



Request for Qualifications Town of Kernersville Community Development Department "On-Call" Project Management Services

The Town of Kernersville Community Development Department (CD) is seeking assistance from qualified project management firms to provide project management services on an "on-call" basis.

The consultant firm(s) selected for on-call contract(s) will serve as extensions of CD staff. The on-call contract is intended to provide a flexible and effective way for CD to respond to recurring project management service needs for multi-dimensional tasks covering a range of transportation, sewer, stormwater, watershed, environmental, and planning tasks. The flexible on-call consultant service contract(s) with a qualified firm is critical to meeting the needs of the Department and the Town. These challenges include:

- **Projects**
 - Projects associated with transportation, sewer and planning needs of the Town of Kernersville.
 - Coordinating with City County Utility Commission, City of High Point and City of Greensboro on sewer projects.
 - Coordinating with NCDOT, MPOs on State Transportation Improvement Program (STIP), and managing the municipal agreements.

Each firm selected for an on-call contract will be required to enter into a master agreement with the Town of Kernersville. This master agreement will:

- Fulfill the consultant solicitation and selection process for the work to be performed under the on-call contract.
- Establish current hourly rates for each employee that may perform work on the contract by position class and also establish a method of calculation and payment for all other direct/indirect project expenses.

Work performed under the master agreement will be conducted in one of the following ways:

1. Small tasks not representing a complete project will be based on an hourly rate as provided in the Master Agreement or applicable supplemental agreement. Such hourly agreements will be established through a supplemental agreement/project work plan.
2. Specific projects and/or deliverables identified by CD will be negotiated through scope-fee discussions and arranged through supplemental agreements. Supplemental Agreements will identify work scope, timeframe, deliverables, staff to perform work, estimated work hours by position class, and total cost.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of, at a minimum, general liability insurance for minimum of \$2,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

The level of services will be decided based on the needs of the project and the Town of Kernersville does not guarantee a minimum amount of work under this agreement.

All qualified firms who submit responsive letters of interest will be considered.

SCOPE OF SERVICES

In general, the selected firm's "on-call" responsibilities may include but are not limited to the areas listed below.



1. Coordinate the activities associated with purchase of right-of-way and easements.
2. Coordinate and oversee the engineering and construction of sewer projects.
3. Coordinate and oversee the engineering and construction of transportation projects.
4. Implement NCDOT and MPO municipal agreements.

CRITERIA FOR SELECTION

A qualification based selection process, administered by our selection committee, will be used to determine the firms to whom on-call Professional Project Management Services Agreements will be awarded. Qualifications considered will include those listed below. These Agreements do not address specific work. Specific work will be awarded via a Supplemental Agreement to the Professional Project Management Services Agreement and will be based on overall qualifications for the particular work.

1. Proven experience and expertise in the service areas described in the Scope of Services above. (20 pts)
2. Professional qualifications of the Project Manager. (20 pts)
3. Demonstrated ability to adequately staff the project to meet varying time schedules and demands. Must be based on the current and projected workload of the project manager and team. (20 pts)
4. Demonstrated experience in performing similar work for other NC municipalities, CCUC, Urban Area Metropolitan Planning Organizations or the NCDOT. (20 pts)
5. Previous client satisfaction with similar work. (20 pts)

FORM OF SUBMITTAL

Letters of interest and qualification should be **sent by email**:

Jeff Hatling, AICP
Community Development Director
Town of Kernersville
jhatling@toknc.com

Letters of interest and qualification must be received by Community Development by February 12, 2018. All submittals should be restrained to the minimum practical length. In no case should they exceed 6 pages. Submittals shall contain the following information:

- Brief description of firm's proposed project manager and their specific/unique qualifications;
- Organizational chart indicating all key personnel/sub-consultants to be assigned by discipline (provide names, classifications, and office location);
- Identify immediate and/or long term major commitments of project manager and key personnel;
- Resumes of all key personnel/sub-consultants (*information should be specific to the individual, limited to any relevant/similar work performed during the past five years, and reference unique qualifications*);
- Reference list describing various projects completed within the past five years that represent the strengths and unique qualifications of the firm or team in some or all of the areas identified in the Scope of Services section of this document. The list should contain project titles, locations, start and end dates, name of project managers, and name and contact information of references.

Interviews are not anticipated, however you may be contacted to provide additional information. Notification will be provided to all firms who submit and are not selected.

Any questions concerning the scope of work to be performed or the submittal should be directed to:

Jeff Hatling, AICP, Community Development Director
(336) 992-0704 or jhatling@toknc.com .