

**TOWN OF MOUNT PLEASANT
NORTH CAROLINA**



REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES CONTRACT

August 18, 2021

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Town of Mount Pleasant

ENGINEERING SERVICES CONTRACT FOR GENERAL ENGINEERING SERVICES

INTRODUCTION

The Town of Mount Pleasant is currently seeking the services of a qualified individual or firm to serve, on an as needed basis, as Town Engineer. This Request for Qualifications (RFQ) describes the proposed services needed and should provide you or your firm with sufficient information to prepare and submit a statement of qualifications. All interested individuals or firms are encouraged to respond to this RFQ. The deadline for RFQ submissions is **September 17, 2021 at 3:30 p.m.**

The Town of Mount Pleasant will select firm(s) with which to negotiate contract(s) using a **Qualifications Based Selection** process. Selection will be based on demonstrated experience and expertise. The Town of Mount Pleasant also believes that other important traits for successful project execution are the ability of the firm to work in partnership with the Town of Mount Pleasant staff and management and with other consultants and contractors who may be part of a project and the ability of the firms to respond in a timely manner to any issues that may arise.

PROPOSED SERVICES

The Town of Mount Pleasant is seeking the services of a qualified individual or firm to serve, on an as needed basis, at the request of the town, as Town Engineer in the following areas:

- Reviews private project development plans for conformance with general engineering practices, codes, regulations and standards.
- Reviews as-built records of private projects as submitted.
- Responsible for the inspection of private development plans, both commercial and residential, in regard to water, sewer, streets, pedestrian, and storm water.
- Responsible for the coordination of general water and sewer issues (the Town of Mount Pleasant water and sewer system is currently distribution and collection with wholesale water and sewer treatment provided by Water and Sewer Authority of Cabarrus County).

- Coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants in accordance with the selection criteria.
- Provides project management for the construction of municipal projects for water, sewer, streets, pedestrian, and storm water; oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Updates Town public works design standards and specifications as needed.
- Attends night meetings as required.
- Attends technical meetings, grant workshops, or funding source meetings as required.
- Must be able to respond to Town emergencies in a timely manner.
- Responds to inquiries or complaints relative to general engineering policies and procedures.
- Updates the Town Staff and Board of Commissioners concerning Town projects.
- Evaluates issues and operations regarding public works and makes recommendations.
- Coordinates local, State and Federal permits for Town construction projects, at the request of the town.
- Town is looking for a 5-10 year commitment.

SELECTION PROCESS

This process will be completed under the general direction of the Town Manager. The Town Manager will be the point-of-contact for all matters associated with this process.

The Town Manager will work with the selected individual or firm to schedule briefings and meetings as appropriate to keep the Mayor and Board of Commissioners informed and to seek guidance.

I. GENERAL

- A. Send all responses using the format described in Part III of this request directly to:

Randy Holloway
Town Manager
Town of Mt. Pleasant
P. O. Box 787
Mt. Pleasant, NC 28124

Sealed packages will be received at the address specified until 3:30 p.m. on September 17, 2021.

- B. Questions concerning the scope of work required by the Town, or other questions related to your firm's submission should be addressed in writing to Randy Holloway, Town Manager, at 704-436-2921 (fax), or at hollowayr@mtpleasantnc.us so that if information / clarification needs to be shared with all firms, responses can be more easily shared.
- C. The Town of Mount Pleasant invites and encourages participation from businesses owned by minorities, women, disabled persons, disabled business enterprise and non-profit work centers including utilization as subcontractors to perform functions under the engineering services contract.
- D. All responses will be open for inspection and reviewed by Town of Mount Pleasant staff and during the selection process. After the selection, the responses will be available to the public. All materials and information submitted during the qualification process will become the property of the Town of Mount Pleasant to keep or destroy and will not be returned to the respondent. Trade secrets and proprietary information cannot be safeguarded.
- E. Respondent's Representative for Business Purposes: The name, mailing address, and telephone number of the respondent's authorized agent with authority to bind the firm and answer questions concerning the respondent's qualifications must be clearly stated.
- F. Facsimile Information: Facsimile information will not be considered; however, information submitted may be modified by such means, providing such notice is received before 3:30 p.m. on September 17, 2021 and provided signed original documents are furnished within five (5) days.

- G. Cost of Preparation: The Town of Mount Pleasant will not reimburse respondents for costs incurred in the preparation and submission of a statement of qualifications or for the preparation and submission of additional information that may be requested during the selection process.

II. BACKGROUND

The Town of Mount Pleasant is a beautiful, small, historic town located in Cabarrus County. Mount Pleasant is rich in history and enjoyment. The Town is committed to maintaining the quality of life that our Town has experienced for over 100 years. The population of Mount Pleasant is currently estimated by the State Office of Budget and Management at 1,951 citizens. The Town is planning for and expecting moderate, controlled growth with the completion of infrastructure improvements and continued growth in the Charlotte region. The Town adopted a Comprehensive Plan in 2017 which can be viewed at <https://www.mtpleasantnc.org/wp-content/uploads/MP-Adopted-Comprehensive-Plan-As-Amended-3-23-20-Reduced.pdf>

III. RESPONSE INFORMATION AND FORMAT

Each firm responding to this RFQ should submit four (4) copies of the requested information and follow the outline listed below. Each copy should be in an individual binder not to exceed 2 inches. The respondent should try to limit responses by supplying only the information requested in the required format in order to facilitate evaluation.

A. Title Page (Page Limitation: 1 single-sided page)

The title page should include the following:

Statement of Qualifications
Multi-Year Engineering Services Contract

Prepared for:
Town of Mount Pleasant
P. O. Box 787
8590 Park Drive
Mt. Pleasant, NC 27591-0828

Prepared by:
List name of the firm that would be supplying services and firm location.
(If primary location of the contractor/consultant is out of state, provide the location of the office in North Carolina that would provide services. If multiple locations will be providing services, please list all locations.)

Closing date of request

B. Letter of Intent (Page Limitation: 1 double-sided page)

A one-page narrative as to the firm's interest, particular abilities, and qualifications related to subdivision review and inspection, commercial site design review, water and sewer services, storm water issues and road maintenance/upgrading projects.

C. Firm Information Summary (Page Limitation: 1 double-sided page)

1. Firm Name
Provide the legal firm name of the respondent.

2. Legal Street Address and Mailing Address

Provide the firm's legal street address and mailing address. If the contractor has a North Carolina office that would be providing services, please provide this address also. Indicate which address should be used for all future correspondence concerning this RFQ.

3. Principal Contact

Provide the name and daytime phone number including area code of the respondent's authorized contact with the authority to bind the consulting firm and answer questions concerning the information provided.

4. Name of Business

Provide information describing the legal business entity, size, and organizational structure of the firm and length of time providing the services requested. Provide the year the firm was established and any former firm names.

5. Firm's Licenses

Provide licenses or other information reflecting the ability of the firm to do business in North Carolina and to provide specialized services (e.g. engineering, surveying, etc.).

D. Office Staff

The firm can respond to this requirement using their standard statement of qualifications. However, to be considered responsive, the firm should ensure that the following information is included in their statement and can be easily located in their statement (such as by having tabs with similar titles to the areas listed below).

1. Staff Availability

(Page Limitation: 1 single-sided page per location. List no more than four locations.)

For each office location that may provide services to the Town of Mount Pleasant, list the number of full-time employees for that location. Please complete a separate table for each location.

2. Key Personnel

(Page Limitation: 1 double-sided page per location for summary table. 1 double-sided page for specific information of each project Manager/alternate project Manager.)

For each office location listed in D.1., list the key personnel that would provide design, contract administration, and construction inspection services to the Town of Mount Pleasant. Please list the information in a tabular form similar to what is shown below with summary of education, area of specialization, and professional licenses or certifications. Provide a separate table for each location. For each project manager and alternate project manager, provide a separate sheet that lists all projects he/she has managed over the last five (5) years with your firm. Include the name of the owner and owner contact information.

Position	Name	Education	Area of Specialization	Professional licenses or certifications
Project Engineers		BS, MS, ME, etc. in Civil Engineering, Environmental Engineering, etc.	Water Resources, Structural, Transportation, Construction Management, etc.	E.I., P.E., Etc.
Project Managers				
Senior Engineers /Scientists				
Alternate Project Managers**				

** Alternate project Managers are Managers that you do not anticipate assigning Town of Mount Pleasant projects, but could be assigned to a Town of Mount Pleasant project if the project Managers listed are not available.

E. Drafting Services

(Page Limitation: 1 single-sided page for (1). One set of (2) per office location. Please clearly label set for (2) with firm name and office location.)

1. List the CADD software products that are currently in use at your office.
2. Provide one sample in Arch D size of the following sheets:
 - a. Typical Title Sheet

- b. Typical Index Sheet for a Water Line or Sewer Line Project
- c. Typical Plan/Profile Sheet for a Water Line or Sewer Line Project
- d. Typical Detail Sheet
- e. Typical Traffic Control Plan Sheet for a water line or sewer line project through a commercial section of a municipality.

F. Surveying Services

(Page Limitation: 1 double-sided page for (1) and (2).)

1. Does your firm perform your own land surveying? If not, then provide a list of surveying firms utilized by your firm on a regular basis, over the last 5 years.
2. What quality control/quality assurance measures does your firm use to verify the survey data collected?
3. Provide a sample of an easement plat and the corresponding easement description completed by the surveyor on one of your previous water line or wastewater line projects.

G. Experience and Expertise in Design Services

(Page Limitation: 5 double-sided pages.)

1. What quality control/quality assurance measures does your firm use to reduce omissions and oversights in plans and specifications?
2. What quality control/quality assurance measure will you firm use to ensure that plans and specifications meet Town of Mount Pleasant standards?
3. What measures does your firm evaluate the constructability of your designs? Provide an example of that review on a recent project.
4. What measures does your firm use to ensure that estimates accurately reflect the design, current construction costs, and overall economic conditions in the construction market?

H. Expertise and Experience in Construction Inspection

(Page Limitation: 5 double-sided pages.)

1. Provide a list of the construction professionals (Managers and Inspectors) at your firm who would be utilized on any given Town of Mount Pleasant projects. For each, provide information which includes the following:
 - a. Years of experience as a construction inspector

- b. Experience as an inspector at your firm
 - c. List specific training, certification, or work experience that illustrates good knowledge in the areas of soil testing, compaction, pipe materials, pipe fittings, pressure and purity testing of water mains, and erosion and sediment control measures.
 - d. Specific training, education, and/or certifications specific to construction site safety
 - e. Specific training, education, and/or certifications specific to traffic safety
 - f. Experience inspecting federally funded projects
 - g. Other related experience
2. Describe the methods typically used by your construction inspectors to document their work (logs, form or data sheets, photos, etc.). How do they provide information to the owner? How frequently do they report to the owner?
 3. What methods are used by your inspector to make sure that a contractor's work conforms to the required design?
 4. What procedures are typically used in instances when a contractor's work does not conform to the required design?
- I. Expertise Working with State and Federal Funding Sources
(Page Limitation: 5 double-sided pages.)
 1. Provide a description of your firm's involvement in projects that were funded by various state and federal sources, such as Clean Water Management Trust Fund, USDA, FEMA, or others.

END OF RFQ