

REQUEST FOR PROPOSALS
CDBG-I PROGRAM ENGINEERING SERVICES
TOWN OF SELMA
CDBG-I PROJECT

This is a Request for Qualifications to provide engineering services in connection with a proposed CDBG-I Infrastructure Project in Selma, North Carolina. The Town was awarded two grants totaling \$1,999,809 in CDBG Infrastructure funds from the North Carolina Department of Environmental Quality (DEQ), Division of Water Infrastructure. The initial grant is in the amount of \$116,460 and shall be used to fund activities prior to the construction phase (Release of Funds). The second grant is in the amount of \$1,883,439 and shall be used to fund activities through final construction.

Contingent upon fully executed grant contracts with DEQ, the Town of Selma will select one consulting engineering firm that is the most qualified. Payment terms will be negotiated with the selected firm. Proposals will be solicited from all firms who wish to be considered for this project. Proposals submitted by the deadline established in the Instructions to Proposers will be reviewed and evaluated by the Town of Selma in accordance with the following selection criteria:

1. Firm's experience in municipal engineering, and specifically in Community Development projects.
2. Municipal engineering and CDBG project engineering qualifications and competence of key personnel assigned to the project.
3. Capability of the firm to perform the desired services within an acceptable time frame and within financial constraints.
4. Availability of a qualified resident inspector.
5. Evaluation of existing and anticipated additional workload of the firm during project development.

The Town will select the firm (ranked in order of qualifications) best qualified to perform the engineering services detailed in these instructions.

The Town will attempt to negotiate a fee with the number one ranked firm. If a mutually satisfactory fee is negotiated by the parties, it will be approved. If efforts to negotiate a fair and reasonable fee are unsuccessful with the number one ranked firm, negotiations will cease with that firm and begin with the second ranked firm. If the Town of Selma is unable to negotiate a satisfactory agreement with either of the firms, the Town will select additional firms in order of their competence and qualifications and continue negotiations until a satisfactory agreement has been reached and approved by the Town.

SUBMISSION REQUIREMENTS Please provide the following information in the proposal for engineering services:

1. Firm's legal name.
2. Location of offices, addresses, email and telephone number, the principal(s) of the firm and their experience and qualifications.
3. Water/Wastewater Experience. The specialized experience and technical competence of the staff to be assigned to the project with respect to water/wastewater improvements or related work, including

resident inspector, description of firm's prior experience, including any similar projects (those funded by CDBG-I), size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least three references within the past five years.

4. Projected availability of design/inspection personnel assigned to the project over the next 24-month period. The Town expects the selected Engineering Consultant to design and bid the project within 120 days following award of a professional services contract.

5. The proposed work plan and schedule for activities to be performed.

6. Documentation of compliance with state and federal debarment/eligibility requirements.

QUALIFICATION EVALUATION CRITERIA Submissions will be evaluated according to the following factors:

1. Technical Approach/Project Schedule - 25 points
2. Experience of Proposed Personnel - 25 points
3. Prior Related Experience - 20 points
4. Responsiveness to Client Needs - 15 points

Upon completion of the review a recommendation will be made to the Selma Town Council for approval.

SCOPE OF ENGINEERING SERVICES

1. Preliminary Phase: Conduct necessary engineering surveys; prepare designs, sketches, estimates, and documents; and provide preliminary consultation services to the Town.

2. Design Phase: Prepare total project design and engineer's report for submittal to the Town of Selma; prepare drawings, specifications, and contract documents for the furnishing of all labor, materials, and equipment necessary for each of the projects described herein, including the preparation of such documents as may be required; obtain the approval of such agencies and legally constituted authorities having jurisdiction over the review of drawings, specifications, contract, and other required documents; and prepare specifications and contract documents for taking laboratory testing proposals.

3. Construction Phase: Administer the letting of all contracts relative to the project; advise and assist the Town of Selma in making the contract award; make necessary visits to the job sites to observe the progress and quality of the work and determine if the work is in accordance with the contract documents, plans, and specifications; be available to the contractor for interpretation of contract documents, plans and specifications; review shop drawings, diagrams, illustrations, catalog data, samples, test results, inspections, and other data which the contractor and/or laboratory submits for compliance with their contracts; prepare contract change orders that do not involve substantial changes in the general scope of the project; review contractor's application for payment and determine amounts due to contractors based upon the contract documents/prepare periodic reports required by federal, state, and local agencies; conduct final inspections of work for compliance with contract documents, plans, and specifications; and approve in writing final payment to the contractor.

4. As-Built Drawings: Upon completion of all construction and work involved, furnish the County of Hyde one set of reproducible as-built drawings and two sets of blue line as-built drawings for the project.

5. Resident Construction and Work Inspection: Furnish and maintain at the job site a competent Resident Inspector during periods of significant construction and work being done. Said inspector shall inspect all materials and workmanship, check all layouts of work, keep the necessary or required daily or weekly diaries or records, review estimates for payment to contractors, and provide liaison between the engineer and the Town of Selma.

The Selected Consultant must comply with all requirements of the Federal and State CDBG Regulations (24 CFR Part 570 and specific CDBG-I Program Policies) and all amendments thereto. Procurement contract procedures outlined in *CDBG-I Program Procurement Policy* will also be followed.

The above information shall be submitted no later than Friday, July 9 at 5:00 p.m. to Brent Taylor, Town Manager, Town of Selma, 114 N. Raiford St., Selma, NC 27576. For more information contact Brent Taylor at the same.

The Town of Selma is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 businesses concerns.

This information is available in Spanish or any other language upon request. Please contact Brent Taylor at 919.965.9841 or at 114 N. Raiford St., NC, 27576 for accommodations for this request.

La información anterior se presentará a más tardar el viernes 9 de julio a las 5:00 p.m. a Brent Taylor, Town Manager, Town of Selma, 114 N. Raiford St., Selma, NC 27576. Para obtener más información, póngase en contacto con Brent Taylor al mismo tiempo.

