

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**ENGINEERING SERVICES FOR CDBG-I PROJECT**

**Introduction**

The City of Laurinburg has received a Community Development Block Grant – Infrastructure (CDBG-I) award in the amount of \$2,000,000 by the North Carolina Department of Environmental Quality (NCDEQ) for the rehabilitation and replacement of approximately 10,000 LF of existing 8-inch gravity sewer lines and approximately 40 brick manholes and related appurtenances in an existing low income area of Laurinburg that experiences significant issues with I/I. The existing wastewater collection system serving the project area (includes Produce Market Road and numerous side streets that extend to the west and east from Produce Market Road) is comprised of 8-inch vitrified clay pipe and brick manholes that were installed around 1974 (44 years old). The project will also include replacement of the City’s existing Produce Market Road Lift Station located on Geneva Street, which is more than 40 years old based on city records. The proposed improvements include construction of a new wet well and the installation of new pumps, piping valves, and related appurtenances. Improvements will also include installation of an emergency generator in accordance with NC DEQ standards. The low-to-moderate income percentage of the project area is 92.41 percent, and the poverty level for the entire town is 33.3 percent.

Contingent upon this award, the City of Laurinburg is soliciting Requests for Qualifications for professional engineering services to assist the City in both a) developing a final engineering report, and b) subsequent engineering design and bid package services and construction inspection services, of this project in compliance with all applicable federal requirements and regulations under the CDBG program. Payment terms will be negotiated with the selected firm. The fee for professional engineering services will be paid with CDBG funds.

**Project Details and Scope**

Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the CDBG program and NCDEQ compliance areas:

1. Preparing and approval of the engineering report prior to the Release of Funds

Upon the Release of Funds, the following scope of work is required:

1. Preparing the final design and construction bid package in conformance with applicable regulations and requirements;
2. 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;
3. Conducting the pre-construction conference;
4. Surveying, field staking, on-site supervising of construction work, and preparing inspection reports;
5. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body;
6. Providing reproducible plan drawings to the City upon project completion;
7. Conducting final inspection and testing;

8. Submitting certified “as-built” drawings to appropriate authorities; and
9. Preparing an operation and maintenance manual (if applicable).

**Qualification Package Evaluation Criteria**

Submissions will be evaluated per the following factors:

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| 1. Qualifications, Competence and Reputation of Firm and Personnel | 45 points |
| 2. Firm’s Capability to Meet Time and Project Budget Requirements  | 10 points |
| 3. Present and Project Workload of Firm                            | 10 points |
| 4. Related Experience on Similar CDBG projects                     | 20 points |
| 5. Recent and Current Work for the Entity Issuing RFQ              | 15 points |

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

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

**Submittal Requirements**

**All interested firms should submit the following minimum information to the City of Laurinburg to be considered for this project:**

1. Individual or Firm Information: firm’s legal name, year established, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. Water/Wastewater Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to water / wastewater improvements or related 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.

**Submittal Instructions & Contract Award:**

Please limit the response to no more than 10 pages, excluding the front and back cover page, and provide two (2) hard copies to the City along with an electronic copy on CD or flash drive.

All correspondence as well as any submissions regarding this RFQ shall be directed to General Services Director, Harold Haywood, City of Laurinburg, 503 Hall Street, Laurinburg, NC, 28352. Mr. Haywood may be reached by telephone at (910) 276-2364 (ext. 2587), or email at [hhaywood@laurinburg.org](mailto:hhaywood@laurinburg.org).

All costs associated with the preparation of the Statement of Qualification shall be the responsibility of the submitting firm. The City of Laurinburg reserves the right to reject any and/or all responses.

All submittals must be in a sealed envelope and have clearly marked on the envelope:

**City of Laurinburg  
Statement of Qualifications for CDBG-I Project  
Attention: Harold W. Haywood**

All submittals must be received at the office of the General Services Director, Harold W. Haywood, **City of Laurinburg, 503 Hall Street, Laurinburg, NC 28352 no later than 10:00 AM EDT on August 17, 2018.**

Once the most qualified firm is selected, a cost for the engineering report will be negotiated separately from the cost for engineering design/bid package and inspection services. Contracting for these two activities shall occur separately and costs/payments associated with each will be clearly defined. Contracts executed for engineering design/bid package and construction inspection services shall be contingent upon the Release of Funds and Funding Conditions.

The City of Laurinburg is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. The City of Laurinburg invites the submission of proposals from a certified Section 3 business concerns.

This information is available in Spanish or any other language upon request. Please contact Harold W. Haywood at 910-276-2364 or at 503 Hall Street, Laurinburg, 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 Harold W. Haywood al 910-276-2364 o en 503 Hall Street, Laurinburg, NC de alojamiento para esta solicitud.”

Date: July 31, 2018

Authorized Representative: Harold W. Haywood, General Services Director



Published August 1, 2018