FOR IMMEDIATE RELEASE  
January 15, 2020

REQUEST FOR QUALIFICATIONS  
Town Engineering Services for Sanitary Sewer Improvements, GLF Funded

1. GENERAL INFORMATION
   
   A. INTRODUCTION

   The Town of Selma (Town) is soliciting proposals to provide engineering services for sanitary sewer improvements funded through a North Carolina Golden LEAF Foundation grant. Grant monies have been awarded through the NC Golden LEAF Foundation’s Hurricane Florence Disaster Relief funding. Five gravity sewer sections totaling approximately 3900’ of vitrified clay pipe (VCP) have been identified for restoration or replacement. VCP gravity sewer lines are at a depth range of 4’ to 10’. The identified areas include; Lizzie Street between Johnson and Temple Streets (382’), N. Sharpe Street between Waddell and Oak Streets (343’), N. Webb Street between Richardson and Griswold Streets plus one block of Lizzie Street (1,789’), N. Massey Street between Anderson and W. Oak Streets plus one block of Waddell Street (1,103’), W. Richardson Street between N. Sumner and Cherry Streets (372’). This project will utilize either trenchless technologies or dig and replace methods to be implemented in Town streets.

   Firms that serve North Carolina local government entities are encouraged to respond. Services typically conducted by the selected firm include, but are not necessarily limited to, the items listed in this RFQ. Work shall be provided to Town on an as-needed to complete the grant requested funding.

   Proposers shall be licensed to practice engineering in the State of North Carolina and be members in good standing with the North Carolina State Board of Examiners for Engineers and Surveyors. To avoid potential conflicts of interest, the Town will consider proposals from engineering firms, as well as individual engineers that have measures to isolate design services to preserve interests between public and private sector development interests.
B. BACKGROUND

The Town of Selma, population 6,680, is located in Johnston County, approximately 30 miles southeast of Raleigh. The Town Council consists of the Mayor and four council members elected at large. The Town operates under the Council/Manager form of government.

The Town has nine operating departments, including Administration, Finance, Human Resources, Library, Public Works, Planning and Economic Development, Electric Department, Police, Fire and Public Utilities.

C. ANTICIPATED SELECTION SCHEDULE

The Town anticipates the following general timeline for its selection process. The Town reserves the right to change this schedule.

- RFQ Advertised: January 15, 2020
- Proposal Due Date: January 31, 2020
- Selection Committee Evaluation: February 3, 2020 - February 7, 2020
- Interviews (if needed): February 3, 2020 - February 7, 2020
- Contract Selection: February 13, 2020
- Notice to Proceed: February 18, 2020

D. SCOPE OF WORK

Firms shall be qualified professional engineering firms that have experience in design, bidding, construction administration oversight and construction inspection of local government capital improvement projects to include water systems, wastewater systems, stormwater, streets and roads, mechanical engineering, structural engineering and traffic impact analysis. The work will include all surveying, design and permitting necessary for construction of the project. The consultant must be capable of providing additional services for bidding, construction administration and final certification of the project should those services be requested.

The selected firm shall confirm their ability to provide the following scope of services:

1. Serve as the Town’s Engineer-of-Record for this project.
2. Under the direction of the Town Manager or designee, oversee capital project design and construction improvement methods as needed to service this grant award.
3. Provide detailed design and construction specifications for successful bidding and construction coordination of the gravity sanitary sewer infrastructure improvements identified herein.
D. **SCOPE OF WORK continued**

4. Consult with state, federal and county agencies having jurisdictional authority over the Town project, as warranted.

5. Suggest and comment on engineering-related ordinance modifications, construction standards and specification modifications as it relates to the project and Town’s ongoing sewer collection operation.

6. Initiate and complete related permits, applications or agency notifications.

7. Work with funding agency to complete and submit all required documents and reports.

8. Evaluate outlined project and identify, design repair/replace or direct contractor restoration RFQ process to complete work.

9. Provide design drawings and design calculations for compliance with local, county and state requirements and sound engineering practices.

10. Attend pre-application, pre-construction, Town Council and other meetings, as requested by the Town.

11. Periodically review project construction sites to confirm compliance with plans and specifications.

12. Review completed project sites, the as-built drawings, testing results and as-built certifications.

13. Sub-consultants may be used, subject to written approval by the Town, on design projects or where supplemental expertise is desired.

14. Town Public Works staff are available to assist in the construction inspection process.

The select firm reports directly to the Town Manager. Inquiries from the general public and/or press are outside the purview of the Town Engineering Services. Any and all inquiries for the Town Engineering Services’ time shall be channeled through the Town Manager, or the Town Manager’s designee, who must authorize such request prior to the selected firm taking any action.

**2. PROPOSAL INSTRUCTIONS**

**A. PROPOSAL SUBMITTAL AND DUE DATE**

Proposers shall provide five hard copies and one electronic copy on a flash drive containing the proposal in a sealed envelope clearly marked: “Town of Selma, NC - Town Engineering Services Proposal”. Proposals shall be submitted by 3:00 p.m. on January 31, 2020 to (in person and via US Mail):

Jamie Whitley, Town Clerk
Town of Selma
114 North Raiford Street
Selma, NC 27576
2. PROPOSAL INSTRUCTIONS continued

Proposals shall be organized as specified in section 2.D. Proposal Contents. Proposal shall be bound and shall not exceed 20 single-sided pages or 10 doubled-sided pages, exclusive of the front and back covers. The minimum font size is 10-point except for captions. The Town assumes no responsibility for delayed or undelivered mail or express packages. Proposals that are not delivered by the above-specified time and date will not be considered. Faxed or electronically transmitted proposals will be rejected as non-responsive.

B. INQUIRIES

Questions concerning this RFQ should be submitted no later than 5:00 p.m. on January 22, 2020 in writing to:

JP McCann, Public Works Director
Town of Selma
Email: jmccann@selma-nc.com

Questions must be titled “Questions Regarding RFQ for Town Engineering Services”.

C. RESERVATION OF RIGHTS

The Town reserves the right to:

1. Seek clarifications of each proposal.

2. Negotiate a final contract that is in the best interest of the Town and the public.

3. Reject any or all proposals.

4. Cancel this RFQ at any time if doing so would be in the public interest, as determined by Town in its sole discretion.

5. Award the contract to any proposer based on the evaluation criteria set forth in this RFQ.

6. Waive minor informalities contained in any proposal, when, in the Town’s sole judgment, it is in the Town’s best interest to do so.

7. Request any additional information Town deems reasonably necessary to allow Town to evaluate, rank and select the most-qualified proposer to perform the services described in this RFQ.
D. PROPOSAL CONTENTS

Proposals shall include, at a minimum, the following items:

1. The name of the person(s) authorized to represent the proposer in negotiating and signing any agreement which may result from the proposal.

2. Detailed information on the Firm’s ability to provide the services described herein. Include sufficient discussion of proposed methodologies, techniques and procedures. Describe the hierarchy of project management. Provide suggestions of any additional services that may enhance the value and/or effect of the overall economy and effectiveness of the contract.

3. The names of professional persons who will perform the work and a current résumé for each, including a description of qualifications, skills and responsibilities. The Town is interested in professionals with experience serving local governmental entities.

4. Specifically address proposer’s familiarity with laws and regulations governing water systems, wastewater systems, stormwater, streets and roads, mechanical engineering, structural engineering, traffic impact analysis and electrical engineering operations, construction and maintenance of the Town’s current systems.

5. Explanation of proposer’s workload capacity and level of experience commensurate with the level-of-service required by the Town.

6. Explanation of proposer’s facilities and availability of professional staff.

7. Proof of Insurance of $1 million professional liability insurance. Proof of coverage by Workers’ Compensation Insurance or exemption.

8. A list of at least three references from local government clients for whom similar services have recently been provided. (For all references, please include names, phone numbers, e-mail address and description of work performed.)

9. A list of the tasks, responsibilities and qualifications of any sub-consultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any sub-consultants.

10. Confirmation that the proposer is a professional engineer licensed to work in the State of North Carolina.

E. PUBLIC RECORDS

All proposals submitted are the property of the Town of Selma, thus subject to disclosure pursuant to the North Carolina Public Records Act. Accordingly, proposals received and opened shall not be available for public inspection until after Town’s notice of intent to award this contract is issued. Thereafter, except for information marked “Proprietary”, all documents received by Town shall be available for public disclosure. The Town will attempt to maintain the confidentiality of materials marked “Proprietary” to the extent permitted under North Carolina law.
F. COSTS
Proposers responding to this RFQ do so solely at their own expense.

3. PROPOSAL EVALUATION
A. MINIMUM QUALIFICATIONS
The Town will review proposals received to determine whether or not each proposer meets the following minimum qualifications:
1. A professional engineer licensed to work in the State of North Carolina.
2. Ability to provide the engineering services needed by the Town to the standards required by the Town, County and State.
3. Has the financial resources to perform the desired engineer services, or the ability to obtain such resources.

B. EVALUATION CRITERIA
Proposals meeting the above minimum qualifications will be evaluated by the Town using the following criteria.
1. Firm experience/reputation/workload: Firm’s experience in similar work and the record of successful results of that work. Consideration will be given to the Firm’s ability to take on additional work, specific management approach, how well the Firm’s organization structure shows sufficient depth of its present workload, approach to managing project budget and time, and the Firm’s ability to offer quality services required.
   Maximum Points: 25

2. Project management approach: Responses to Section 2. D 2. As outlined regarding the Firm’s project management approach and the performance of the identified services as well as project deliverables.
   Maximum Points: 25

3. Experience of project team: Having the right team helps deliver a project within budget and on-schedule. The Town will give considerable weight to the individual qualifications of the team members who will be assigned to do a majority of the work identified. Consideration will include the individual qualifications, experience and location of key personnel.
   Maximum Points: 35

4. Thoroughness of the Proposal: The Firm’s overall proposal in addressing the services required by the town.
   Maximum Points: 15
C. **SELECTION OF CONSULTANT**

A committee made up of city employees will evaluate proposals. The evaluation of the proposals is based on experience, qualifications, and the approach to the project; degree of city staff time required to complete the project, and any innovative ideas for making the project go smoothly and quickly. Final selection will be based on the scoring of proposals unless it is deemed necessary, by the committee, to conduct interviews of closely ranked consultants.