

# REQUEST FOR QUALIFICATIONS

COUNTY OF ROBESON

## ROBESON COMMUNITY COLLEGE DRAINAGE PROJECT

**RELEASE DATE: MONDAY, AUGUST 9, 2021**

**DUE DATE: THURSDAY, AUGUST 26, 2021 5:00 P.M**

**COUNTY OF ROBESON**  
**REQUEST FOR QUALIFICATIONS-DESIGN SERVICES**  
**ROBESON COMMUNITY COLLEGE DRAINAGE PROJECT**

DATE

Dear Offeror:

This is a Request for Qualifications by the County of Robeson to provide design services in connection with the Robeson Community College Community Development Block Grant – Disaster Recovery (CDBG-DR) Drainage Project.

You are invited to submit a proposal of qualifications to be received not later than 5 PM on **Thursday, August 26<sup>th</sup>, 2021** to:

Kellie Blue  
Robeson County Manager  
550 North Chestnut Street  
Lumberton, North Carolina 28358  
Phone: (910)671-3022  
Email: [kellie.blue@co.robeson.nc.us](mailto:kellie.blue@co.robeson.nc.us)

**Address submittal package to Kellie Blue, Robeson County Manager, Robeson Community College Drainage Project.**

**FIVE** copies of the proposal should be submitted in accordance with the following sections of this Request for Qualifications:

- A.** Scope of Work
- B.** Project Schedule
- C.** Hourly Rate Schedule
- D.** Proposal Content
- E.** Factors for Award/Evaluation Criteria

Qualifications will be reviewed by a selection committee and a recommendation will be forwarded to the Board of Commissioners for consideration within 45 days following selection. After considering factors outlined in Section E, the firm(s) will be selected based on qualifications most advantageous to the County, subject to negotiation of fair and reasonable compensation. The Engineer will be notified by mail of the County's selection. The Robeson County Board of Commissioners reserve the right to reject any or all proposals.

Robeson County will enter into a contract with the Firm whose proposal of qualifications is determined to be the most advantageous to the County. Factors to be considered, the method used in the evaluation of the proposal, and selection are set forth in Section E.

Robeson County does not discriminate based on race, color, religion, sex, national origin, handicap, age or familial status and encourages proposals from **(and/or associating or partnering with)** small, minority, and female-owned businesses, and locally owned/operated businesses.

*This information is available in Spanish and any other language upon request. Esta información está disponible en español o en cualquier otro idioma bajo petición.*

If you have any questions concerning this Request for Qualifications, please contact Kellie Blue, Robeson County Manager thru the contact information provided above.

**COUNTY OF ROBESON**  
**REQUEST FOR QUALIFICATIONS-DESIGN SERVICES**  
**Robeson Community College Drainage Project**

**A. SCOPE OF WORK**

The County of Robeson has been award Community Development Block Grant-Disaster Recovery Infrastructure funds to clean two existing drainage ponds, and repair and restore the damaged, collapsed main drain lines on the campus of Robeson Community College. These funds are administered by the North Carolina Office of Recovery and Resiliency (NCORR). To complete the work, the County needs the assistance of a professionally licensed engineer to provide consultation services. Below are the specific tasks on which the County requires this assistance:

- 1) Prepare design criteria to indicate requirements, considerations involved, schematics and alternate solutions available to the County, which the Engineer recommends.
- 2) Prepare detailed construction plans, specifications and contract documents for the construction authorized by the County in accordance with all County, State and Federal requirements.
- 3) Provide field surveys to collect information required for planning and design and complete related office computations and drafting.
- 4) Furnish and submit, on behalf of the County of Robeson, the engineering data necessary for applications for routine permits by local, state and federal authorities (as distinguished from detailed applications and supporting documents for government grants-in aid, or for planning advances).
- 5) Provide the Construction Manager at Risk (CMAR) with consultation services as needed.

**B. PROJECT SCHEDULE**

The project is expected to commence within thirty (30) days of contract award and completed within three (3) months. A final schedule will be further developed after selection of the Engineer.

**C. HOURLY RATE SCHEDULE**

For purposes of evaluating proposals of qualifications and in accordance with the Brooks Act and N.C.G.S. 143-64.31, the Engineer is requested to submit only its **standard rate schedule**. The rates should include fringe benefits, indirect costs and profit. The Engineer's charge for reimbursable expenses should also be provided. Upon review of qualifications, the County will negotiate a final contract fee with the selected consultant(s) whose qualifications are most

advantageous to the County. The rate schedule will not be included as a criterion for selection of the Engineer. The Engineer should not submit a total project price or fee to complete the scope of work. It is not part of the evaluation criteria. **Submission of a total project price or fee may result in disqualification of the firm's proposal by the County.**

#### **D. PROPOSAL CONTENT**

The Engineer's proposal must contain the following parts and be no longer than 15 single-sided pages, plus a cover page and any dividers (optional):

- 1. Technical Approach/Understanding of the Program.** Describe the approach to be taken in addressing the proposed scope of work, as well as opportunities for optimizing the funds available. This description is to include delineation of specific tasks to be undertaken, and a project schedule showing start and completion dates for major tasks.
- 2. Work Management Plan/Experience of Proposed Personnel.** Describe the management plan to be used, staffing configurations, etc. specifying work to be completed relative to the Project. Brief resumes of the individuals involved in the project are required.
- 3. Experience of the Firm.** Provide a brief description of relevant experience specific to the proposed scope of work. Please list a reference for each project. Make sure the contact listed for each project was employed at the time the firm provided the services. If the local staff person who is most familiar with your work is no longer with the locality, include current contact information or indicate why the person can no longer be contacted.
- 4. Familiarity with Municipal Codes and CDBG-DR Compliance Requirements.** Include, but not limited to, requirements for interpretation of FEMA floodplain improvements in designated 100-year and 500-year floodplains, familiarity and commitment to and plan for complying with all applicable federal, state, and local regulations, including M/WBE and Section 3 obligations under the Housing and Community Development Act of 1974.
- 5. Standard Rate Schedule.** (See Section C, above.)
- 6. Proposed Schedule.** Provide a schedule for completion of major milestones and tasks and an approximate final project completion date.

## E. FACTORS FOR AWARD / EVALUATION CRITERIA

The following factors will be used in evaluating Consultant's proposal of qualifications and negotiation of a contract:

<b>Criteria</b>	<b>Points</b>
Technical Approach / Understanding of Project	25
Qualifications, Competence and Reputation of Firm and Personnel	20
Firm's Capability to Meet Time and Project Budget Requirements	15
Related Experience on Similar Projects	25
Recent and Current Work for the Town / Familiarity with Locality	15
Maximum Total Points	100

Qualifications will be reviewed by a selection committee and a recommendation will be forwarded to the Board of Commissioners for consideration within 45 days following selection. After considering factors outlined in Section E, the firm(s) will be selected based on qualifications most advantageous to the County, subject to negotiation of fair and reasonable compensation. The Engineer will be notified by mail of the County's selection. The Robeson County Board of Commissioners reserve the right to reject any or all proposals.