



**REQUEST FOR QUALIFICATIONS
PUBLIC UTILITIES/PUBLIC WORKS PROFESSIONAL ENGINEERING ON-CALL
SERVICES
SOLICITATION
DATE ISSUED: 6/16/2023**

**CITY OF GRAHAM
REQUEST QUALIFICATIONS FOR:**

**PUBLIC UTILITIES/ PUBLIC WORKS PROFESSIONAL ENGINEERING ON-CALL
SERVICES**

**SUBMITTAL DUE DATE & TIME:
July 6, 2023, AT 2:00 PM**

Submit to:

**City of Graham
Attn: Aaron Holland, Assistant City Manager
PO Drawer 357
201 S. Main St.
Graham NC, 27253
Electronic submittals: aholland@cityofgraham.com**

*Utility questions may be directed to Tonya Mann, Public Utilities Director at tmann@cityofgraham.com or by calling 336-570-6721. Any Public Works or Stormwater related questions may be directed to Burke Robertson, Public Works Director at brobertson@cityofgraham.com or by calling (336)570-6709.



REQUEST FOR QUALIFICATIONS

PUBLIC UTILITIES PROFESSIONAL ENGINEERING ON-CALL SERVICES

Overview and Purpose of Request

The City of Graham is seeking qualified firms to provide professional civil engineering consultation and design for public utilities and public works. The City anticipates selecting up to three (3) firms to provide civil engineering services over the next three years and will use a variety of factors in the selection of qualified engineering firms including specific municipal engineering experience, references, and other details about the firms' abilities. The City of Graham reserves the right to hire additional firms if the selected firms cannot provide the civil engineering expertise for a specific project, invites, and encourages participation in this procurement process by businesses owned by minorities, women, and disabled business enterprises and reserves the right to reject any and all RFQs.

Types of Projects:

1. Water Distribution System Projects
2. Water Production Projects
3. Wastewater Collection System Projects
4. Wastewater Treatment Projects
5. Stormwater Projects
6. Transportation Planning and Design Projects
7. Inspection Services (for each of the above categories)

Scope of Services:

- Engineering analysis, studies, design, and construction plans and specifications as related to water, wastewater and stormwater management projects, and general public works projects
- Engineering design and construction plans and specifications for small structural design projects related to finished water storage, water distribution, collection, and stormwater management
- Engineering services associated with water and sewer data management, analysis, and modeling to meet Federal, State and local regulatory requirements and support City planning and alternatives evaluation efforts
- Preparation of contract bid documents and management of the bid process for water, wastewater, and stormwater improvement projects
- Project management, construction administration and construction inspection services associated with water, wastewater, stormwater construction projects, and general public works projects



- Support for the City in complying with NPDES permits, floodplain management and NFIP requirements, water and sewer permitting and related applications at the local level
- Geographic Information Systems (GIS) services including Geodatabase design, GIS application development, and related information technology services
- Preparation of required regulatory permit/certification applications, including supporting engineering and environmental documentation
- Surveying and field services as needed
- Field identification and delineation of streams and wetlands as needed
- Preparation, in partnership with the City, of applications for potential public grant and/or private agency funding for implementation of various water resource related projects
- Powell Bill Mapping requirements
- Facilitate negotiations for right-of-way/easement acquisition as needed
- Traffic and pedestrian signalization changes, if applicable

Anticipated Project Schedule:

| ITEM | TASK | ANTICIPATED DATE |
|------|--|------------------|
| 1 | Request for Qualifications Issued | June 16, 2023 |
| 2 | Deadline for RFQ Submission at 2:00 PM | July 6, 2023 |

Submittal Requirements and Content

Please limit your submittal to 15 single-sided pages, excluding front and back covers, cover letter and table of contents. Proposals longer than 15 pages may be removed from consideration.

The professional engineering firm desiring to provide services for On-Call Services should submit a Statement of Qualifications that contains the following information:

1. Firm Overview- History, background, and geographical location of professional engineering firm.
2. Technical Approach- The proposed approach in which the professional engineering firm will carry out a typical project as part of an on-call contract.
3. Project Team- Qualifications of Proposed Personnel as well as specific abilities of identified team members.
4. Key Principal- Name, title, email, and telephone number of individual(s) with authority to bind the firm/team and who may also be contacted during the period of qualification evaluation.
5. Relevant Experience- Experience of Project Team with on-call projects and category-specific projects of similar type, scale and/or complexity of project.



6. Contact Information- Provide contact information from owners of previous projects with relevant experience (names, phone, e-mail, addresses)
7. History of: Litigation/arbitration/disputes for the last 10 years, and any pending litigation/arbitration/disputes.
8. Responsiveness- The responsiveness to additional information requested by the City of Graham
9. Minority or Women-Owned /HUB- Identification of, intent to use, or history of good faith efforts to use the minority business as subcontractors or providers of professional services. HUB Certification issued by the State of NC if registered (Historically Underutilized Business).

City Selection:

All qualified firms will be given consideration. The review team will evaluate each firm responding and will select up to three (3) firms deemed most qualified from those indicating interest (Except where fewer than three (3) are available).

| EVALUATION FACTORS | WEIGHT | X | Score (1-10) | TOTAL |
|--|---------------|----------|---------------------|--------------|
| Experience with and approach to on-call projects | 15% | | | |
| Experience of proposed personnel | 30% | | | |
| Firm’s ability to do the proposed work and meet time and projected budget requirements | 10% | | | |
| Experience with similar/related projects | 30% | | | |
| Minority or Women-Owned / HUB | 5% | | | |
| References | 10% | | | |
| Met requirements for submittal | Pass / Fail | | | |
| TOTAL | | | | |

Award of a contracts will be made to up to three (3) firms and does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to the City.

PDF files of the submittal, with a maximum file size for .pdf submission is 25MB, may be emailed to Aaron Holland, Assistant City Manager at aholland@cityofgraham.com. For the delivery option, (3) copies of the submittal should be sent to **City of Graham Attn: Aaron Holland, Assistant City Manager PO Drawer 357, 201 S. Main St. Graham NC, 27253 by 2:00 PM, July 6, 2023**. Packages should be plainly marked: “Professional Engineering On-Call Services.” All statements of qualifications shall become the property of the City and the City reserves the right to request additional information it feels necessary to make a qualified judgement on a firm’s ability to perform the work. The City also reserves the right to award this contract in part or whole, in the best interest of the City, and to reject any or all submissions. Utility questions may be directed to Tonya Mann, Public Utilities Director at tmann@cityofgraham.com or by calling 336-570-6721. Any Public Works or Stormwater related questions may be directed to Burke Robertson, Public Works Director at brobertson@cityofgraham.com or by calling (336)570-6709.



Award & Contract

Qualifications may be opened by the City of Graham at any time after the submission deadline. All qualifications satisfying the requirements of this Request for Qualifications will be evaluated to establish which of the qualifications best fulfills the needs of the City of Graham. The City of Graham anticipates selecting up to three (3) engineering firms and may request subsequent proposals for projects over the next three years based on who, in the City's sole opinion, may perform the work in a technically proficient, timely, and cost-effective manner. This Request for Qualifications, however, does not commit the City of Graham to award any contracts, to pay any costs incurred in the preparation of the qualifications or to contract for the goods and/or services offered. The City of Graham reserves the right to accept or reject any and all qualifications received as a result of this request, to negotiate with all qualified firms, or to cancel this Request for Qualifications, if it is in the best interest of the City of Graham to do so.

A selection committee will review all submitted Statement of Qualifications and based on the information presented, will rank the responsive SOQ's and compile a short list of agreeable firms for further consideration. Short-listed firms may be contacted and invited to an interview with the selection committee. During an interview, the firm will make a presentation (maximum of 30-minutes) to the selection committee followed by questions from the committee if applicable.

After the selection of firms approved by the City of Graham City Council, there will be a Master Contractual Agreement defining the terms and conditions, unit rates, term of agreement, etc., prepared and agreed upon by the City and the selected firm. Subsequently, there may be, but not guaranteed, subsequent periods of collaboration between the City of Graham and the selected firms to define and finalize the firms' Scope of Work and Fee on subsequent projects on an as needed basis. A copy of the Master Contractual Agreement is attached for reference. Scope and negotiated fees will be Amendments under Attachment K to the Master Contractual Agreement.

FEDERAL FUNDS

If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.317 through 2 C.F.R. § 200.327 and 2 C.F.R. Part 200, Appendix II (as applicable).

