

**TOWN OF MOUNT OLIVE
REQUEST FOR QUALIFICATIONS
FOR ENGINEERING SERVICES
RELATED TO THE
2020 COMMUNITY DEVELOPMENT BLOCK GRANT-
NEIGHBORHOOD REVITALIZATION (CDBG-NR) PROJECT AND THE
RURAL TRANSFORMATION GRANT – DOWNTOWN DEVELOPMENT PLAN PROJECT
JANUARY 27, 2024**

A. Introduction and Invitation

The Town of Mount Olive is now accepting statements of qualifications from qualified firms for the provision of professional engineering services related to the 2020 Community Development Block Grant-Neighborhood Revitalization (CDBG-NR) Project. The Town has received an additional \$200,000 in federal CDBG-NR grant funds (representing 100% of additional project costs) from the NC Rural Economic Development Division to be used for engineering services as part of the development of the Downtown Development Plan under the Rural Transformation Grant (RTG) Project. The RTG Project included funds for marketing analysis and streetscape design work for the Downtown Development Plan, but not the engineering services to develop a set of infrastructure plans ready for construction along with the cost estimates for the public improvements needed. Now that the Town has received additional funds, the Town is requesting statements of qualifications and experience from firms to provide the necessary surveying, engineering, and construction costs estimating services for design of the public improvements/infrastructure. The Town is seeking a firm with documented experience working with communities with characteristics similar to those of the Town of Mt. Olive, and that has demonstrated ability to perform the services described.

B. Deadline for Submission

Statements of qualifications must be received by Friday, February 23, 2024, at 12:00 Noon in the Town Manager's office. Please submit three (3) hard copies AND 1 electronic copy of proposal to:

Mr. Jammie Royall
Town Manager
Town of Mount Olive
114 E. James Street
P.O. Box 939
Mount Olive, NC 28365
j_royall@townofmountolivenc.com.

An electronic copy will not be accepted without 3 hard copies also being submitted by the deadline.

Questions should be addressed to Mr. Jammie Royall at 919-658-9539 or email address j_royall@townofmountolivenc.com.

C. Scope of Services

Summary

Engineering services include a survey of the 3-block downtown project area along Center Street; evaluation of condition of existing public improvements; civil engineering for sidewalk elements such as electrical power, grading, and water meters and water service to adjacent buildings; placement of utility boxes and pull boxes as required; roadway improvements including stormwater, parking, paving, and curb & gutter; water & sewer line replacement as needed; electrical engineering; and other utilities as needed. CSX rail line is located in the middle of Center Street. Engineer to develop construction plans, specifications, and cost estimates for public improvements, but not a final set of bid documents ready to bid. Preparation of bid documents and bidding to occur in a later phase when funding for the downtown public improvements is obtained.

Details of Services

- Engineer to provide a boundary and improvement survey of the three blocks of Center Street and adjoining intersections (map attached). Survey to include area from storefront to storefront, including streets, sidewalks and rail line.
- Engineer to provide construction documents submittals to the Town at 50%, 75% and 100% levels.

Include specifications for materials and methods, but not a full set of bid documents. Drawings may include plans and details for erosion control plans; utility plans, including electrical plans; roadway plans; and grading plans.

- Engineer to remain in constant communication with the Town staff and landscape architect without having direction from the Town to do so. Engineer to coordinate efforts with landscape architect's activities/findings and with Town staff.
- Engineer to provide cost estimates based on line-item details for the public improvements needed.

Related Contract

Regeneration by Design, Urban Design and Landscape Architects, of Goldsboro, NC has been contracted to be the landscape architect and to provide the streetscape design for the 3-block downtown project area. Regeneration by Design responsibilities include general site layout and allocation of space for all uses (cross sections) including sidewalks, curbs, parking, moving lanes, RR crossings, crosswalks, irrigation, location of trees, street furniture, and electrical outlets, etc. Landscape architect to provide plans, specifications, and cost estimates of streetscape surface improvements.

Engineer is responsible for the plans/design necessary for the burial of all overhead lines, inspecting and if necessary repairing or replacing underground utilities, and specifying and placing any new utilities that might be added such as fiber lines. The engineer will also prepare, in addition to the survey, drawings and specifications for the existing and proposed facilities, demolition plans, grading, paving, road striping, and electrical plans. Engineer to coordinate with Town Utilities Dept, other utility providers, CSX railroad, etc. in the development of plans. Engineer to prepare cost estimates for these public improvements.

Engineer and Regeneration by Design will coordinate with such potential issues as placement of water meters and other utilities within the sidewalks, location of buried lines to ensure minimum disruption of elements such as the tree pits, location of electrical panels and irrigation controllers, etc. Engineer to coordinate with Regeneration by Design on the development of the final plans showing the public improvements and streetscape surface improvements needed for complete development of the 3-block area.

Costs of Services

Engineering compensation and payment terms will be negotiated with the selected firm. Fees for engineering services will be paid with CDBG-NR funds. Engineering services will be conducted to ensure compliance with all applicable state and federal requirements and regulations for CDBG-NR projects.

D. Proposal Contents

1. Firm Information: firm's legal name, address, email, and telephone number, the principal(s) of the firm and a brief history of the firm.
2. Experience: The specialized experience and technical competence of the staff to be assigned to the project. Description of firm's prior experience with respect to construction design of public improvements/infrastructure or related work, including any similar downtown development projects. For downtown development projects, identify size of community, location, total construction cost, and names of local officials knowledgeable about the firm's performance on related work. Include resumes of staff to be assigned to the project.
3. Capacity and Capability: The capacity and capability of the firm to perform the work in question within the project period; 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 project activities; and firm's anticipated availability to the Town during the term of the project.
4. The proposed work plan, schedule of activities to be performed, and timeline for completing work.
5. Include at least five references for work performed by firm within the past five years.
6. Identify any potential conflicts of interest that may arise between the engineer and other parties.

E. Evaluation Criteria

Statements of Qualification will be reviewed and evaluated by a Selection Committee in accordance with the following criteria.

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| 1. General Qualifications, Competence and Reputation of Firm | 20 points |
| 2. Prior Experience (engineering/design/estimating) on Similar Downtown Projects | 20 points |
| 3. Qualifications of Staff Assigned to Project | 20 points |
| 4. Present and Projected Workload of Firm | 15 points |
| 5. Firm's Capability to Meet Time Requirements | 15 points |

Upon completion of review and evaluation, the Committee will make its recommendation to the Town Board to authorize the Town Manager to negotiate a contract price and execute a contract.

Engineer procurement and selection shall be conducted in accordance with the federal requirements found in 2 CFR Part 200 - Competitive Negotiation Process. Statements of qualifications will be solicited from all firms wishing to be considered. All statements of qualifications received by the deadline and prepared in accordance with the instructions will be reviewed in accordance with the previously listed criteria. The Town will select the firm best qualified to perform engineering/surveying/cost estimating services for the CDBG-NR project and negotiate appropriate compensation for the level of services desired, including a final not to exceed price.

F. Timeline

The Town Board intends to make selection of firm before the end of February 2024 and after contract execution, engineering work is to begin in March 2024. All engineering work is to be completed and invoiced by October 31, 2024.

G. Debarment/Eligibility Requirements

Engineer must be eligible to participate in federal contracts and cannot be listed on any state or federal debarment list.

H. Section 3

The professional work to be performed is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons.

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

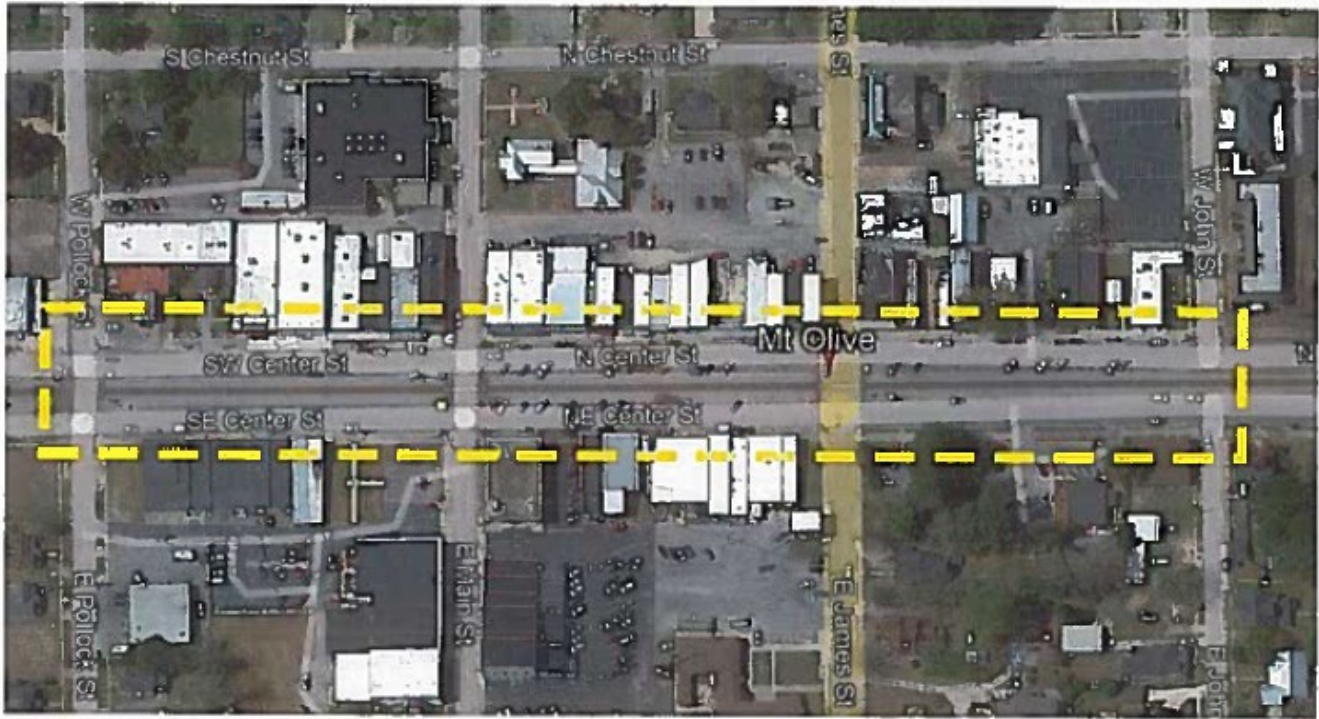
This information is available in Spanish, Creole, or any other language upon request. Please contact: Sherry Davis, Town Clerk, at 919-658-9539 or at 114 East James Street, Mount Olive, NC 28365 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Sherry Davis, Town Clerk, at 919-658-9539 o en 114 East James Street, Mount Olive, NC 28365 de alojamiento para esta solicitud.

Enfòmasyon sa a disponib an panyòl, kreyòl ayisyen oswa nenpòt lòt lang sou demann. Tanpri kontakte nan Sherry Davis, Town Clerk, nan 919-658-9539, oswa nan 114 East James Street, Mount Olive, NC 28365 pou akomodasyon pou demann sa a.



MOUNT OLIVE DOWNTOWN DEVELOPMENT PLAN
PROJECT AREA MAP



SUBJECT BLOCKS WITHIN MT. OLIVE DOWNTOWN AREA – NOT TO SCALE.