



**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
TOWN OF SARATOGA
2022 SPEIGHT SCHOOL HOOK-UP
SARATOGA, NORTH CAROLINA
HUD FEDERAL AWARD AL# 14.228
May 9, 2023**

INTRODUCTION & INVITATION

The Town of Saratoga has been awarded FY2022 Community Development Block Grant-Infrastructure Funds (Hook-Up) in the amount of \$305,609.00 by the NC Department of Environmental Quality, State Water Infrastructure Authority, Division of Water Infrastructure. The Town of Saratoga intends to secure the services of a North Carolina Licensed Engineering Firm to provide Engineering, Design, Observation, Required Environmental Related Tasks, Bidding and Construction Administration Services, as well as Construction Inspections needed for the Project.

DEADLINE FOR SUBMISSION

Written qualifications must be received by 12:00 p.m. on Wednesday May 31, 2023, at the Town Hall at the following address:

Town of Saratoga
C/O Brenda Wilson
Town Clerk
PO Box 206
6904 Main Street
Saratoga, NC 27873

QUESTIONS: Questions should be directed to either Brenda Wilson, Town Clerk, at 252-238-3487, or Joe Dooley, Grant Consultant, at 252-258-2497 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Brenda Wilson, Town Clerk, at 252-238-3487 o en 6904 Main Street, Saratoga, NC 27873 de alojamiento para esta solicitud.

This RFQ has been prepared on behalf of the Town of Saratoga and at the request of the Town of Saratoga. The RFQ contents have been reviewed in detail and approved for use in the FY2022 CDBG Infrastructure Grant Program.

The Town of Saratoga is an Equal Opportunity Employer and invites the submission of proposals from small and minority & women-owned firms, historically underutilized businesses, and Section 3 businesses concerns.

Brenda Wilson, Town Clerk

All awards pursuant to this procurement are contingent upon the Town of Saratoga's receipt and approval of all required CDBG-I Grant Agreement Documents. No funds, other than those obligated for preparing and obtaining approval of Engineering Report, will be obligated until appropriate documents are approved and executed and required conditions, including Release of Funds, are satisfied.

PROJECT SCOPE

The Town of Saratoga 2022 Speight School Hook-Up Project is to hook-up (16) LMI dwellings with failing non-code compliant septic systems to the Town of Saratoga sanitary sewer collection system. The proposed funded activities are as depicted in the attached: "Town of Saratoga, Speight School Road CDBG-I Municipal Sewer Project Area" map dated March 24, 2023. The project cost includes 10% contingency for construction.

1. Proposed activities to be included in this CDBG-I project are to Hook-Up (16) LMI dwellings with failing code complaint septic systems to the Town of Saratoga sanitary sewer collection system. The project cost includes 10% contingency for construction.
2. The Town of Saratoga will require the selected engineering firm to provide the following services required in conjunction with the design, condition clearing, Environmental, and construction of the above stated improvements:
 - a. Necessary NC sealed engineering surveys.
 - b. Preliminary design sketches, estimates and documents, plans, specifications and contract documents necessary for the successful bidding and completion of the work.
 - c. Preparation of specifications and contract documents for necessary laboratory testing proposals.
 - d. Assistance in making construction contract awards and administration and letting of all construction related contracts.
 - e. During construction contract administration, be responsible to the Town for obtaining all necessary information from the contractors and previously approved, in writing, sub-contractors.
 - f. Conduct, on notice, to the North Carolina Department of Environmental Quality ("DEQ"), Town and Grant Administrator, CDBG-I designed pre-bid and pre-construction conferences and take copious, written minutes of same and provide copies to the Town Clerk, and Upper Coastal Plain Council of Governments, Grant Administrator and "DEQ".
 - g. Necessary periodic site visits to observe progress and quality of work and to submit written monthly progress reports no later than the 5th business day of the following month to the Town Public Works Director and UCPCOG Grant Administrator to coincide with CDBG Quarterly Report Requirements and Semi-Annual Labor Reports, being mindful that if the Reports are not submitted, Grant payments will be frozen.
 - h. Determinations of whether work is in accordance with applicable State and Federal Regulations both the construction and grant contract documents, plans, and specifications.

- i. Interpretation of the contract documents, plans, and specifications.
- j. Shop drawing review.
- k. Processing of written contract change orders (not for changes substantially changing scope of the project), as determined by the CDBG-I Grant Conditions.
- l. Review, process, and approve/disapprove contractor's monthly application for payment with attendant Certified Payrolls.
- m. Final inspections to ensure compliance with the applicable State and Federal Regulations, Grant and Construction Contract, contract documents, plans, and specifications.
- n. Written approval of final payment to contractor.
- o. Furnishing of two (2) sets of blue line as-built drawings, one to the Town and one to the Grant Administrator.
- p. Engineering supervision of resident inspections with copies to Town and Grant Administrator.
- q. Complete documented, signed, daily resident inspections with copies to Town and Grant Administrator.
- r. All other engineering/inspection services necessary for project completion in accordance with contract documents and applicable State and Federal Regulations.
- s. Monitor Contractor's (sub-contractor's) compliance with Equal Employment & Procurement requirements, Fair Labor Standards Act, Davis Bacon requirements, Section 3 Plan, Section 504, Federal & State Reports and Regulations, Debarment/Contractors Eligibility Requirements and Unique Entity ID.
- t. Assist as needed with the environmental document preparation, submittal, obtaining requisite approval, and related items.
- u. Copies of any and all correspondence, communications/emails, documents, plans, etc. generated as a result of this grant are to be provided to both the Town and the Grant Administrator.

PROPOSAL CONTENTS

The following information must be included in all responses to this Request for Proposals:

- 1) Professional experience of the individual(s) or firm to provide the requested Engineering, Design, Environmental, Construction Administration Services, Observation, Inspection Services, outlined above, with emphasis on prior experience in state or federally funded infrastructure Sewer programs and thorough knowledge of their requirements. Individuals or firms must also provide the following information:
 - a) Legal name of firm, Unique Entity ID, type of business entity (i.e., proprietorship, partnership, corporation, LLC, etc.), mailing address, street address, and telephone and fax numbers, including street location of office that will be handling subject project.
 - b) Name, telephone number, cell phone number, fax number and e-mail address of the designated principal project contact.
 - c) Resumes, inclusive of all NC Professional Licensure, of key employees to be assigned to the project.
 - d) Current company brochure, if available. Describe how the firm is prepared to be responsive to local preferences and Wilson County NC Works. Include any special

knowledge of the existing infrastructure and infrastructure needs in the Town of Saratoga.

- e) Prior Engineering experience to include types of services and program activities.
 - f) Hourly fee schedule to include all overhead, travel, communication, printing, postage and miscellaneous expenses.
 - g) Code of Standards comporting with 24CRF85.36 Requirements.
- 2) Location list (dated) of previous state and federally funded projects and other related experience. Provide written references where available.
 - 3) Management & Staffing: Describe the management plan to be used and proposed staffing configurations. This will include a detailed project schedule illustrating start and completion dates for all major tasks.
 - 4) For the purpose of evaluation, the Engineer is required to provide a proposed hourly rate for each project team member, both existing and new hires. The hourly rate must include direct labor, fringe benefits, indirect costs, expenses and profit. Fee will not be the sole criteria for selection.

CRITERIA FOR EVALUATION/AWARDS

Proposals will be committee reviewed and evaluated, and a recommendation will be forwarded to the Mayor and Town of Saratoga Board of Commissioners, subject to negotiation of fair and reasonable compensation. Engineers will be notified by mail of the Town's selection.

1. The following factors will be used in evaluating Engineer's proposals and awarding of contract:
 - a. Work Plan/Technical Approach/Understanding of Program – Detail of proposal, specific work products identified, understanding of state and federally funded infrastructure grant programs. (20 points).
 - b. Experience of Firm – Past involvement of firm with state and federally funded infrastructure programs, and other similar/allied programs. References of past involvement and resumes of key staff (20 points).
 - c. Qualifications of Staff, professional and non-professional, assigned to Project/ Work Management Plan/Experience of Proposed Personnel – Identification of staff assignments, NC Licensure, roles and responsibilities. Identification of staff experience with CDBG Infrastructure and CDBG Catalyst, CDBG-NR, NC DENR, CWMTF, Rural Center, and other similar infrastructure projects (20 points).
 - d. Understanding of Area – Responsiveness of firm to elements in RFQ, familiarity with the project's geographic area, and familiarity with existing Sewer system and system needs (20 points).

- e. Fee Schedule, with hourly rates – *(Do not include a lump sum or not to exceed price)*. While proposed cost will be an evaluation factor, the Town reserves the right to negotiate price with successful proposer (15 points).
 - f. Small, female or minority-owned forms (5 points).
2. The cost of service will be considered but will not be the primary selection criteria.
 3. Engineering selection and procurement shall be conducted in accordance with 24 CFR 85.36 Competitive Negotiation Process. Proposals will be solicited from all qualified firms wishing to be considered. All proposals received by the deadline and prepared in accordance with the proposal instructions will be reviewed in accordance with the previously listed criteria. The Town of Saratoga will select the engineering firm best qualified to perform engineering services for the funded CDBG-I program and negotiate appropriate compensation for services desired, including a final lump sum price.

THE TOWN OF SARATOGA IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER AND ENCOURAGES NC LICENSED SMALL, FEMALE, AND/OR MINORITY ENGINEERING FIRMS, HISTORICALLY UNDERUTILIZED BUSINESSES, AND SECTION 3 BUSINESSES TO SUBMIT PROPOSALS.

FEDERAL AND STATE TERMS AND CONDITIONS

The selected Engineer must comply with all requirements of the North Carolina Community Development Block Grant Infrastructure Program Regulations, Local Law, and all amendments and supplements thereto as well as the CDBG Infrastructure Program Requirements. Procurement and contract procedures outlined in 24 CFR, Part 85 must be followed as well as State and Federal Labor Standards.

Funding of the subject project is by a North Carolina Department of Environmental Quality, State Water Infrastructure Authority, Division of Water Infrastructure (CDBG-I). That being so, the funding and grant requirements are distinctive from previous programs hence, in addition to meeting the terms and conditions referred to in this paragraph caption and the paragraph next immediately preceding, the successful bidder will be bound by the terms and conditions of a Memorandum of Understanding/ Contract/Agreement between NC DENR, Division of State Water Infrastructure and the Town of Saratoga.

ADDITIONAL INFORMATION

- 1) Small, female-owned, and/or minority firms, historically underutilized and Section 3 businesses are encouraged to submit proposals.
- 2) The Town of Saratoga is an equal opportunity employer and service provider.
- 3) Faxed or e-mailed proposals will not be considered.
- 4) The Town anticipates that 100% of the costs for engineering services will be paid with CDBG Infrastructure funds.

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