

**FOR IMMEDIATE RELEASE**

November 22, 2021

**REQUEST FOR QUALIFICATIONS  
TOWN ENGINEERING SERVICES**

**1. GENERAL INFORMATION**

**A. INTRODUCTION**

The Town of East Spencer (Town) is soliciting proposals for Town Engineering Services to provide engineering services as an independent contractor to the Town. Firms that serve North Carolina local government entities are encouraged to respond. Services typically conducted by the selected firm include, but are not necessarily limited to, the items listed in this RFQ. Work shall be provided to Town on an as-needed basis, as authorized by the Town Administrator or the Town Administrator's designee.

Proposers shall be licensed to practice engineering in the State of North Carolina and be members in good standing with the North Carolina State Board of Examiners for Engineers and Surveyors.

**B. BACKGROUND**

The Town of East Spencer, population 1,567 located in Rowan County, approximately 50 miles north of Charlotte NC. The Town Council consists of the Mayor and six Commissioners elected at large. The Town operates under the Council/Administrator form of government.

The Town of East Spencer has an annual budget of approximately \$5,460,000. The Town has six operating departments, including Administration, Public Works, Planning, Police, Fire and Public Parks and Recreation.

**C. ANTICIPATED SELECTION SCHEDULE** the Town anticipates the following general timeline for its selection process. The Town reserves the right to change this schedule.

- RFQ Advertised November 22 , 2021
- Proposal Due Date December 22, 2021
- Selection Committee Evaluation Week of January 3, 2021
- Contract Approval January 14, 2021
- Commencement of Contract January 24, 2021

#### **D. SCOPE OF SERVICES**

Firms shall be qualified professional engineering firms that have experience in design, funding consulting, bidding, construction administration oversight and construction inspection of local government capital improvement projects. Subconsultants may be used on design projects or where supplemental expertise is desired. Firms may submit qualifications for professional civil engineering and related consulting service including but not limited to the following categories:

- Serve as Engineer-of-Record for the Town.
- Preliminary Engineering Studies and reports
- Grant writing, applications, and administration including American Rescue Plan Act
- Work with Town staff to review or complete Permitting (NCDEQ, NCDOT, USACE, FEMA, etc.)
- Design, including field surveys, SUE, construction drawings, and specifications/construction documents preparation
- Serve as the Town's Project Manager for public improvements prepared by other engineers.
- Construction services including bidding, contract administration and observation
- Asset Management Planning
- Records management (GIS, web hosting, etc.)
- Financial services, analysis, and rate/fee studies
- Capital Improvement Plan preparation
- Environmental engineering
- Water distribution and sanitary sewer evaluation
- Water and wastewater treatment
- Storm drainage, conveyance and stormwater management
- Water resources planning
- Land surveying
- Land development and planning
- Transportation
- Parks and Recreation
- Pavement condition surveys
- Such additional civil engineering services as may be needed by the Town
- Assistance as it relates to the Division of Water Infrastructure's Viable Utility Reserve Program
- Funding resource applications and management assistance
- ADA Compliance
- General and enterprise fund analysis/modeling/planning
- Cost allocation/cost analysis studies

- Debt management support
- Perform additional basic engineering and special services, which cannot be fully described at this time, as requested by the

The select firm reports directly to the Town Administrator. Inquiries from the public and/or press are outside the purview of the Town Engineering Services. All inquiries for the Town Engineering Services' time shall be channeled through the Town Administrator, or the Town Administrator's designee, who must authorize such request prior to the selected firm taking any action.

## **2. PROPOSAL INSTRUCTIONS**

### **A. PROPOSAL SUBMITTAL AND DUE DATE**

Proposers shall mail the Statement of Qualifications containing a PDF proposal with subject line: "Town of East Spencer, NC - Town Engineering Services." Proposals shall be submitted by 3:00 p.m. on December 22, 2021

to:

Michael Douglas, Town Administrator  
Town of East Spencer  
105 S Long St.  
PO Box 339  
East Spencer, NC 28039

Proposals shall be organized as specified in section 3.

Proposal shall not exceed 20 single-sided pages, exclusive of the front and back covers. The Town assumes no responsibility for undelivered emails. Proposals that are not delivered by the above-specified time and date will not be considered.

### **B. INQUIRIES**

Questions concerning this RFQ should be submitted no later than 5:00 p.m. on December 10, 2021, in writing

to:

**Michael Douglas, Town Manager**  
**Town of East Spencer**  
**Email: Michael Douglas townadministrator@townofeastspencer.org**

Please include subject line: "Questions Regarding RFQ for Town Engineering Services."

An addendum with responses will be sent in an email to all interested parties.

### **C. RESERVATION OF RIGHTS**

The Town reserves the right to:

1. Seek clarifications of each proposal.
2. Negotiate a final contract that is in the best interest of the Town and the public.
3. Reject any or all proposals.
4. Cancel this RFQ at any time if doing so would be in the public interest, as determined by Town in its sole discretion.
5. Award the contract to any proposer based on the evaluation criteria set forth in this RFQ.
6. Waive minor informalities contained in any proposal, when, in the Town's sole judgment, it is in the Town's best interest to do so.
7. Request any additional information Town deems reasonably necessary to allow Town to evaluate, rank and select the most-qualified proposer to perform the services described in this RFQ.

### **D. PUBLIC RECORDS**

All proposals submitted are the property of the Town of East Spencer, thus subject to disclosure pursuant to the North Carolina Public Records Act. Accordingly, proposals received and opened shall not be available for public inspection until after Town's notice of intent to award this contract is issued. Thereafter, except for information marked "Proprietary", all documents received by Town shall be available for public disclosure. The Town will attempt to maintain the confidentiality of materials marked "Proprietary" to the extent permitted under North Carolina law.

## **E. COSTS**

Proposers responding to this RFQ do so solely at their own expense.

## **3. PROPOSAL FORMAT AND EVALUATION**

### **A. MINIMUM QUALIFICATIONS**

The Town will review proposals received to determine whether each proposer meets the following minimum qualifications:

1. A professional engineer licensed to work in the State of North Carolina.
2. Ability to provide the engineering services needed by the Town to the standards required by the Town, County and State.
3. Has the financial resources to perform the desired engineer services, or the ability to obtain such resources.

### **B. PROPOSAL CONTENTS**

Proposals shall include, at a minimum, the following items:

1. The name of the person(s) authorized to represent the proposer in negotiating and signing any agreement which may result from the proposal.
2. Detailed information on the Firm's ability to provide the services described herein. Include sufficient discussion of proposed methodologies, techniques, and procedures. Describe the hierarchy of project management. Provide suggestions of any additional services that may enhance the value and/or effect of the overall economy and effectiveness of the contract.
3. The names of professional persons who will perform the work and a current résumé for each, including a description of qualifications, skills and responsibilities. The Town is interested in professionals with experience serving local governmental entities.
4. Specifically address proposer's familiarity with laws and regulations governing water systems,

wastewater systems, stormwater, streets and roads, and electrical engineering operations, construction and maintenance of the Town's current systems.

5. Explanation of proposer's workload capacity and level of experience commensurate with the level-of-service required by the Town.
6. Explanation of proposer's facilities and availability of professional staff.
7. Proof of Insurance of \$1 million professional liability insurance. Proof of coverage by Workers' Compensation Insurance or exemption.
8. A list of at least three references from local government clients for whom similar services have recently been provided. (For all references, please include names, phone numbers, e-mail address and description of work performed.)
9. A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any sub-consultants.
10. Confirmation that the proposer is a professional engineer licensed to work in the State of North Carolina.

### **C. EVALUATION CRITERIA**

Proposals meeting the above minimum qualifications will be evaluated by the Town using the following criteria.

1. Firm Experience/Reputation/Workload: Firm's experience in similar work and the record of successful results of that work. Consideration will be given to the Firm's ability to take on additional work, specific management approach, how well the Firm's organization structure shows sufficient depth of its present workload, approach to managing project budget and time, and the Firm's ability to offer quality services required. Maximum Points: 25
1. Project Management Approach: Responses to Section 2. D. 2. as outlined regarding the Firm's

Project Management Approach and the performance of the identified services as well as project deliverables. Maximum Points: 25

2. Experience of Project Team: Having the right team helps deliver a project within budget and on-schedule. The Town will give considerable weight to the individual qualifications of the team members who will be assigned to do a majority of the work identified. Consideration will include the individual qualifications, experience, and location of key personnel. Maximum Points: 35
3. Thoroughness of the Proposal: The Firm's overall proposal in addressing the services required by the town. Maximum Points: 15