

# **REQUEST FOR QUALIFICATIONS**

On-Call General Engineering Services for the  
Town of Stedman  
RFQ # 2023-01

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**Introduction:** The Town of Stedman is seeking qualified firms/individuals to be considered for supporting on-call multi-disciplined professional engineering services to the town. This request for qualifications is intended to provide the Town of Stedman a flexible and effective way to respond to a range of engineering needs with an available firm ready to help in as many ways as possible. The firms selected shall have experience in, but not limited to, water, sewer, stormwater, asset condition, transportation, parks and recreation, and public facilities.

**Summary:** Request for Qualifications (RFQ) from qualified professional engineering firms for on-call engineering services pertaining to the Town of Stedman's water distribution system, sanitary sewer system, stormwater, parks and other departments as deemed necessary. Services shall also include but are not limited to engineering, procurement, inspection of utility systems, surveying and civil engineering.

**Direct Inquiries To:** Samantha Wullenwaber, Mid-Carolina Regional Council Deputy Executive Director, [SWullenwaber@mccog.org](mailto:SWullenwaber@mccog.org)

**RFQ Publication Date:** October 11, 2023

**Proposal Deadline:** 5:00pm Wednesday November 1, 2023

**Delivery of Submissions:** Please submit three (3) paper copies and one (1) electronic copy of the statement of qualifications to:

Mid-Carolina Regional Council  
Attn: Samantha Wullenwaber  
6205 Raeford Road  
Fayetteville, NC 28304

### **Project Information**

The Town of Stedman is requesting qualifications (RFQ) from qualified professional engineering firms to assist the Town with Water Utilities, Sanitary Sewer, Stormwater, Parks, Transportation and Civil Engineering projects and all related services.

#### 1) Water Distribution System

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 as built drawings and documentation, project closeout, and other professional services as needed to meet the Town's goals.

2) Sanitary Sewer System

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 built drawings and documentation, project closeout, and other professional services as needed to meet the Town's goals.

3) Stormwater

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.

4) Transportation & Parks

Work under this category will include the typical professional services associated with transportation and park projects including, but not limited to, roadways, sidewalks, multi-use paths, greenways, parks and recreation 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.

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, asset and record management, asset conditioning, environmental engineering, land surveying, ADA transitioning, pavement condition surveys, 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.

## **Scope of Work**

The Town of Stedman anticipates selecting one or more firms to provide services. Upon selection of this firm, the firm shall provide the Town with a written proposal each time work is requested by the Town. The Town makes no guarantee of specific volume of work or a total contracted amount arising from this solicitation.

## **Submittal Instructions and Requirements**

### **Instructions**

Interested firms are invited to submit their qualifications for consideration. The submittal should contain at a minimum, the information requested in "Submittal Requirements" below. Firms shall **submit three (3) paper copies and one (1) electronic PDF copy of the completed proposal** to *Samantha Wullenwaber at Mid-Carolina Regional Council located at 6205 Raeford Road, Fayetteville, NC 28304* no later than **5:00 p.m. November 1, 2023.**

The submittal deadline is absolute. Prospective firms and individuals must ensure the Statement of Qualifications is received by the due date and time. Late submittals will not be considered. Statement of Qualifications received after the due date and time will not be accepted or considered and will be returned to the sender without review.

The RFQ may be downloaded from the Town of Stedman's web page. Note that failure to notify the town that you have downloaded an RFQ will preclude you from receiving updates or amendments, if issued.

### **RFQ Questions**

Questions regarding this RFQ may be directed to Samantha Wullenwaber, Mid-Carolina Regional Council Deputy Executive Director, via email at [SWullenwaber@mccog.org](mailto:SWullenwaber@mccog.org) . Questions and responses will be posted to the town's website. The deadline to receive questions regarding the RFQ is October 23, 2023 and final responses will be posted by October 24, 2023.

### **Submittal Requirements**

Any firm that would like to be considered for this project must submit the following information as part of their statement of qualifications:

- A cover letter/Letter of Interest/ Statement (5 pages maximum) that states the firm's interest and expertise in one or more of the specific categories listed above that briefly describes which services that are provided by the firm, when the firm was founded, number of employees, office locations, including any proposed sub-consultants with like information.
- A list of key staff /sub-consultants proposed for project assignment including the Principal in Charge, Project Manager/Engineer, Construction Administrator, Sub-Consultants, etc. This should include overall experience, tenure with the firms/subs, certifications/ license's, and areas of expertise. (10 pages maximum – 1 page maximum per person/sub-consultant.)

- Related Project Experience comprised of five recently completed municipal projects, including client/reference contact information, brief project description, initial & final project budget, construction costs & fees. (10 pages maximum- 1 page per project.)
- Description of similar projects that demonstrate experience related to the technical aspects of the scope of work; include previous project experience working with a government agency within the past five (5) years.
- Firm's standard billing rate sheet.
- Maximum RFQ submittal document size is 20 pages, excluding firms work examples.

Fees will be negotiated as a part of the contract negotiation process after a firm(s) is selected.

### **Selection Procedure**

In order to be considered firms must meet the following criteria:

- Firm must be properly registered with the Office of the Secretary of State of North Carolina.
- Firm must be properly registered with the North Carolina Board of Registration for Professional Engineers and Land Surveyors.
- Firm must employ at least one (1) North Carolina Registered Professional Engineer in responsible charge of the work anticipated as a result of this solicitation.

A committee consisting of town staff, elected official and regional council representative will evaluate each statement of qualifications based on the specific submittal information requested and may also utilize interviews, reference checks, past performance, etc. to evaluate and rate each submittal. It is anticipated that multiple firms will be selected.

### **Contract Duration**

Each firm selected under this RFW 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) term 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.

Anticipated annual contract amounts for on-call services will be dependent upon specific needs for supplemental engineering services and available funding. No work is guaranteed under any contract with work assigned on an as needed basis to be determined by the Town of Stedman in its sole and absolute discretion. The town will only consider one consultant at a time for any specific project, and should negotiations fail, price negotiations will be terminated with the selected firm and begin negotiations with another firm. The Town reserves the right to assign additional tasks to the selected firms, based on the Town's need, and the firm's availability, as well as past and current performance of the firm(s).

### **Evaluation Criteria**

The following criteria will be utilized to select a firm(s):

- Qualifications, certifications, and abilities of key staff identified in the Proposal package as demonstrated by performance/role in projects of a similar nature.
- Firms experience with similar work and the record of successful results of that work.
- Responsiveness to the RFQ and firm's approach to the project's scope.
- Clearly established capacity to complete scope of work on a timely basis.
- Proximity to Town and Knowledge of the Town.

### **Additional Information**

#### *Public Records*

Upon receipt by the Town of Stedman, your Qualifications Package is considered a public record except from material that qualifies as "Trade Secret" information under N.C. General Statute 66-152 and 132-1.2. Your Qualifications Package will be reviewed by the Selection Committee, as well as other staff and members of the general public who submit a public record request. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: any trade secrets submitted by a firm should be marked "Trade Secret – Confidential and Proprietary Information- Do not disclose Except for the Purpose of Evaluating this Qualifications Package," on each page of the trade secret materials contained.

In submitting a Qualifications Package, each firm agrees that the Town of Stedman may reveal any trade secret materials contained in such response to all staff and town officials involved in the selection process and to any outside consultant or other third parties who serve on the Selection Committee. Furthermore, each firm agrees to indemnify and hold harmless the town and each of its officers, employees and agents from costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Qualifications Package as a trade secret may be disqualified from the selection process.

#### *Conditions, Clarifications and Reservations*

The town reserves the sole discretion and right to (1) reject any or all responses, (2) waive informalities in a response, (3) select a firm that has submitted a fully responsive Statement of Qualifications and who is determined by the town to be a professional, qualified firm to be in the best interest of the town, or (4) take whatever action or make whatever decision it determines to be appropriate. The Town of Stedman assumes no obligation in this general solicitation of Statements of Qualifications and all costs and expenses of responding to this RFQ shall be borne by the interested firms or individuals.

#### *Federal Uniform Guidance*

If funding for any procurement is awarded from a federal source, whether in whole or in part, all provisions of 2 C.F.R. 200 will apply and will be followed by the Town and the firm.

#### *Equal Employment Opportunity*

All firms will be required to follow Federal Equal Employment Opportunity Commission (EEOC) policies. The Town will require that the successful firm(s) offer equal employment opportunity to all persons without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to

public assistance, membership or activity in a local commission, disability, sexual orientation, or age. Firms and any sub-consultants with offices in North Carolina which are paying unemployment and income taxes in North Carolina will be granted preference over those firms that do not.

Minority Businesses (MBE) or Disadvantaged Businesses (DBE)

Minority Businesses Enterprises (MBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses in North Carolina shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, The Town of Stedman will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin. The Town of Stedman will undertake a good faith effort to notify minority firms.

Drug-Free Workplace

During the performance of this Request, the selected firm(s) agree(s) to provide a drug-free workplace for its employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or any illegal drug is prohibited in the workplace; specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the firm maintains a drug-free workplace.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a firm, the employees of which are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or any illegal drug during the performance of the Request.