

REQUEST FOR QUALIFICATIONS

Ford Street Drainage Improvements

Town of Robbinsville

Project Information

The Town of Robbinsville (Town) is seeking a qualified engineering consulting firm to assist with a master planning stormwater project as detailed in the Scope of Work section below.

Background

The Town of Robbinsville owns and operates a stormwater conveyance system in the Ford Street area of downtown. The stormwater system in this area is inadequate to handle intense rainfall events resulting in substantial street flooding and damage to public and private properties in the Town.

This project proposes to identify and implement improvements to reduce the frequency and severity of flooding on public and private property along several streets adjacent to Ford Street and south of the Rodney Orr (U.S. 129) Bypass, including North Main Street, Laura Street, and the Collins Trailer Park.

Scope of Work

Preparation of a Preliminary Engineering Report and Environmental Report to further develop the drainage improvement concepts within the project area, update existing conditions based on recent improvements via as-builts and surveys, evaluate alternative solutions utilizing public rights of way to resolve flooding via hydraulic modeling, recommend selected improvements, develop construction cost estimates for the selected improvements, assess potential environmental impacts and identify required permitting and present the findings to the Town Board of Aldermen.

Submittal Instructions and Requirements

Instructions

Interested firms are invited to submit their qualifications for consideration. The submittal should contain at a minimum, the information requested in “Submittal Requirements” below. Submittal packages are limited to 10 pages. Firms shall **submit one (1) electronic PDF copy of the completed proposal via email and four (4) paper copies** to Robbinsville Town Hall via mail or hand delivery, addressed to Mayor Shaun Adams, no later than **5:00 P.M. December 19, 2023**, to:

Shaun Adams, Mayor
Town of Robbinsville Town Hall
4 Court Street
Robbinsville, NC 28771

The submittal deadline is absolute. Prospective firms and individuals must ensure the Statement of Qualifications (SOQ) is received by the due date and time. Late submittals will not be considered. Statement of Qualifications received after the due date and time will not be accepted or considered and will be returned to the sender without review.

The RFQ may be downloaded from the Town of Robbinsville’s web page. Note that failure to notify the Town that you have downloaded an RFQ will preclude you from receiving updates or amendments, if issued.

Statement of Qualifications Questions

Questions regarding the Statement of Qualifications may be directed to Mayor Shaun Adams at:

s.adams@townofrobbinsville.com

Submittal Requirements

Any firm that would like to be considered for this project must submit the following information as part of their statement of qualifications:

- A signed cover letter from a principal in the firm expressing interest in the project and certifying that sufficient resources in personnel, equipment, and time are available and can be committed to this project;
- Organizational chart identifying the primary project contact and key members of the proposed team, their responsibilities/title, resumes/biographies, and experience with this type of project;
- Description of similar projects that demonstrate experience related to the technical aspects of the scope of work; include previous project experience working with a government agency within the past five (5) years;

- Discussion of your firm's general approach to the project and understanding of the project's scope of work;
- A schedule for completing the work; and
- Firm's standard billing rate sheet.

Fees will be negotiated as a part of the contract negotiation process after a firm is selected.

Selection Procedure

In order to be considered for this project firms must meet the following criteria:

- Firm must be properly registered with the Office of the Secretary of State of North Carolina;
- Firm must be properly registered with the North Carolina Board of Registration for Professional Engineers and Land Surveyors; and
- Firm must employ at least one (1) North Carolina Registered Professional Engineer in responsible charge of the work anticipated as a result of this solicitation.

Evaluation Criteria

The following criteria will be utilized to select a firm for this project:

- Qualifications, certifications, and abilities of key staff identified in the Proposal package as demonstrated by performance/role in projects of a similar nature (20%);
- Experience with similar stormwater impact analysis projects (20%);
- Responsiveness to the RFQ and firm's approach to the project's scope (20%);
- Clearly established capacity to complete scope of work on a timely basis (20%);
- Familiarity with the Town's utility infrastructure (20%).

Conditions, Clarifications and Reservations

The town reserves the sole discretion and right to (1) reject any or all responses, (2) waive informalities in a response, (3) select a firm that has submitted a fully responsive Statement of Qualifications and who is determined by the town to be a professional, qualified firm to be in the best interest of the Town, or (4) take whatever action or make whatever decision it determines to be appropriate. The Town of Robbinsville assumes no obligation in this general solicitation of Statements of Qualifications and all costs and expenses of responding to this RFQ shall be borne by the interested firms or individuals.