

# Request for Qualifications (RFQ)

## Engineering and Construction Administration Services (53 Acre Project Phase One)

Town of Princeville, NC



201 South Main St.

PO Box 1527

Princeville, NC 27886

252-823-1057

<https://www.townofprinceville.com/>

EVENT	DATE
RFQ Release	30 April 2021
Optional Pre SOQ Meeting	14 May 2021, 2 p.m.
RFQ Questions Deadline	May 20, 2021, COB
SOQs Due	28 May 2021, COB
Anticipated Award Date	11 June 2021

## Overview

The Town of Princeville is soliciting Statements of Qualifications (SOQs) from NC licensed and well qualified engineering firms for engineering and design, creating contract (PS&E) documents, permitting, assisting with contractor procurement, providing construction observation and administration, and CDBG grant administration support for the construction of infrastructure at the 53 acre green field site. The Town of Princeville has previously engaged engineering firms to conduct preliminary investigations at the 53 acre site (35.869413° N, 77.507452° W).

Responding firms or project teams shall submit SOQs demonstrating sufficient resources, expertise, experience, and qualifications providing the necessary range of engineering and support services to successfully complete the project.

## Background

The Town of Princeville located in Edgecombe County, North Carolina has 53 acres of green field land at exit 488 off of US 64. The Board of Commissioners adopted a [master plan](#) for the site, created by S&ME Engineering, and now seeks to begin phase one infrastructure construction on the site. Specifically, the Town must construct critical infrastructure to locate a fire station, public works facility, and residential development. The current project will physically link the Southern Terrace neighborhood to Main St (US64A) by a two-lane collector road.

A phase one [environmental](#), preliminary [geotechnical](#) analysis, and preliminary civil engineering for the 53 acre site identified required off site improvements.

Respondents shall note and affirm in their SOQs that construction funding for the 53 acre phase one project is allocated as a portion of a \$3.4 million federal Community Development Block Grant – Disaster Recovery Funding (CDBG-DR) for Hurricane Matthew recovery through the North Carolina Office of Recovery and Resiliency (NCORR). Funding for infrastructure improvement may also be supported by non-federal sources, including but not limited to, state appropriated grants for disaster recovery. Therefore, procurement and construction are subject to NCORR and Department of Housing and Urban Development (HUD) regulations including federal labor standards, EEO, Davis-Bacon, Section 3 requirements, and DBE/HUB participation. Completion of the 53 acre phase one project is in anticipation of constructing a new Princeville fire station, new Town of Princeville public works facility/emergency ops center, and likely a modicum of medium-higher density affordable housing.

## Scope of Services

In preparing SOQs to this Request for Qualifications (RFQ) responding firm(s) shall identify project team firms, sub consultants, and accompanying team members. Responding firm(s) shall address project approach by highlighting experience: in designing utilities infrastructure, construction observation and administration, developing contract docs (PS&E), and working with CDBG grant funded projects. Respondents may view evaluation criteria for RFQ reviewers in following pages. Responding firm(s) SOQs shall include submitting a draft project schedule laid out in weeks. Respondents shall provide current work load and staff resources devoted to the project including those of sub consultants. The following is a basic, not all encompassing, scope of work. The final scope of work and accompanying price proposal shall be negotiated with the Town with the most qualified, responsive firm or project team.

## A. Design

1. Review and confirm project scope with Town Manager and key Town staff.
2. Identify regulatory agencies requiring all necessary permits for project construction and acquiring necessary permits for project completion.
3. Conducting all necessary site investigations, e.g. survey, topographical, geotechnical, hydraulic and hydrological, environmental, and preparing necessary reports for permitting, design, and construction.
4. Preparing schematics. At a minimum, submittals shall contain grading plan, utilities plan, stormwater management plan, soil-erosion plan, necessary cross sections, specification outlines, materials schedule, and estimates of probable cost.
5. Producing accurate and complete contract documents (PS&E) for site preparation, utilities (water, sewer, electrical, communications, and stormwater) construction, and roadway construction.
6. Attending project coordination meetings between permit agencies, contractors, Town, and other parties.
7. Construction documents. At a minimum design plans shall include a cover sheet including a preliminary drawing index with existing conditions, grading plan; utilities plan, stormwater plan, road plan, all necessary cross sections and details. Plans should be adequate to identify dimensions, materials, and an updated estimate of probable cost. Design Development plans shall also include technical specifications and a preliminary bid form. Attend County utilities staff design review meeting(s) and provide written response to staff review comments.

## B. Procurement

1. Prepare contract docs (PS&E) for
2. Work with the Town of Princeville Town Manager's Office in coordinating bid advertisement and pre-bid meeting(s). When bids are received reviewing bid proposals, certifying the bid tabulation(s), and recommending construction award(s).
3. Include all necessary federal regulations for CDBG (HUD) grant funding compliance.

## C. Construction Observation

1. Conduct preconstruction meeting. Perform on-site observations during the active site construction phase as may be reasonably necessary to determine if the progress and quality of the work being performed is in conformance with the approved plans.
2. Review shop drawings, cut sheets, and contractor documents for accuracy and sufficiency. Review and respond to contractor's request for information, and review contractor's change orders and payment requests, with a maximum processing time conforming to contract docs.
3. Notify the contractor and the Town immediately if work does not conform to the approved plans or requires special inspections or testing to make such determination.
4. Monitor project progress as it relates to the construction sequence identified within the approved plans and notify the site contractor, and Town of any condition that may lead to a delay in overall completion or of any deviation from the approved plan.
5. Attend all site construction/coordination meetings as directed by the Project Manager.

6. Maintain a log of all construction activities observed, including weather conditions and weather-related site conditions; nature and location of work being performed; meetings attended and matters discussed; communications between the Town, site contractor, disputes, questions or deviations from or related to the approved plans.
7. Provide reports to the Town on a regular and recurring basis and to advise the Town as to project progress and compliance or as otherwise necessary.
8. Collect, on behalf of the Town, any necessary documentation, reports, and certifications of any required inspections prior to project closeout and identified by all obtained approvals.
9. Communicate with and/or answer questions from the site contractor(s) on behalf of the Town, regarding matters depicted or required by the approved plans.
10. Provide necessary site inspections during construction as directed by the Project Manager, followed by written reports.
11. Attend and record weekly construction meetings.
12. Review, approve, and sign off on all contractor payment requests conforming to the approved contract documents.

#### D. Project Coordination

While this RFQ seeks SOQs for specific engineering and construction administration services leading to the construction of phase one infrastructure improvements on the 53-acre site, subsequent or concurrent projects require the selected project team coordinate with other design, architectural, engineering, or other firms and funding streams (including two or more state agencies).

#### E. CDBG-DR Grant Administration

1. Assure CDBG checklist compliance.
2. Conduct payroll interviews.
3. Secure certified payrolls from contractor.
4. Coordination of project funds.

#### F. State (Session Law) Grant Administration

1. Furnish required documents assuring compliance with state project appropriation and related grant provisions for vendor payments (as authorized by two or more state funded grants).
2. Provide the Town with with necessary documentation for payments or reimbursements. Invoices for project associated fees may be paid directly by the Town, or upon Town approval of the submitted invoice, by the state grantee agencies as authorized and conditioned by state grant agreements and associated amendments.

#### G. Finals and Closeout

1. Conduct final inspections with Town of Princeville's staff and prepare punch lists.
2. Review punch list work for compliance to contract docs.
3. Secure all necessary CDBG compliance documentation.
4. Assist the Town and North Carolina Office of Resilient Recovery (NCORR) with grant closeout documentation.

## Response Format

SOQs shall conform to the following:

- Letter of interest clearly stating all project team members and principals;
- Project Approach and Draft Project Schedule;
- Experience and background information shall include the following information: key personnel; roadway and stormwater construction administration; familiarity with the Town of Princeville, region, or other similar municipalities; experience with CDBG project funds; experience with water and wastewater utilities and environmental permitting.
- familiarity with NCDOT/FHWA standards, watershed analysis and stormwater management; environmental permitting processes; and minimum of three (3) recent project references.
- Rate fee schedule of all required project participants, including sub consultants, with anticipated contract hours.

Please submit three (3) hard copies of the Statement of Qualifications and one electronic (PDF) copy. Responses to this RFQ must be clearly labeled, ATTN: *Princeville Engineering Services (53 Acre Project Phase One)*.

## Review and Selection Procedure

Submittals deemed responsive to the requirements of this RFQ will be evaluated and scored in accordance with the Town of Princeville's internal evaluation criteria.

Statement of Qualifications will be evaluated on a competitive basis using the following criteria:

Project Approach/Schedule	25%
Experience and Background	30%
Experience with Community or Region	25%
Project Understanding and References	15%
DBE/HUB	5%

The selection committee will score the received Statement of Qualifications and may conduct interviews. The Town reserves the right to negotiate a scope of services and price proposal with the best qualified firm(s). If a scope and fee cannot be reached, the Town may negotiate with the next most qualified firm. The advertising of this RFQ does not assure award. The Town reserves the right to modify responses, in whole or in part, and otherwise reserves the right to waive irregularities or cancel the RFQ. Responses become the property of the Town of Princeville and will not be returned.

The Town of Princeville reserves the right to reject and all submittals either in whole or in part. The Town reserves the right to (1) amend, modify, or withdraw this solicitation; (2) revise any requirement of this solicitation; (3) require supplemental statements or information from any responsible party; (4) extend the deadline for submission of responses hereto; (5) negotiate or hold discussions with any firm and to correct deficient responses which do not conform to the instructions herein; (6) cancel, or reissue in whole or in part, this solicitation, if the Town determines in its sole discretion that it is in its best interest to do so; and (7) extend the term of any agreement on terms consistent with this procurement.

Questions regarding this RFQ should be directed to Dr. Glenda Knight, Town Manager [gknight@townofprinceville.com](mailto:gknight@townofprinceville.com) 252-823-1057. Questions of general interest will be shared with all known respondents. Therefore, potential respondents should make their intention to submit known to the Town to receive any future addenda or clarifications, and knowledge thereof is entirely the respondents' burden.

An optional pre-SOQ virtual meeting is scheduled for 14 May 2021, 2pm, <https://global.gotomeeting.com/join/881015437>

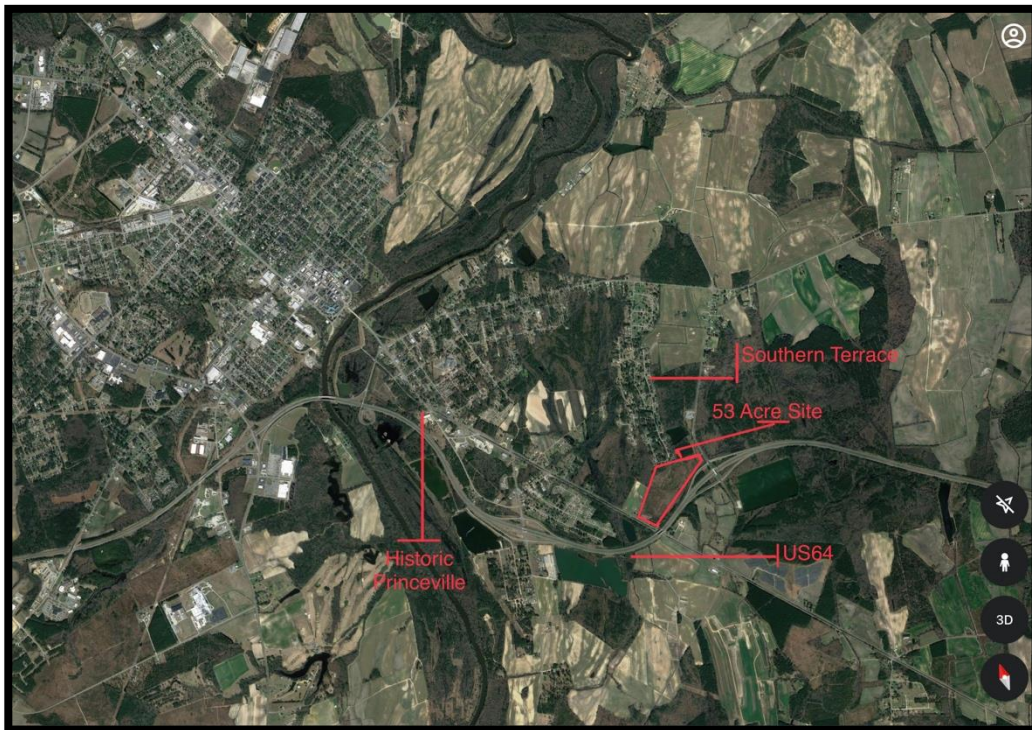
Completed SOQs shall be received by the close of business, 28 May 2021,  
by USPS to: Town of Princeville, 201 South Main St., PO Box 1527, Princeville, NC 27886.  
by Courier to: Town of Princeville Temporary Offices, 3003 N. Main St, Tarboro, NC 27886.  
Submitted responses shall comply with NCGS §143-64.31 - 64.34 (Mini Brooks Act).

The Town of Princeville is committed to awarding a contract(s) to firms that will provide high quality services and that are dedicated to diversity and to containing costs. The Town of Princeville strongly encourages Respondents that are certified by the State of North Carolina, any other State, or the federal government as M/WBE firms, as well as Respondents that are yet certified but have applied for certification, to submit responses to this RFQ.

### Insurance Requirements:

For the duration of the contract, the selected firm(s) must maintain Commercial General Liability insurance with limits of not less than \$1,000,000, Professional Liability Insurance (Errors and Omissions) with limits of not less than \$1,000,000, Automobile Liability insurance with a minimum limit of \$1,000,000, and Workers Compensation Insurance as required by the State of North Carolina.

### Locus





Project Area (35.869413° N, 77.507452° W)

