



Request for Qualifications For On-Call Engineering Services

Town of Jefferson, NC is seeking Consultants for provide
Qualifications for On-Call Engineering Services

Submittals to:

Charity Shatley, Town Manager

Town of Jefferson

302 E. Main St.

Jefferson, NC 2864

ENVELOPE MUST STATE CLEARLY THAT THE ENCLOSED SUBMITTAL IS FOR
THE ON-CALL PROFESSIONAL SERVICES R.F.Q.

PUBLISHED May 15th 2024

DUE June 7th 2024

The term of the possible contract will run **June 10, 2024 to June 30, 2027** with
options to renew.

NO LATE SUBMITTALS WILL BE ACCEPTED WHATSOEVER.

INTRODUCTION

Jefferson is the County Seat of Ashe County, NC with approximately 1,622 residents and 208 businesses relying on its services. The Town is responsible for managing town owned streets, water treatment facilities, wastewater/sewer treatment facilities, distribution and maintenance of water & sewer lines, maintenance of lift stations and pump stations, police services, planning and zoning, park, cemetery, sanitations, downtown development and administrative services.

PROJECT DESCRIPTION / SCOPE OF WORK

The Town of Jefferson is seeking qualifications from qualified consulting engineering firms to provide professional services including engineering, surveying, and other professional services to support the Public Works and other Town Departments. The Town has identified the following categories for which firms may submit to provide services. Firms may elect to submit on one or multiple categories in a single Statement of Qualifications.

1. Public Water Distribution

Work under this category will include the typical professional services associated with public water distribution system projects including, but not limited to, distribution mains, transmission mains, booster stations, ground storage, and water storage tanks. These include but are not limited to project management, project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as-builts, project closeout, grant application and management, loan application and management, and other professional services as needed to meet the Town's goals.

2. Sanitary Sewer Collection

Work under this category will include the typical professional services associated with sanitary sewer collection system projects including, but not limited to, gravity mains, force mains, and lift stations. These include but are not limited to project management, project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as-builts, project closeout,

grant application and management, loan application and management, and other professional services as needed to meet the Town's goals.

3. Transportation

Work under this category will include the typical professional services associated with transportation projects including, but not limited to, roadways, sidewalks, multi-use paths, greenways, and parking. These include but are not limited to project management, project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as-builts, project closeout, grant application and management, loan application and management, and other professional services as needed to meet the Town's goals.

4. Water Resources

Work under this category will include the typical professional engineering services associated with water resources projects including, but not limited to, stormwater pipes and culverts, stream and bank restoration/stabilization, Best Management Practices (BMPs), stormwater/flooding management and mitigation, and erosion control management. These include but are not limited to project management, project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as-builts, project closeout, and other professional services as needed to meet the Town's goals.

5. Administrative

Work under this category will include the typical professional engineering services of a general nature that may overlap with some of all of the other categories. Services under this category may include, but are not limited to, program management, engineering plan reviews, rate studies, system development fee studies, long range planning, GIS assistance, grants and loans assistance, grant application and management, loan application and management, PER & Enviro analysis, easements, CA/CO, delegated local permitting authority, and other professional services as may be needed to meet the Town's goals.

6. Funding

Work under this category will include the typical professional engineering services of a general nature that may overlap with some of all of the other categories. Services under this category may include finding, applying for, managing, performing final reporting work, and other professional

services as may be needed to meet the Town's goals with various agencies for funding sources. Sources and agencies may include but are not limited to USDA, GOLDEN LEAF, NC Commerce, NC DWI, EDA, and others.

7. Parks & Recreation

Work under this category may include preparation of design plans and specifications for public improvement projects including streets, sidewalks, utilities, stormwater, bicycle and pedestrian pathways and parks. Services under this category may include, but are not limited to, bidding and construction administration services, grant administration services, environmental engineering, planning and consulting services, including the preparation of various studies and assessments, and other professional services as may be needed to meet the Town's goals.

PROPOSAL REQUIREMENTS

All proposals shall include the following items:

- a) A cover letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services (max 2 pages).
- b) Executive Summary: Should address the highlights of the RFQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of the Town. (max 2 pages).
- c) Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided by the consultant or consultant team in response to this RFQ. Also include information on any proposed sub-consultants. Note which team members were involved in referenced projects and time period involved in referenced, completed or current projects. Also highlight any projects performed for the Town during the past 5 years (max 4 pages per category).
- d) Project Team & Project Management: Identify the proposed project team (including any sub consultants) and key personnel for the successful completion of projects in partnership with the Town. Include brief resumes of the project team members including office location, years of experience, certifications, and education. Identify the project manager or primary contact and any other team leaders proposed, and briefly describe how projects will be successfully managed. It is expected that the team members proposed in the RFQ will be the ones that will actually work on projects for the Town. Also describe the firm's quality assurance / quality control methods (max 3 pages per category).
- e) Project Schedule: Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract and verify that proposed staff will be prepared for

timely completion of projects under a potential contractual agreement with the Town. Submittals should also include a description of the firm's ability to respond to rushed and emergency projects (max 2 pages).

f) References: Project reference list describing at least four (4) projects completed within the past five years that represent the strengths and unique qualifications of the firm or team in the areas identified in the Scope of Work described in this document. The list should contain project titles, locations, cost of projects, start and end dates, name of project managers, and name, phone number, and email address of references. The contact person should be capable of speaking to the firm's and team's ability to finish projects within the project timeframe and the firm's demonstrated ability to respond to the proposed project (max 2 pages).

g) Copy of firm's Equal Employment Opportunity Policy and statement regarding planned use of Historically Underutilized Businesses requested in RFQ.

h) Any other information you feel answers the question "Why should the Town of Jefferson select my firm?" (max 1 page)

EQUAL EMPLOYMENT OPPORTUNITY POLICY & ENCOURAGEMENT OF HUB

The Town of Jefferson, NC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. The Town of Jefferson expects all contract service providers, subcontractors, and firms it works with to abide by the same.

It is the goal of the Town of Jefferson to facilitate the establishment, preservation, and strengthening of historically underutilized businesses, (i.e. small businesses and businesses owned by women and minorities), and to encourage their participation in the Town's procurement activities. Toward that end, the Town encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through subcontracting, partnerships, joint ventures, and other contractual opportunities. All firms are requested to include a statement in its response to this RFQ to describe any planned use of such businesses in fulfilling this goal of the Town.

EVALUATION OF PROPOSALS

RFQs must be limited to no more than the allowed pages for the number of categories the firm is submitting, with a minimum font size of 11 pt. A page is counted as a single side of an 8.5x11 piece of paper. Section dividers are for section identification only and are not to be utilized for additional information space or they will be counted in the page limit. The proposal shall be submitted by an official authorized to bind the submitter to its provisions and who is authorized to negotiate the

final scope of work and fees for inclusion in a later Supplemental Professional Services Agreement with the Town.

Proposals will be evaluated according to the following criteria:

1. Related project experience. (30%)
2. Project staff experience. (20%)
3. Methodology-understanding and approach to the project. (15%)
4. Proximity to Town and Knowledge of Town's system. (20%)
5. Availability and interest in providing Services. (10%)
6. References. (5%)

SUBMISSION DEADLINE and ADDRESS

Please submit five (5) sealed copies of the proposals, clearly labeled as "Statement of Qualifications for On-Call Engineering Services to the Town of Jefferson no later than **2:00 p.m. on June 7, 2024** at the following address:

*Ms. Charity Shatley
Town of Jefferson
302 E. Main St.
Jefferson, North Carolina 28640*

All questions concerning the proposal requirements or project in general should be directed to Charity Shatley at manager@townofjefferson.org

ADDITIONAL REQUIREMENTS

The Town of Jefferson reserves the right to reject any "Statement of Qualifications". The "Statement of Qualifications" shall be prepared at the sole expense of the consultants. All proposals shall be subject to public review and copying as a public record. After evaluation, the Town may select one or more firms for any of the categories. Each of the selected firms will enter into a master agreement covering the general terms of the contract. Upon identification of a project or task, the Town will utilize the information submitted in the SOQ to select the most qualified firm. A task authorization against the master agreement will be used to define the scope and price of the work. The Town of Jefferson has a right to enter into agreements with the firm which, at the Town's sole discretion, best satisfy the requirements, goals and objectives to the Town. The Town reserves the right to reject all the SOQs and not enter in to any contracts as part of this process.

TERM OF AGREEMENT

Each firm selected under this RFQ will be eligible for an initial term of three (3) years from the date of selection. The Town has the sole options to extend the selected firm(s) for one (1) additional three (3) year term. Therefore, the maximum length of time that a selected consultant is eligible to complete work under this RFQ is six (6) years. However, the Town reserves the right to cancel this at any time and solicit new SOQ's. Firms that do not meet the Town's performance expectations, routinely decline opportunities to participate in this program, or lose significant internal expertise submitted with the original Statement of Qualifications may be removed from the Town's qualified consultant list.