



**REQUEST FOR QUALIFICATIONS  
FOR  
THE TOWN OF CRAMERTON  
ON-CALL STORM WATER ENGINEERING**

**July 8, 2019**

The Town of Cramerton is interested in obtaining professional services of one or more professional engineering firm(s) to provide on-call engineering services for various storm water management projects for a period of four (4) years. The Town is seeking consultants whose experience and personnel will provide timely professional services to support these projects through on an as-needed basis. Selection of a consultant by the Town in response to this request does not guarantee that professional services will be required. The Town maintains sole discretion in assigning projects, if any, to selected consultant(s) through the on-call period. The Town may choose to extend the on-call period following the initial four-year period, as necessary.

**Envisioned Scope of Services:**

The Town anticipates selecting one or more firms to provide services on a task order basis for storm drainage improvement projects or to assist the Town's with its ongoing storm water management program. Task orders/assignments may be issued for one or multiple projects at once. Additional assignments may be issued during or after completion of a task order.

Projects may include any of or combinations of the following:

- Assisting the Town in its ongoing implementation of its Phase II NPDES Stormwater permit
- Storm Water Management Plan Implementation
- Professional land surveying and mapping
  - Mapping of outfalls and Town storm drainage systems
  - Base mapping for design
  - Easement/plat preparation
- Utility location
- Hydrologic and/or hydraulic analysis/modeling
- Alternatives analysis and opinions of construction costs
- Preliminary design and final designs for new construction or repair of:
  - Culverts
  - Closed storm systems
  - Ditches and swales
  - Natural channel design/stream restoration
  - BMPs
  - Small dams/ponds rehabilitation
- Preparation of construction documents (plans, specification, and bid tabs) for the above

- Permitting
  - Jurisdictional determinations
  - Section 401/404 permitting
  - FEMA (No-Rise, CLOMR, and/or LOMR)
  - NCDENR - Sediment Erosion Control
  - Encroachment agreements
- Geotechnical services
- Public involvement
- Supporting the Town in preparation of applications for potential funding
- Utility coordination
- Bid phase services
- Construction phase services
- Other services as required

### **Submittal Requirements**

Requirements for qualification packages are provided below.

- Five bound hard copies of the Qualification Package, including cover letter, should be submitted to the address shown below by 4:00 PM on Wednesday, August 14<sup>th</sup>, 2019.
- Package should include one electronic copy of the entire Qualifications Package consolidated into PDF format.
- The exterior of the package containing the copies of Qualification package and the CD should be clearly marked “**Town of Cramerton RFQ for Storm Water Engineering – Statement of Qualifications**”.
- The submission shall be limited to **15 single-sided pages** on 8 1/2 “x11” paper. Main body text should be single spaced using a font size no smaller than 10.5. Front and back covers, section tabs, and a maximum **two** page cover letter are not included in the page limit. The Town reserves the right to disqualify any submittal that does not meet these requirements.
- Joint Ventures will not be permitted under this RFQ. Each Statement of Qualifications submitted must designate a firm that will be solely under contract with, and report directly to the Town. This firm will be considered the prime firm and as such will be responsible for sub-contracting with its project team member firms.

Submittals and questions concerning this RFQ should be directed to Josh Watkins, Planning Director. Questions must be submitted by July 19<sup>th</sup>, 2019. Any amendments to this RFQ will be made in writing and distributed in an addendum.

Joshua Watkins  
[jwatkins@cramerton.org](mailto:jwatkins@cramerton.org)  
 The Town of Cramerton  
 155 North Main Street  
 Cramerton, North Carolina 28032  
 (704) 824-4337

Qualifications should clearly and concisely address the following:

- 1) **Firm Overview and History:** For prime firm, provide legal entity, Federal Employer ID, NC Engineering License #, office location/address where work would be performed, and name, phone number, and email of contact person for this project. Provide brief overview/history of prime firm and key subconsultants.

- 2) **Qualifications and Similar Experience:** Provide brief descriptions of similar contracts or projects, currently in process or performed within the last seven years.
  - List **only** projects involving current staff of the proposed project team.
  - List only projects in North Carolina.
  - List a maximum total of 8 relative projects/contracts and include:
    - Current status
    - Client name and contact information
    - Location of office that performed work on the project
- 3) **Project Team:** Provide organization chart and description of team members (for prime firm and subconsultants) that would work on these projects. Information must clearly convey role, full-time office location, involvement on projects listed in previous section (as well as other relevant experience), and licenses/certifications for each key member. In addition, provide brief description of previous experience of project team working together.
- 4) **References:** Provide the name, address, phone number, and e-mail address of two references familiar with the quality of projects completed by the project team in the last five years.
- 5) **Project Management:** Describe the firm's approach to managing projects. Include discussion of practices for cost control, scheduling, and quality assurance/quality control.

### **Selection Process and Criteria:**

The Town will conduct an impartial evaluation of all submittals that are received in accordance with the provisions of this RFQ. The Town will appoint a selection committee to perform the evaluations. Interviews are not anticipated before final selections are made.

The selection of the firm(s) will be based on proposal information exhibited in both written and graphical form, past performance working on similar projects, and/or reference checks. Criteria for selection will include but not be limited to the following (in no particular order):

- Relevant experience, expertise, and qualification of the firm(s) and project team members
- Similar experience in storm water engineering
- Experience in municipal storm water on-call contracts
- Qualifications of designated project manager(s)
- Reference check and performance on similar contracts/projects
- Project management approach and process

The Town reserves the right to obtain clarification of any point in a Qualification Package or to obtain additional information. All Consultants who submit a Qualification Package will be notified of the selection committee's final choice(s).

The Town reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses, or to take any action that is in the best interest of the Town. The Town reserves the right to waive technicalities or formalities and to base the number of selected firms solely on the Town's needs.

**Anticipated Schedule:** The anticipated schedule for selecting a firm and conducting the project is presented below:

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| • Posting of RFQ   | July 8, 2019                                       |
| • Deadline to submit questions                                 | 4:00 P.M.(EST) July 19, 2019                       |
| • Posting/distribution of RFQ clarification/amendment (if any) | 4:00 P.M.(EST) July 24, 2019                       |
| • <b>Statement of Qualification submission due</b>             | <b>4:00 P.M.(EST) August 14<sup>th</sup>, 2019</b> |
| • Firms notified of selection                                  | Week of September 16 <sup>th</sup> , 2019          |