

TOWN OF TABOR CITY  
REQUEST FOR QUALIFICATIONS FOR  
PROFESSIONAL ENGINEERING SERVICES

The Town of Tabor City has received a Community Development Block Grant-Neighborhood Revitalization (CDBG-NR) award in the amount of \$950,000 by the North Carolina Department of Commerce (NCDOC) for the 2024 CDBG-NR Project which includes 2 housing units to be rehabilitated/reconstructed and other public facilities which include installation of curb and gutter and associated appurtenances along Jones St. The homes are scattered throughout town. The project will take place over the next 36 months.

The Town is proposing to install approximately 1,800 LF of curb and gutter on Jones St from near the intersection with E 5th St north to Heath St. Associated drainage inlets and piping will also be included. The Town Council are soliciting requests for qualifications for professional engineering services to assist the Town in subsequent engineering design and bid package services and construction inspection services related to the project once release of funds is received. All work for this project will be conducted to ensure compliance with all applicable federal requirements and regulations under the North Carolina CDBG-NR Program. Engineering payment terms will be negotiated with the selected firm. The fee for professional engineering services will be paid with CDBG funds.

**Scope of Services:**

Engineering services, upon release of funds, shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the following CDBG compliance areas:

1. Preparing the final design and construction bid package in conformance with applicable regulations and requirements;
2. Submitting plans to Town for review and approval
3. Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed;
4. Conducting the pre-construction conference;
5. On-site review of construction work, and preparing inspection reports;
6. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body;
7. Providing reproducible plan drawings to the Town upon project completion;
8. Conducting final inspection and testing;
9. Submitting certified "as-built" drawings to appropriate authorities.

**Submission Requirements:**

Submissions provided to the Town shall include at a minimum:

1. Individual or Firm Information: the consultant or firm’s legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. Building Design Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to building renovations/improvements and any related site work, description of firm’s prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm’s performance on related work. Include at least five references within the past five years;
3. Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; description of firm’s current work activities, capability of carrying out all aspects of CDBG related activities, and firm’s anticipated availability during the term of the project;
4. The proposed work plan and schedule for activities to be performed; and
5. Documentation of compliance with state and federal debarment/eligibility requirements.

**Proposal Evaluation Criteria:**

Proposals for grant administrative services will be evaluated by a Selection Committee. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

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| 1. General Qualifications, Competence and Reputation of Firm<br>And Personnel..... | 25 | points |
| 2. Firms Capability to Meet Time and Project<br>Budget Requirements.....           | 20 | points |
| 3. Present and Project Workload of Firm.....                                       | 15 | points |
| 4. Related Experience on Similar CDBG Projects.....                                | 15 | points |
| 5. Recent and Current Work for the Entity Issuing the RFQ .....                    | 25 | points |

Upon completion of the review, the Committee will make its recommendation to the Town Council for approval to negotiate a contract price.

Respondents may review the CDBG-NR application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting Town Hall during regular office hours.

**Contract Award:**

Once the most qualified firm is selected, a cost for the engineering design/bid package and inspection services will be negotiated. Contracts for engineering design/bid package and

construction inspection services shall not be executed prior to the Town receiving the Release of Funds and Funding Conditions.

The above information should be submitted no later than March 6, 2025, 2:00 p.m. to Josh Ward, Town of Tabor City, P.O. Drawer 655, Tabor City, NC, 28463 or delivered to 1108 E. 5<sup>th</sup> Street, Tabor City, NC. For more information, contact Josh Ward, Town Manager, at 910-653-3458.

The Town of Tabor City is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 business concerns.

This information is available in Spanish or any other language upon request. Please contact Josh Ward at 910-653-3458 or at 1108 E. 5<sup>th</sup> Street, Tabor City, NC for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Josh Ward al 910-653-3458 o en 1108 E. 5<sup>th</sup> Street, Tabor City, NC de alojamiento para esta solicitud.

Date: February 24, 2025

Royce Harper, Mayor

