REQUEST FOR PROPOSALS  
TOWN OF SELMA   
ON-CALL ENGINEERING SERVICES

This is a Request for Qualifications to provide on-call engineering services for three (3) years for a variety of infrastructure projects in Selma, North Carolina. The Town was awarded Infrastructure grant funds from the North Carolina Department of Environmental Quality, Division of Water Infrastructure. Based upon competitive negotiations, the Town of Selma will select one or more engineering firm(s). 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 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.

6. Hourly rates of personnel assigned to the project.

7) Available personnel to perform services in a timely manner.

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

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. Experience with Water, Wastewater, Stormwater and Streets. The specialized experience and technical competence of the staff to be assigned to the project with respect to water, wastewater, stormwater or streets improvements or related work, including resident inspector, description of firm’s prior experience, including any similar projects, 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. Documentation of compliance with state and federal debarment/eligibility requirements.

5. Hourly rates for personal to be utilized on the project. Include a table outlining the percentage of total work to be assigned to each pay classification of project team members.

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   
   5. Fee Schedule - 15 points

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

SCOPE OF ENGINEERING SERVICES

The Town intends to engage in projects related water, waste water, stormwater and street construction or maintenance.

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 to the Town of Selma.

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.

6. Must be competent or have experience with local, state, federal and private granting agencies including but not limited to USDA, Golden Leaf, NC Dept. of Commerce, NC Department of Environmental Quality, CDBG, and Economic Development Administration.

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The above information shall be submitted no later than Wednesday, June 15 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 minority and women-owned firms. The Town invites the submission of proposals from a certified Section 3 business concern.

La información anterior se enviará a más tardar el miércoles 15 de junio a las 5:00 p.m. a Brent Taylor, Administrador de la Ciudad, Ciudad de Selma, 114 N. Raiford St., Selma, NC 27576. Para obtener más información, póngase en contacto con Brent Taylor al mismo tiempo.