater treatment plant and other Town departments as outlined below. This Request for Qualifications is intended to provide the Town of Spring Lake a flexible and effective way to respond to a range of engineering needs with an available firm ready to provide multi-dimensional services, as needed.

Project Description/Scope of Services

The Town of Spring Lake is seeking qualifications from qualified consulting engineering firms to provide professional services including engineering, surveying, and other professional services to support the Water Resources Department and other Town Departments. The Town has identified the following categories that firms may submit to provide services for. Firms may elect to submit on one or multiple categories in a single Statement of Qualifications.

1. Public Water Distribution

Work under this category will include the typical professional services associated with public water distribution system projects including, but not limited to, distribution mains, transmission mains, booster stations, ground storage, and elevated tanks. These include but are not limited to project management, project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of asbuilt drawings and documentation, project closeout, and other professional services as needed to meet the Town’s goals.

2. Sanitary Sewer Collection

Work under this category will include the typical professional services associated with sanitary sewer collection system projects including, but not limited to, gravity mains, force mains, and lift stations. These include but are not limited to project management, project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as-builts, project closeout, and other professional services as needed to meet the Town’s goals.

3. Transportation

Work under this category will include the typical professional services associated with transportation projects including, but not limited to, roadways, sidewalks, multi-use paths, greenways, and parking. These include but are not limited to project management,

project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as-builts, project closeout, and other professional services as needed to meet the Town's goals.

4. Water Resources

Work under this category will include the typical professional engineering services associated with water resources projects including, but not limited to, stormwater pipes and culverts, stream and bank restoration/stabilization, dams, Best Management Practices (BMPs), stormwater/flooding management and mitigation, and erosion control management. These include but are not limited to project management, project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as-builts, project closeout, and other professional services as needed to meet the Town's goals.

5. Administrative

Work under this category will include the typical professional engineering services of a general nature that may overlap with some of all of the other categories. Services under this category may include, but are not limited to, program management, engineering plan reviews, rate studies, system development fee studies, long range planning, GIS assistance, grants and loans assistance, delegated local permitting authority, and other professional services as may be needed to meet the Town's goals.

Proposal Requirements

All proposals shall include the following items:

- a) A cover letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services (max 2 pages).
- b) Executive Summary: Should address the highlights of the RFQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of the Town. (max 2 pages).
- c) Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided by the consultant or consultant team in response to this Request. Also include information on any proposed sub-consultants. Note which team members were involved in referenced projects and time period involved in referenced, completed or current projects. Also highlight any projects performed for the Town during the past 5 years (max 4 pages per category).

- d) **Project Team & Project Management:** Identify the proposed project team (including any sub consultants) and key personnel for the successful completion of projects in partnership with the Town. Include brief resumes of the project team members including office location, years of experience, certifications, and education. Identify the project manager or primary contact and any other team leaders proposed, and briefly describe how projects will be successfully managed. It is expected that the team members proposed in the RFQ will be the ones that will actually work on projects for the Town. Also describe the firm’s quality assurance / quality control methods (max 3 pages per category).
- e) **Project Schedule:** Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract, and verify that proposed staff will be prepared for timely completion of projects under a potential contractual agreement with the Town. Submittals should also include a description of the firm’s ability to respond to rushed and emergency projects (max 2 pages).
- f) **References:** Project reference list describing at least four (4) projects completed within the past five years that represent the strengths and unique qualifications of the firm or team in the areas identified in the Scope of Services described in this document. The list should contain project titles, locations, cost of projects, start and end dates, name of project managers, and name, phone number, and email address of references. The contact person should be capable of speaking to the firm’s and team’s ability to finish projects within the project timeframe and the firm’s demonstrated ability to respond to the proposed project (max 2 pages).
- g) Any other information you feel answers the question “Why should the Town of Spring Lake select my firm?” (max 1 page)

Submission Deadline and Address

Please submit five (5) sealed copies of the proposals, clearly labeled as “Statement of Qualifications for On-Call Engineering Services to the Town of Spring Lake no later than **4:00 p.m. January 7, 2022.**

Tim Garner
Town of Spring Lake
300 Ruth Street
Spring Lake, North Carolina 28390

All questions concerning the proposal requirements or project in general should be directed to Tim Garner at tgarner@townofspringlake.com or by phone at (910) 985-1819.

The Town of Spring Lake will not be responsible for the failure of any mail or delivery service to deliver hard copy responses, or for the failure of delivery of any electronically submitted file prior to the stated date and time. It is the responsibility of the submitting firm to ensure hard copy or electronic submissions were received. Only information contained within the statement

of qualifications hard copy or electronic file will be considered as part of the response. Regardless of the manner of submission, any response received after the stated date and time will not be considered. Incomplete responses or responses inconsistent with the required format may be disqualified from consideration.

Evaluation Criteria

Statements of Qualifications will be evaluated on the firm’s ability to meet the requirements of this Request for Qualifications. Evaluation criteria will include, without limitation:

1. Related project experience. (30%)
2. Project staff experience. (20%)
3. Methodology-understanding and approach to the project. (20%)
4. Proximity to Town and Knowledge of Town’s system (10%)
5. Availability and interest in providing Services (10%)
6. References. (10%)

Disclaimer of Federal Government Obligations or Liability

If applicable, firms submitting a qualifications statement, and any subcontractors, acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of a contract in connection with this Request for Qualifications, absent the express written consent by the Federal Government, the Federal Government is not a party to this procurement or any subsequent agreement and shall not be subject to any obligations or liabilities to the firm, or any other party pertaining to any matter resulting from the Request for Qualifications or subsequent agreement. It is further agreed that this clause shall be included in each subcontract and shall not be modified, except to identify the subcontractor who will be subject to its provision.

Federal Uniform Guidance

If funding for this procurement is from a federal source, whether in whole or in part, the following provisions also apply, pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable):

- Equal Employment Opportunity (41 C.F.R. Part 60)
- Davis-Bacon Act (40 U.S.C. 3141-3148)
- Copeland “Anti-Kickback” Act (40 U.S.C. 3145)
- Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)
- Clean Air Act (42 U.S.C. 7401-7671q)
- Federal Water Pollution Control Act (33 U.S.C. 1251-1387)
- Debarment and Suspension (Executive Orders 12549 and 12689)
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- Procurement of Recovered Materials (2 C.F.R. § 200.322)
- Record Retention Requirements (2 C.F.R. § 200.324)

Additional Requirements

The Town of Spring Lake reserves the right to reject any Statement of Qualifications and to waive any and all formalities, irregularities, or technicalities. The “Statement of Qualifications” shall be prepared at the sole expense of the consultants. The Town of Spring Lake reserves the

right to select the firm(s) that best meets its needs and negotiate a final Scope of Work and Task Order. Based upon the number of qualifications statements received, the Town may subsequently request oral presentations as a part of the selection process.

The Town of Spring Lake will not be responsible for any costs or expenses incurred by any firm in submitting a response. The Town of Spring Lake reserves the right to cancel the work described herein prior to the issuance and acceptance of any contractual agreement even if the Board of Aldermen has formally accepted the recommendation.

The Town of Spring Lake has a right to enter into agreements with multiple firms which, at the Town's sole and absolute discretion, best satisfy the requirements, goals, and objectives of the Town. The Town does not agree to use any firm exclusively, nor does the Town agree to offer any minimum amount of work to a firm.

Work under a contract shall be assigned on an as-needed basis to be determined by the Town of Spring Lake in its sole and absolute discretion. Contract award does not authorize notice to proceed. Should a contract be activated, the Town of Spring Lake will issue a formal Notice to Proceed. No work is guaranteed under any contract.

The Town reserves the right to select the firm(s) that best meets its needs and negotiate a final Scope of Work and Task Order with each firm that reflects the work to be done. All firms submitting a qualifications statement will receive notification once the contract(s) has/have been awarded.

The Town will negotiate and refine a final Scope of Work with the selected firm(s) for each on-call Task Order. Each Task Order shall require a project scoping with a not-to-exceed price. The County shall provide written Notice of Proceed prior to work on any Task Order.

Term of Agreement

Each firm selected under this RFQ will be eligible for an initial term of three (3) years from the date of selection. The Town has the sole option to extend the selected firm(s) for one (1) additional three (3) year term. Therefore, the maximum length of time that a selected consultant is eligible to complete work under this RFQ is six (6) years. However, the Town reserves the right to cancel this at any time and solicit new SOQ's. Firms that do not meet the Town's performance expectations, routinely decline opportunities to participate in this program, or lose significant internal expertise submitted with the original Statement of Qualifications may result in the Town removing that consultant from the qualified list.