

Request for Qualifications
On-call Professional Services
July 18, 2024

Introduction

The Town of Winfall is conducting a qualifications-based selection process for on-call professional services (engineer). Interested businesses are invited to submit a Statement of Qualifications (SOQ) package for consideration no later than August 2, 2024. Businesses may submit qualifications for any or all the following categories:

- Water Distribution and Sanitary Sewer Collection
- Wastewater treatment
- Stormwater
- Greenway design
- Surveying
- Environmental, Geotechnical and Construction Materials Testing (CMT)

Scope of Services

The town intends to select one or more businesses for each of the seven categories listed above. Please see the scope of services that may be needed for each category listed below.

Water Distribution and Sanitary Sewer Collection Scope of Services

- Preliminary engineering/studies (estimating inflow/infiltration, water quality, etc.)
- Water and sewer line condition assessment
- NCDOT/Railroad encroachment
- Design of new pump stations and pump station replacement or rehabilitation
- Contract documents/technical specifications
- Bidding assistance
- Construction management including administration and observations
- As-built survey and record drawings

Roadway Planning and Design

- Public outreach and involvement
- Feasibility study report

SOQ Requirements

The SOQ should follow the format:

1. Cover Letter: A clear and concise introduction which shall identify the business primary contact person for the SOQ, acknowledge receipt of any amendments to the RFQ, identify the categories and scope of services for which the business is submitting qualifications and summarize why the town should select your business to provide on-call services of the categories of interest.

2. Business Profile:
 - a. Brief history of the business.
 - b. Location and contact information for the business corporate headquarters
 - c. Location and contact information for any offices that may be utilized to provide on-call service for the town.
 - d. Number of employees.
 - e. Type of ownership and parent company, if applicable and any pending ownership changes.
 - f. Identify any claim of litigation involving the business within the last five years or provide a statement that none exist.
 - g. Schedule of professional fee rates.

3. Project Understanding and Approach: A detailed narrative that demonstrates an understanding of the town's needs and describes how those needs would be met. Identify services that are typically provided in house by the business local North Carolina offices, services that are available from the business out of state offices and services for which a subconsultant is typically utilized.

4. Qualifications and Experience: At least four previous projects completed by business. Include the following information:
 - a. Project description.
 - b. Project start and completion dates.
 - c. Engineer's estimated cost, bid cost and final cost.
 - d. Scope of services provided by the consultant.
 - e. Subconsultants utilized, if used.
 - f. Summary of the similarities to this project.
 - g. Name, title, email address and phone number of owner reference.

5. **Project Team:** Identify all personnel including, including subconsultants that will be directly involved in an on-call project. Provide a brief resume for each team member which includes office location, general qualifications (education, professional registrations, certifications, etc.) years of experience (with current firm and other firms), role for this project and role for any projects listed in Qualifications and Experience section of the SOQ.

6. **Project Management: and QA/QC:** Briefly describe the businesses procedures and processes for project management and quality assurance and quality control throughout all phases of a project.

Evaluation Criteria & Selection Process:

SOQs will be evaluated based on the following criteria:

1. Business experience and reputation.
2. Project approach and understanding.
3. Qualifications and experience of the personnel assigned to this project.
4. Office location of project team members.

SOQ's will be evaluated by selection by the Mayor and the town council.

Contract Requirements:

Selected businesses will be invited to execute an on-call engineering services agreement that will terminate on June 30, 2025, unless terminated sooner in accordance with the terms of the agreement. Individual projects will be negotiated and executed as task orders appended to the on-call agreement.

Selection of an on-call consultant and execution of an on-call agreement does not guarantee any amount of work or payment. To select a consultant for a given future project, the Town at its sole discretion, may use any of the following:

1. Select an on-call consultant at its sole discretion and negotiate a task order for the project.
2. Issue a project specific RFQ to some or all on-call consultants and select an on-call consultant with which to negotiate a task order for the project.
3. Publicly issue a project specific RFQ and select any qualified consultant (In this case, if the town selects on an on-call consultant, the projects may be executed as a task order the on-call agreement or as a separate agreement).

Submittal Procedure:

The hard copy and electronic copy must be submitted by, August 2, 2024 . It is the responsibility of the engineer to ensure that the SOQ is received at the deadline at the Town of Winfall, 100 Parkview Lane Hertford, NC.

Any questions related to the RFQ must be submitted to the Mayor and town council. The deadline for questions is July 29. 2024.

The engineer shall take full responsibility for all costs incurred in the development and submittal of the SOQ, including costs associated with interviews. All submissions shall become the exclusive property of the Town of Winfall and may be disclosed to this party.