

Town of Robersonville

Request For Qualifications

Engineering Services for 2025 Street Improvement Project

Issue Date: December 16, 2024

Due Date: January 17, 2025

Prepared by Town of Robersonville
December 2024
Robersonville, NC

I. PURPOSE

The **Town of Robersonville** is seeking a Statement of Qualifications from licensed Engineering firms for professional engineering services in the preparation of the **2025 Street Improvement Project**.

II. BACKGROUND

The Town of Robersonville was established in 1872 and is situated in Martin County, North Carolina. According to the 2020 census, the population of Robersonville was recorded as 1,269. The town is conveniently located in the Inner Banks region of North Carolina. One of the notable landmarks in Robersonville is the East Carolina Motor Speedway.

The town maintains over 9 miles of roadway for which it receives state funds. Streets are prioritized for rehabilitation. This project is funded through the FY23 Community Project Funding (CPF), Grant Number B-23-CP-NC-0944 and North Carolina Powell Bill Funds. Powell Bill funds are annual state-shared gas tax revenues allocated to municipalities in North Carolina for roadway maintenance under G.S. 136-41.1-4.

III. SCOPE OF WORK AND PROJECT DESCRIPTION

The Town of Robersonville is seeking a qualified North Carolina licensed professional engineering firm to provide the Town with the following engineering services:

- Field visit(s).
- Survey and mark local roads and determine quantities of materials needed for mill patching and crack sealing.
- Survey and mark linear footage of existing curb and gutter from joint to joint, and determine which sections need to be replaced.
- Provide Plans, Specifications, and Estimates package containing required information needed for a contract or develop a turnkey contract for letting. This includes aerial mapping and/or GPS coordinates of locations for patching and curb replacement. Crack sealing would need to be a list of roads that work will be required.
- Pavement coring to determine existing pavement structure.
- Construction inspection services.

The Town is undertaking a mill patching and crack sealing program to repair local streets. This program will:

- **Improve road safety** to reduce the risk of accidents caused by potholes or other road hazards;
- **Extend pavement life** by addressing damage early and helping to prolong the lifespan of the road surface;

- **Reduce maintenance costs** to prevent more extensive and costly repairs in the future; and
- **Improve ride quality** to provide a more comfortable driving experience.

IV. SCHEDULE

The following table shows the schedule of events for the conduct of this solicitation. Details for some of the events are described in subsequent sections. All dates are subject to change.

DATE / TIME EVENT

December 16, 2024, Issuance of Solicitation
 January 10, 2025, by 2:00 p.m. Deadline to Submit Questions
 January 17, 2025, by 2:00 p.m. Submission Deadline
 January 22, 2025, Selection Committee Review of Submittals
 February 2025 Contract Award
 March 2025 Field Visit and Results Submitted

V. SUBMITTAL INSTRUCTIONS

Format

Responses shall be submitted in a single, digital PDF file and contain the content described below. The file should be a maximum of 5 pages in length, not including the cover letter or authorized appendices detailed in the content section. Please use size 11 point or larger font for readability.

Content

Responses must satisfy the criteria outlined below to be responsive to this solicitation. Any modifications or enhancements proposed beyond the identified scope of work outlined in this document must be clearly identified. The successful consultant must demonstrate previous similar project expertise, working knowledge of the Town, technical capabilities of the proposed staff, and a solid understanding of the proposed scope of work and issues. The consultant must also possess sufficient technical and staff availability to complete the project within the expected timeline.

Cover Letter [no more than one (1) page]

Provide the legal name, address, and telephone number of the firm along with the designated contact's name, title, email address, and telephone number. Provide the type of business entity (Corporation, partnership, sole proprietor, etc.) and the year the business was established. Provide the location in which the majority of the work will be executed and managed. Provide the same information for each subconsultant or each member of a joint venture, if applicable).

Include a statement attesting to the submittal's accuracy and signed by an individual authorized to execute binding legal documents for the firm. Communicate your understanding of the scope and a brief description of your approach to performing the requested services.

Qualifications and Experience of the Consultant Firm(s)

Please describe the prime consultant's recent experience relevant to this project. Provide 3 similar projects completed by the proposed project team within the past two years. Include brief project profiles with project reference contact information for each profile. Place emphasis on projects managed by the key personnel proposed for this project.

Qualifications and Experience of Key Staff

Identify key individuals (task leaders) to be assigned to this project and include the qualifications and expected responsibilities of each of the identified individuals. Provide experience summaries of key individuals, placing emphasis on previous experience with similar projects in similar roles. Resumes of key individuals, including licensure information if applicable, should be included in the appendices and will not be counted in the response page limitation.

For each subconsultant or each member of a joint venture, please include a brief description of relevant experience and qualifications. Describe what work and the percentage of work will be shared with a subconsultant or other business entity.

Project Approach/Work Plan

This section should include a detailed description of the proposer's understanding of the intent, objectives, and overall approach to the project to deliver services in an effective, timely, and professional manner. The proposer should identify the level of assistance required from the Town and/or project partners to complete each task.

Appendices

Appendices to include the following (pages will not be counted in the response page limitation):

- Copy of engineering firm license to practice in North Carolina
- Resumes of key individuals, including licensure information if applicable
- Three (3) References to Previous Work (similar to this proposed work) along with key contacts
- Certificate of Insurance evidencing that all coverages, limits, and endorsements required herein are maintained and in effect:
- Professional Liability Insurance greater than or equal to \$2 million
- Commercial General Liability
- Automobile Liability
- Worker's Compensation within statutory limits
- Employers Liability
- (Optional) Standard contract language or general conditions that the firm seeks to incorporate.

No work product, design, or costs/fees specific to this project, may be submitted. Failure to meet the requirements listed in this section may deem the submission as non-responsive and be removed from consideration.

Submittal Instructions

Firms should submit one (1) PDF file electronically via email to the contact listed below by the response due date. Please reference the solicitation name and number in the email's subject line. Upon receipt, all responses and supporting materials become the property of the Town and are subject to public record. Responses received after this deadline will not be considered.

All responses must be received no later than 2:00 PM (EDT) on Friday, January 17, 2025.

Chris Roberson, Town Manager
Town of Robersonville
109 South Main Street
Robersonville, NC 27871
manager@townofrobersonville.com

Questions Contact Information

Respondents shall submit all questions, in writing, to the contact listed below. When submitting questions, please reference the solicitation name and number, as well as the page and section, if applicable.

Question submissions must be received by 2:00 PM EDT on Friday, January 10, 2025.

Chris Roberson, Town Manager
Town of Robersonville
109 South Main Street
Robersonville, NC 27871
manager@townofrobersonville.com

Questions submitted after the deadline do not require a response, though the Town will make reasonable efforts to provide clarification before the response deadline, if possible. Apart from question submissions, respondents should refrain from contacting Town staff prior to the response deadline.

VI. EVALUATION CRITERIA

Responses will be reviewed by a Selection Committee designated by the Town and per the evaluation criteria defined below

- **Relative Experience (35%)**
Demonstrated relative experience in creating similar planning studies working with a diverse group of stakeholders and the ability to prepare user-friendly planning products.
- **Qualifications (30%)**

Qualifications of the firm and personnel assigned to this project, demonstrating the consultant's capacity to complete requested services, experience completing similar projects, and experience with data collection and analysis related to the scope of work elements.

- **Overall Project Understanding (30%)**

Demonstrated overall project understanding and regional work experience/familiarity. The outlined project approach demonstrates the ability and commitment to ensuring a successful project.

- **References (5%)**

References to previous similar work.

VII. SELECTION

Firms will be selected on the basis of demonstrated competence and qualification for the services required. The Town encourages minority firm participation. A resident firm, defined as a firm that has paid unemployment taxes or income taxes and whose principal place of business is located in the state of North Carolina, shall be granted a preference over a nonresident firm. No project-specific work product, design, or costs/fees, with the exception of unit price information, will be considered as part of the selection process.

VIII. CONTRACT AWARD

Upon completion of response evaluations and potential interviews, if the Town has determined a suitable candidate, a contract will then be negotiated at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm. All respondents will be notified of the contract award decision via email. The Town reserves the right to award all, none, or part of the services, which may be done with or without re-solicitation.

The awarded firm is expected to begin work upon receipt of the notice to proceed shortly after.

IX. TOWN'S RIGHTS AND OPTIONS

The Town reserves the right, at the Town's sole discretion, to take any action affecting this solicitation, this solicitation process, or the services or facilities subject to this solicitation, that would be in the best interests of the Town, including:

- To supplement, amend, substitute, or otherwise modify this solicitation, including the schedule, or to cancel this RFQ, at any time;
- To require any respondent to supplement or clarify its submission or provide additional information relating to its response;
- To investigate the qualifications, experience, capabilities, and financial standing of each respondent submitting a response;
- To waive any defect or irregularity in any response received;
- To reject any or all responses;
- To share the responses with Town employees, as deemed necessary by the Town;

- To award all, none, or any part of the services and enter into contracts with one or more of the respondents deemed by the Town to be in the best interest of the Town, which may be done with or without re-solicitation;
- To discuss and negotiate with any respondents their response terms and conditions, including but not limited to financial terms; and
- To terminate discussions and negotiations with any respondent at any time and for any reason.

Accuracy of Solicitation and Related Documents

Each respondent must independently evaluate all information provided by the Town. The Town makes no representations or warranties regarding any information presented in, or otherwise made available during this procurement process, and assumes no responsibility for conclusions or interpretations derived from such information. Additionally, the Town will not be bound by or responsible for any explanations or conclusions regarding this or any related documents other than those provided by an addendum issued by the Town. Respondents may not rely on any oral statement by the Town or its agents, advisors, or consultants.

If a respondent identifies potential errors or omissions in this or any other related documents, the respondent should immediately notify the Town Manager of such potential discrepancy, in writing.

The Town may issue a written addendum if it determines correction is necessary.

Expense of Solicitation Process

The Town accepts no liability, and respondents will have no actionable claims for reimbursement of any costs or expenses incurred while participating in this solicitation process. This includes expenses and costs related to response submission, submission of written questions, interview attendance, contract negotiations, or activities required for contract execution.

X. DISCLOSURES

Confidentiality

Responses to the solicitation will become public records and, therefore, will be subject to public disclosure. However, North Carolina General Statutes Section 132-1.2 provides a method for protecting some documents from public disclosure. If the respondent follows the procedures prescribed by those statutes and designates a document confidential or trade secret, the Town will withhold the document from public disclosure to the extent that is entitled or required to do so by applicable law.

Equal Employment Opportunity

The Town does not discriminate in administering any of its programs and activities. The selected respondent will be required to ensure that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, sex, religion, age, national origin, or handicap.

Section 3 Plan For Federally Funded Projects

To insure that to the greatest extent possible contracts for work are awarded to business concerns located or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, the Town of Robersonville has developed and adopted the following plan;

1. This Section 3 plan shall apply to services needed in connection with federally funded grants including but not limited to businesses in the fields of planning, consulting, design, building construction/renovation, maintenance, and repair, etc.
2. This Section 3 covered project area for the purpose of federally funded grants shall include the Town of Robersonville and portions of immediately adjacent counties.
3. When in need of a service, the Town will identify suppliers, contractors or subcontractors located in the Section 3 area. Resources for this identification shall include local directories and Small Business Administration local offices. Word of mouth recommendation shall also be used as a source.
4. The Town will include this Section 3 clause in all contracts executed under federally funded grants. Where deemed necessary, listings from any agency noted in No. 3 above shall be included as well as sources of subcontracts and suppliers.

Minority/Women/Small Business Enterprise

It shall be the practice of the Town of Robersonville to provide minority-owned, women-owned, and small business enterprises (collectively "M/W/SBE") as well as other responsible vendors with fair and reasonable opportunity to participate in the Town's business opportunities including but not limited to employment, construction development projects, and material/services consistent with the laws of the State of North Carolina.

The policy of the Town prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran status. It is further the policy of the Town to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve all claims of such discrimination.

Contracting

Any contract developed for work shall be construed and enforced in accordance with the laws of the state of North Carolina. Any controversy or claim arising because of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Martin County, North Carolina.

Conditions and Limitations

The Town reserves the right to reject any or all responses to the solicitation, to advertise for new responses, or to accept any response deemed to be in the best interest of the Town. A response to this solicitation should not be construed as a contract nor an indication of a commitment of any kind on the part of the Town nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract. The Town will reserve the right to dismiss any part or all of the

contracted team when, in the Town's opinion, the project is not moving as scheduled or is hindered in any way by the actions or personalities of team members.