# Request for Qualifications (RFQ) for Professional Engineering Services

# March 10, 2021

The Town of Selma is soliciting requests for qualifications for professional engineering services to assist the Town with preparation of grant application including developing a final engineering report, and subsequent engineering design and bid package services and construction inspection services of the projects, if funded, in compliance with all applicable grant requirements and regulations under the various programs, including State Water Infrastructure Authority (SWIA) programs, NCDOT Railroad Grants, CDBG and US EDA funding. Payment terms will be negotiated with the selected firm.

# Scope of Work:

Engineering services shall include, but are not limited to:

* Assist with the preparation of the application package, including cost estimates and scope of work to be accomplished:
	+ At least one site visit in order to determine project(s) scope
	+ NCDOT Railroad Grant Engineering for the Historic Selma Union Train Depot Repair Project
	+ CWSRF/ASADRA for Brack Pump Station Relocation and Sewer Improvements
	+ CDBG-I Projects
	+ Other grant opportunities that may be available

Project maps for existing grant-related projects will be made available upon request by emailing Rhonda Sommer, Interim Town Manager at rsommer@selma-nc.com with the subject line “2021 Grant Related Projects – RFQ.”

# Submission Requirements:

RFQ submissions must include at a minimum:

1. Individual or Firm Information: firm’s legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. Wastewater Collection Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to wastewater improvements or related work, description of firm’s prior experience, including any similar projects, size of community, location, total construction cost, as well as projected costs in bid document, and names of local officials knowledgeable regarding the firm’s performance on related work. Include at least five references within the past five years;
3. Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; description of firm’s current work activities, capability of carrying out all aspects of project-related activities, and firm’s anticipated availability during the term of the project;
4. Previous work with historic structures;
5. The proposed work plan and schedule for activities to be performed; and
6. Documentation of compliance with state and federal debarment/eligibility requirements.

Proposals should be limited to 10 double-sided pages not including the cover.

Three (3) copies should be submitted to Town Hall no later than Wednesday March 31, 2021**.** The Town of Selma reserves the right to reject all proposals.

# Qualification Evaluation Criteria:

Submissions will be evaluated according to the following factors:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Evaluation Factors** | **WEIGHT****1-10** | **X** | **RATING****1-5** | **=** | **TOTAL** |
| Specialized Experience & Competence related to sewercollection rehabilitation | **8** |  |  |  |  |
| Past record of performance of firm with respect to suchfactors as accessibility to clients, and quality of work | **10** |  |  |  |  |
| Firm’s ability to meet time and projected budgetrequirements | **10** |  |  |  |  |
| Capability of carrying out all grant related activities | **10** |  |  |  |  |
| Prior work with Historic Structures | **5** |  |  |  |  |
| Minority or Women-Owned / HUB | **1** |  |  |  |  |
| References | **1** |  |  |  |  |
| Met requirements for submittal | Pass / Fail |  |  |
| Total |  |  |  |

Upon completion of the review, the Committee will make its recommendation to the Town Council for approval to negotiate a contract price.

# Contract Award:

Once the most qualified firm is selected, a cost for grant application preparation will be negotiated. Contracting for each activity shall occur separately and costs/payments associated with each will be clearly defined. For more information, contact Interim Town Manager Rhonda Sommer at 919-965-9841 or 114 North Raiford Street, Selma, NC 27576.

The Town of Selma is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, and historically underutilized businesses.