

# **TOWN OF ROSEBORO**

## **Request for Qualifications**

Golden LEAF Foundation Grant

for

Stormwater Improvements



ISSUE DATE: November 15, 2023

DUE DATE: before 12 pm (noon), Monday, December 18, 2023

**SUBMITTAL ADDRESS:**

Town of Roseboro  
Alice Butler, Mayor  
101 W. Pleasant St, Roseboro, NC 28382

ADVERTISEMENT FOR  
TOWN OF ROSEBORO  
REQUEST FOR QUALIFICATIONS FOR  
ENGINEERING SERVICES

The Town of Roseboro has been awarded a Golden LEAF Foundation grant in the amount of 126,488. The Town proposes utilizing the Grant funds for engineering designs to address the failing stormwater infrastructure along the north and south side of West Roseboro Street.

The Town Council is soliciting Requests for Qualifications for professional engineering services to assist the Town in evaluating, designing, and permitting for this project in compliance with all applicable requirements and regulations under the Golden LEAF Foundation program. Work will be done under a fixed fee agreement. The fee for professional engineering services will be paid with Golden LEAF Foundation Grant funds.

**SCOPE OF WORK:**

Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the Golden LEAF Foundation compliance areas:

The following scope of work of this planning grant involves the engineering design, survey, and permitting that is required. The design will detail the removal of current and failing stormwater infrastructure and replacement of approximately 600 LF of new concrete sidewalk with the accompanying stormwater drainage trenches and inlets along both sides of West Roseboro Street.







### **SUBMISSION REQUIREMENTS:**

RFQ submissions must include at a minimum:

- a) Individual or Firm Information: firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications plus a copy of the declarations page of the firm's current professional liability insurance coverage; and
- b) Sidewalk Evaluation Study and Design: The specialized experience and technical competence of the staff to be assigned to the project with respect to sidewalk evaluation and design improvements or related work, description of firm's prior experience, including any similar projects, size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least three references within the past five years; and
- c) 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 the project, and firm's anticipated availability during the term of the project; and
- d) The proposed work plan and schedule for activities to be performed; and
- e) Documentation of compliance with state and federal debarment/eligibility requirements.

## **QUALIFICATION EVALUATION CRITERIA:**

Submissions will be evaluated according to the following factors:

Individual Evaluation:

<b>Evaluation Factors</b>	<b>WEIGHT 1-10</b>	<b>X</b>	<b>RATING 1-5</b>	<b>=</b>	<b>TOTAL</b>
<i>Specialized Experience &amp; Competence</i>	10				
<i>Past record of performance of firm or individual consultant</i>	10				
<i>Capability of carrying out all grant related activities</i>	10				
<i>Cost of services*</i>	n/a				
<i>References</i>	3				
<i>Met requirements for submittal</i>	5				
<i>Ability to address local needs.</i>	2				
<i>MWBE or Section 3 firm**</i>	1				

\*\* Being a MWBE or Section 3 firm does not guarantee a contract. The selected firm must meet all other qualifications.

\*Cost comparison is only applicable to Request for Proposals, not Requests for Qualifications.

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 Golden LEAF Foundation Grant application, which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Town offices during regular office hours.

## **CONTRACT AWARD:**

Once the most qualified firm is selected, the cost for the engineering will be negotiated.

The above information should be submitted no later than December 18, 2023 12:00 pm, to Janet Dunn, Town of Roseboro, Town Hall 101 W. Pleasant Street Roseboro, NC 28382. For more information, contact Town Clerk Janet Dunn at 910-525-4121.

The Town of Roseboro 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 businesses and firms.

This information is available in Spanish or any other language upon request. Please contact Janet Dunn at 910-525-4121 for accommodation for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Janet Dunn al 910-525-4121 de alojamiento para esta solicitud.

Alice Butler, Mayor