# Request for Qualifications

**Elizabethtown Industrial Park Water & Sewer Extensions - Engineering Services**

## A close up of a sign Description generated with very high confidence

## Town of Elizabethtown

805 W. Broad Street

PO Box 700

Elizabethtown, NC 28337

Phone: 910-862-2066

Fax: 910-862-7117

Submittal of Statements of Qualifications

Closing Date and Time:

**February 18, 2020 at 3:00 p.m.**

### Introduction

The Town of Elizabethtown is requesting proposals from qualified consultants to provide engineering services to construct both a six-inch water line and an eight-inch sewer line in the Town’s Industrial Park to service two industrial buildings being built for prospective clients.

### Scope of Work

The desired services that will be negotiated as part of a contract will include, but are not necessarily limited to: project design, project administration, property boundary/easement surveys, soil studies, construction plans/specifications/opinions of probable costs, and environmental permitting.

Cost estimates will need to consider: site preparation, erosion control, drainage and water control/management, storm water management, construction surveying, materials, mobilization, environmental permitting, revegetation.

The Scope of Work will include, but may not be limited to:

1. **Site Visits;**
2. **Planning & construction documents and drawings;**
3. **Bidding & project specifications & materials list;**
4. **Bid recommendation;**
5. **Project oversight; and**
6. **Project completion certification to NCDEQ as is necessary & required.**

The selected consultant must be capable of providing additional services that may be required by the Town.

### Deliverables

The selected consultant will provide paper and digital copies of the construction drawings, as-built plans of the completed project, and inspection reports. In addition, the consultant will secure all necessary state and local permits and approvals for the project as well as provide the necessary engineering information for the full NCDOC IDF application (application itself to be coordinated by others).

### Proposal Submittal

The following information is to be submitted as part of the proposal. The proposal is not to be more than eight double-sided pages (8.5”x11”, 12-point font) in length. Three copies of the proposal are to be provided. The proposal is to be organized into the following categories:

1. **Approach to the Project**: Describe your approach to this project and any special ideas, techniques, or suggestions that might make the project proceed smoothly.
2. **Experience**: Describe the experience of the firm and of the individuals assigned with related projects of a similar nature. Provide at least three references of similar work performance for local governments.
3. **Qualifications**: Describe your staff’s unique qualifications and training for this type of work.
4. **Schedule**: Describe your plan/schedule for completing the work. A shorter timeline is preferred and will be given added value in the evaluation of the proposals.
5. **Hourly Rate Schedule**: Hourly rate schedule should be included that is applicable to this scope of work. Indirect costs and reimbursable expenses should also be shown. This will not be the sole criteria for selection of the consultant.

### Evaluation Criteria

The Town of Elizabethtown staff will perform the evaluation of proposals. The proposals will be evaluated on the firm’s ability to meet the requirements of this RFQ. Some heavily weighted, specific evaluation criteria, among other factors, will include:

1. Thoroughness of the proposal regarding the tasks addressed in the Scope of Work provided.
2. The firm’s and assigned personnel experience.
3. Qualifications and abilities of staff assigned to the project.
4. Experience working for North Carolina municipalities on similar type projects.
5. Familiarity with the locality.
6. Documentation of staffing levels necessary to meet the timetable most desirable to the Town.

### Selection of Consultant

Town of Elizabethtown staff will evaluate proposals based on the basis of experience, qualifications, 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 evaluation of proposals unless it is deemed necessary by staff to conduct interviews of closely scored consultants.

Any interviews will take place at:

Elizabethtown Town Hall

805 W. Broad Street

Elizabethtown, NC 28337

### Additional Requirements

All proposals become the property of the Town of Elizabethtown upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant.

The Town of Elizabethtown reserves the right, at its sole discretion, to use without limitation any and all information, concepts, and data submitted in response to this RFQ, or derived from further investigation of such proposals. The Town further reserves the right at any time and for any reason, to cancel this solicitation, to reject any and all proposals, to supplement, add to, delete from, or otherwise change this RFQ as determined in the sole and absolute discretion of the Town.

The Town may seek clarifications from a respondent regarding his or her proposal at any time and failure to respond promptly may be cause for rejection. The Town also reserves the right to interview only those respondents it determines shall provide the most advantageous services and to negotiate with one or more respondents to contract terms acceptable to the Town of Elizabethtown.

Firms must be licensed in the State of North Carolina.

### Submission Requirements

Firms responding to this solicitation should mail or deliver all proposals to:

Pat DeVane, Assistant Town Manager

Town of Elizabethtown

P.O. Box 700

805 W. Broad St. Elizabethtown, NC 28337

Telephone: (910) 862-2066

Facsimile: (910) 862-7117

Email: [pdevane@elizabethtownnc.org](mailto:pdevane@elizabethtownnc.org)

If you feel information provided is inadequate to submit a proposal, please contact, Pat DeVane, at [pdevane@elizabethtownnc.org](mailto:pdevane@elizabethtownnc.org) or (910) 862-2066.

Electronic submittals are allowed. Hard copy submittal packages shall be labeled “Request for Qualifications – Elizabethtown Industrial Park Water & Sewer Extensions - Engineering Services”.