

1. REQUEST FOR QUALIFICATION

SOLICITING AGENCY: Town of Four Oaks

PROJECT TITLE: Town of Four Oaks SL 2023-134 Infrastructure
Elevated Water Storage Tank Project

SERVICES SOLICITED: Professional Services

2. PURPOSE OF SOLICITATION/PROJECT DESCRIPTION:

Purpose of Solicitation

The S.L. 2023-134 Water/Sewer Directed Project line 65 identifies \$4,600,000 with \$4,531,000 being available to the Town for unspecified projects. Of this total, the Town of Four Oaks allocates \$3.41 million for the Town of Four Oaks “elevated water storage tank” project.

The Town of Four Oaks is seeking qualification statements for its “elevated storage tank” project from interested firms to provide professional services that include preliminary engineering report and site selection, design, permitting, surveying, soil testing, bidding, contract award, construction observation/ administration services. It is the intent of the Town to obtain qualification statements for comparison by soliciting proposals from an adequate number of sources to permit reasonable competition consistent with the nature and requirements of the project.

The Town’s selection of a firm will follow procurement standards established by G.S. 143-64.31, sometimes referred to as the “Mini-Brooks Act.” The Town of Four Oaks reserves the right to make such investigations to determine the qualifications and ability of each offeror to perform the work in a satisfactory manner within a specified time frame.

Project Description

The Town has performed a preliminary engineering assessment of the project that included the evaluation of several tank sites. With an estimated \$8,809,921 total cost and \$3,410,000 committed funds, the Town anticipates preparing a Rural Development (RD), Community Facility loan application to complete project funding. The selected A/E’s preliminary engineering work will include the preparation of a Preliminary Engineering Report for the RD application. If necessary, the Town would consider, with the selected firm’s recommendation, implementing the project in two phases.

Phase 1 consisting of:

Activities:

- Property Acquisition/Legal.
- A/E Total Project Design & Phase 1 bidding, construction observation/administration.
- Construction (site work, access road, security, and off-site transmission main improvements).

Funding: SL 2023-134 (100%)

Phase 2 consisting of:

Activities:

- A/E bidding, construction observation/administration.
- Construction (watertank).

Funding: SL 2023-134; and RD or other

3. MINIMUM QUALIFICATIONS

A responding firm must meet the following requirements at a minimum to submit a proposal:

- Have previous experience with providing planning, design, permitting, bidding, construction observation and administration services for the construction of an elevated water storage tank project.
- Must be licensed to practice in the State of North Carolina and currently maintain and continue to maintain an office in the State;
- Must have an architect and engineer on staff with the appropriate North Carolina professional; and
- Must provide a "Certificate of Insurance for professional liability and Workmen's Compensation" with the Qualification Statement.

Determination of the qualifications and ability of offers shall be made, among other factors, on the following:

- Completeness of the proposal.
- Content of the proposal.
- Past performance of the firm or individual on similar projects.
- Qualifications of persons to perform the work INCLUDING staffing availability.
- Minority, Small Business, Local Business, Section 3 Business Status.

4. RECEIPT OF QUALIFICATION STATEMENT:

The Town of Four Oaks will receive proposals from qualified professional firms registered and licensed in the State of North Carolina to perform the tasks as outlined in the Scope of Work set forth in Section 5. Each firm submitting a proposal shall be responsible for the examination of this Request for Qualification and shall become familiar with all requirements thereof, including site visitations if necessary to become thoroughly and fully acquainted with the factors affecting the work.

Proposals responding to this request are to contain the following information:

- A resume of the firm.
- Identification and brief qualifications statement on key personnel to be assigned to the project AND staffing availability.
- A list of experience with; design; construction observation and construction administration of similar projects with references.
- A "Certificate of Insurance for professional liability and Workmen's Compensation".

All proposals that are incomplete, unconditional, obscure, altered, contain additions or materials not requested, or which have any irregularities of any kind may be rejected since it is the intent of the Owner that all proposals be comparable for purposes of evaluation.

Five sets of a Qualification Statement should be submitted no later than **4:00 PM, October 18, 2024** to attention: Vic Medlin, Mayor, PO Box 610, Four Oaks, NC, 27524, or delivered to the same at 304 N. Main Street, Four Oaks, NC, 27524. Each envelope should be clearly marked on the outside "Town of Four Oaks Professional A/E Services – SL 2023-134 Water Tank Project" with the name of the A/E firm. Qualification statements not received by this time and date shall not be considered.

Each offeror shall agree to comply with all applicable state, federal and municipal laws, rules, regulations, and ordinances governing this project, and any other requirements that may be dictated by state or federal agency participating in project funding.

The Town of Four Oaks reserves the right to reject any or all proposals and to negotiate price and service with any offeror it may choose.

5. PROPOSAL EVALUATION CRITERIA:

Proposals for A/E professional services will be evaluated by the Mayor and at least one Town Commissioner member. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

- 1. General Qualifications, Competence and Reputation of Firm
or Individual Consultant 20 points
- 2. Prior CDBG Grant Experience of Firm
or Individual Consultant 20 points
- 3. Qualifications of Actively Involved Staff
(assigned staff members of Firm or Consultant)..... 25 points
- 4. Ability to Address Local Needs (Project Schedule) 10 points
- 5. Qualifications as a Section 3 Business 5 points

Upon completion of the review, the Mayor will make a recommendation to the Town Board of Commissioners for approval consideration.

6. SCOPE OF SERVICES:

A professional service contract that will include:

- a) Preliminary engineering/site selection,
- b) Design development,
- c) Construction document design and permitting,
- d) Construction document procurement/bidding,
- e) Construction inspection/observation,
- f) Construction administration, and
as applicable additional services including:
- g) Surveying,
- h) Soils, and
- i) Wetland delineations.

7. EQUAL EMPLOYMENT

The Town of Four Oaks prohibits discrimination in any manner on the basis of race, color, creed, national origin, sex, age or handicap or sexual orientation and will pursue an affirmative policy of fostering, promoting, and conducting business with Historically Under-utilized Businesses (women and minority-owned and Section 3 business enterprises).