

## REQUEST FOR QUALIFICATIONS



CITY OF

**ELIZABETH CITY**  
HARBOR OF HOSPITALITY  
*Public Works*

### **City of Elizabeth City Electric Utilities – Electrical Engineering Services RFQ #25-007**

**Submittals Due:** May 22nd, 2025

**Time:** 4:00PM Local Time

**Submittals shall be sent by hand delivery or UPS only to:**

**City of Elizabeth City Public Works**

Attn: D. Bell / R. Lassiter

410 Pritchard Street

Elizabeth City, North Carolina 27909

**Inquiries shall be emailed to:**

**Public Utilities Director, Dwan A. Bell, MPA**

[dbell@elizabethcitync.gov](mailto:dbell@elizabethcitync.gov)

AND

**Electric Director, Donnell White**

[dwhite@elizabethcitync.gov](mailto:dwhite@elizabethcitync.gov)

(252) 621-7346

AND

**Project Manager, R. J. Lassiter**

[rlassiter@elizabethcitync.gov](mailto:rlassiter@elizabethcitync.gov)

(252) 621-7365

If you have received this Request for Qualifications from a source other than direct contact from the personnel mentioned above, it is the responsibility of the bidder to ensure all addenda, if applicable, have been received. Bidder should email the personnel mentioned above to ensure that the company is added to the distribution list for any addenda, if applicable, or regularly check the City website at

<https://elizabethcitync.gov/> for updates. It is still the responsibility of the bidder to ensure that all addenda are received prior to submittal.

## **City of Elizabeth City Electric Utilities**

### **Request for Letters of Interest and Qualifications**

#### **General Electrical Engineering Services for the City of Elizabeth City Electric Utilities**

## **1.0 Introduction**

**1.1 General:** The City of Elizabeth City Electric Utilities Department is seeking to contract qualified Electrical Engineering Consulting firm(s) to provide engineering and planning services. The consultant firm(s) selected for such engineering contract work will provide design and construction oversight work for distribution line modifications and extensions. The consultant firm(s) must also be able to aid in substation work, controls, protection, line conditioning equipment, protective devices, SCADA, AMI, lighting, as well as assisting in day-to-day questions that may require additional professional opinions, etc.

### **1.2 Record of Document Revisions:**

<b>Version</b>	<b>Date</b>	<b>By</b>	<b>Description</b>
1.0	04/30/2025	R. Lassiter	First draft

**1.3 Contract Length:** The firm(s) selected for services will be required to enter into contracts with Elizabeth City's Electric Department for a period of three years. After the end of the three years, the firm(s) selected have the option to renegotiate the contract at that time, and annually thereafter, to continue providing services for up to two additional years.

**1.4 Historically Underutilized Businesses:** Pursuant to General Statute 143-48 and Executive Order #150, The City of Elizabeth City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.

## **2.0 Scope of Services**

**2.1 General:** The firm(s) will provide a flexible and effective way for the Elizabeth City's Electric Department to execute recurring consultant service needs for multi-dimensional tasks covering a range of electrical engineering objectives.

### **2.2 Tasks/Projects:**

1. Design work for modifications of delivery points if needed. (This work would be dependent upon what may happen at these locations)
2. Modification of protection settings including possible relay testing. For example, the need for modification for adding a hot line tag provision to feeder relays. (Hot line tag modification is a one-time item, but protection settings may need review as system configurations change)
3. Design work for various line extensions within the Elizabeth 's service territory. (This service would be utilized as we build line extensions all over the city).
4. Estimation work for 34kV design work. (This is a large, multi-year conversion project)
5. NCDOT/line-conflict design work. (This work may come at the discretion of the NCDOT at various places and times).
6. Arc Flash and other safety studies. (This work may come as standards making and safety rule making bodies make changes to this evolving suite of standards and rules which may carry significant safety and liability risk).

## **City of Elizabeth City Electric Utilities**

### **Request for Letters of Interest and Qualifications**

#### **General Electrical Engineering Services for the City of Elizabeth City Electric Utilities**

7. Annual updates to the Five-Year System Plan. (Completed annually, but could require ad hoc updates)
8. Review of SCADA, AMI, OMS, IVR and related systems. (This work could be a variety of things, including advice on consideration of purchase of systems or components from different vendors, how City of Elizabeth City has its system(s) set up and running from a technical or operational perspective, suggestions, or design work to link such systems to other systems.)
9. Answering and providing selection opinions on distribution line and substation construction and maintenance contractors, related electrical equipment, small problem resolution and general technical advice. (Advice from consultant on other contractors, equipment, and general technical advice based on work for other electric systems, their observed best practices, mistakes, etc.)
10. Opinions on the status of City of Elizabeth City's Electric System and means to improve it based on the firm's firsthand knowledge of City of Elizabeth City's system, City of Elizabeth City's design and protection philosophies, City of Elizabeth City's electric system customers, including industrial customers with special needs and unique configurations, special projects, etc. (Completed as a part of other services provided)
11. Review of work done by contractors and other professionals that are included in the other sections of the scope of services. (Completed as a part of finalizing other services provided)
12. Assist in specifications for and solicitations for bids for various major equipment such as power transformers, circuit breakers, reclosers, relays, control circuitry, switches, and the projects listed in this scope of services (Completed as a part of other services provided)

### **3.0 Adherence to Law**

**3.1 General:** Except as provided below, any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors.

The Engineers performing the work and responsible for the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest

It is the responsibility of each firm to adhere to all laws of the State of North Carolina. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be

required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00.

### **City of Elizabeth City Electric Utilities**

### **Request for Letters of Interest and Qualifications**

### **General Electrical Engineering Services for the City of Elizabeth City Electric Utilities**

**3.2 Added Statement in Letter:** The City also expects respondents to state: "The undersigned Respondent hereby certifies and agrees that the following information is correct: In preparing its response on this project, the Respondent has considered all proposals submitted from qualified, potential Subcontractors and suppliers, and has not engaged discrimination in the solicitation, selection or commercial treatment of any Subcontractor, City of City of Elizabeth City Electric Utilities Request for Letters of Interest and Qualifications General Electrical Engineering Services for the City of City of Elizabeth City Electric Utilities 3 vendor, supplier or commercial customer on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, on the basis of disability or other unlawful forms of discrimination."

### **4.0 Selection Criteria**

**4.1 General:** A qualification-based selection process, administered by the City of Elizabeth City's Electric Department personnel will be used to determine the firm(s) with whom City of Elizabeth City's Electric Department will enter into contracts. These contracts will not address specific projects. Specific projects will be awarded via purchase orders as the city has such needs that are within the Scope of Services.

**4.2 Criteria for Selection:** Qualifications considered will include those listed below –

<b>Criteria</b>	<b>Points</b>
1. Proven experience and expertise in the service areas described in the <b>Scope of Services</b> above	40
2. Demonstrated ability to adequately staff the project to meet varying time schedules and demands. Must be based on the current and projected workload of the project manager and team.	20
3. Previous client and/or City satisfaction with similar work.	10
4. Professional qualifications of the Project Manager and Project Team.	10
5. Project Team/Project Manager knowledge of NCMPA1 municipalities, and experience dealing with Duke Energy Carolinas Transmission Department on various Point of Delivery projects.	10
6. Past DBE/MWBE Utilization Participation. a. Provide documentation that shows past achievements in obtaining subcontractor diversity on both public and/or private similar projects. Documents shall include name of the project, description of the project, the location of the project, the percentage of M/WBE utilization, and the dollar value of the project.	10
<b>Total Points</b>	<b>100</b>

**4.3 Other Considerations:** The firm(s) must have an adequate accounting system to identify costs chargeable to various projects. All qualified firm(s) who submit responsive letters of interest will be considered.

## **5.0 Submittal Requirements**

**5.1 General:** Letters of interest and qualification should be sent via email with attachments as needed to:

**City of Elizabeth City Electric Utilities**

**Request for Letters of Interest and Qualifications**

**General Electrical Engineering Services for the City of Elizabeth City Electric Utilities**

**1. Public Utilities Director, Dwan A. Bell, MPA**

[dbell@elizabethcitync.gov](mailto:dbell@elizabethcitync.gov)

252-621-7365

**2. Electric Director, Donnell White**

[dwhite@elizabethcitync.gov](mailto:dwhite@elizabethcitync.gov)

(252) 621-7346

**3. Project Manager, R. J. Lassiter**

[rlassiter@elizabethcitync.gov](mailto:rlassiter@elizabethcitync.gov)

(252) 621-7365

If hard copies are submitted, three original copies of the submittal are required along with one digital copy on a USB flash drive. Firm(s) providing fewer will not be considered. Letters may be hand delivered or via UPS only to:

**City of Elizabeth City Public Works**

Attn: D. Bell / R. Lassiter

410 Pritchard Street

Elizabeth City, North Carolina 27909

**5.2 Deadline:** Letters of interest and qualification must be received by City of Elizabeth City's Electric Department by May 22nd, at 4 P.M. Local Time.

**5.3 Minimum Requirements:** All submittals should be restrained to the minimum practical length. In no case should they exceed twenty pages. Submittals shall contain the following information:

1. Brief description of firm's proposed project manager(s) and their specific/unique qualifications.
2. Organizational chart indicating all key personnel/sub-consultants to be assigned by discipline (provide names, classifications, and office location).
3. Identify immediate and/or long-term major commitments of project manager and key personnel.

4. Resumes of all key personnel/ subconsultants (information should be specific to the individual, limited to any relevant/similar work performed during the past five years, and reference unique qualifications).

5. Project reference list describing various projects completed within the past five years that represent the strengths and unique qualifications of the firm or team in some or all of the areas identified in Scope of Services section of this document. The list should contain project titles, locations, start and end dates, name of project managers, and name and contact information of references.

**5.4 Questions from Interested Firms:** Any questions concerning the scope of work to be performed or the submittal should be directed, electronically, [dbell@elizabethcitync.gov](mailto:dbell@elizabethcitync.gov), [dwhite@elizabethcitync.gov](mailto:dwhite@elizabethcitync.gov) and [rlassiter@elizabethcitync.gov](mailto:rlassiter@elizabethcitync.gov) by May 15th, 2025 at 5:00PM local time. Note: A summary of all questions and answers will be posted on the City's website at <https://elizabethcitync.gov/> as an addendum. It is the Firm's responsibility to assure that all addenda have been reviewed and, if need be, signed and returned.

**5.5 Interviews:** Interviews are not anticipated however firm(s) may be contacted to provide additional information. Notification will be provided to firm(s) who submit and are not selected for contracts.

**5.6 City Rights:** The City of City of Elizabeth City reserves the right to:

- a. Request clarification and/or additional information from any firm at any time.
- b. Examine the experience and capability of the firm's team members, and to object to specific proposed team members.
- c. Reject any and all proposals and terminate the RFQ.

**Please also note:**

- a. Receipt of a proposal by the City does not constitute a contract with the City and the City accepts no responsibility or liability for any costs incurred in the preparation and/or submission of such proposals.
- b. Failure to respond to any portion of this proposal may result in possible rejection of the complete proposal from further consideration.
- c. At any point, if the City of City of Elizabeth City determines that the project is not progressing in the appropriate manner, the City of City of Elizabeth City shall have the right to request a new project manager and/or terminate the contract with the selected Consultant.