

**TOWN OF MOUNT OLIVE
REQUEST FOR PROPOSALS FOR PROFESSIONAL ENGINEERING SERVICES
RELATED TO THE
2019 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
ECONOMIC DEVELOPMENT CATEGORY
MARCH 27, 2019**

Introduction and Invitation

The Town of Mount Olive is requesting proposals for professional engineering services needed in the preparation by the Town of a North Carolina Community Development Block Grant – Economic Development (CDBG-ED) Program project application to be submitted to the NC Department of Commerce for the 2019 round of grant funds; and subsequent implementation of that project if the application is successful in being funded. The proposed CDBG-ED project will involve improvements at the Town’s WWTP and the installation of a spray irrigation system. Total project cost is estimated to be \$5-6 million. The wastewater improvements will serve an existing industry that intends to expand and create approximately 200 new jobs. Funding may also include Golden Leaf Foundation Economic Catalyst funds.

The Town is soliciting requests for qualifications for professional engineering services to assist the Town in both a) the development of a preliminary engineering report as part of the preparation of the grant application, and b) subsequent engineering design and bid package services and construction inspection services of the project, if funded, in compliance with all applicable federal requirements and regulations under the CDBG-ED and Economic Catalyst program. Payment terms will be negotiated with the selected firm.

Deadline for Submission

Proposals must be received by Wednesday, April 10, 2019 at 11:00 a.m. in the Town Manager’s office. Please submit three (3) copies of proposal to:

Mr. Charles Brown
Town Manager
Town of Mount Olive
114 E. James Street
P.O. Box 939
Mount Olive, NC 28365

Please print on front of proposal package “PROPOSAL FOR CDBG-ED ENGINEERING SERVICES.” Questions should be addressed to Mr. Charles Brown at 919-658-5561.

Scope of Services Required

1. Assist Town in preparation of portions of the 2019 CDBG-ED application and Golden Leaf Foundation Economic Catalyst application:
 - a. Assist with preparation of the portions of the application, including cost estimates and scope of work to be accomplished.
 - b. Preparation of Environmental Review and submittal to appropriate state agencies.

2. Implementation of the proposed project in conformance with the CDBG-ED program and NCDEQ compliance areas:
 - a. Preparing and getting approval of the final engineering report
 - b. Preparing and getting approval the final design and construction bid package in conformance with applicable regulations and requirements;
 - c. 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;
 - d. Conducting the pre-construction conference;
 - e. Surveying, field staking, on-site supervising of construction work, and preparing inspection reports;
 - f. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body;
 - g. Providing reproducible plan drawings to the Town upon project completion.

The engineering services will not include the disbursement or account of funds distributed by the Town's Finance Officer, legal advice, fiscal audits, or assistance with activities not related to the CDBG-ED and Economic Catalyst grants.

Submission Requirements

RFQ submissions shall include at a minimum:

- a. Individual or Firm Information: firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
- b. Wastewater Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to wastewater improvements or related work, description of firm's prior experience, including any similar projects (those funded by CDBG-ED), 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;
- c. 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-ED related activities, and firm's anticipated availability during the term of the project;
- d. The proposed work plan and schedule for activities to be performed; and
- e. Documentation of Compliance with state and federal debarment/eligibility requirements.

Qualification Evaluation Criteria

1. Proposals will be reviewed and evaluated by the Town Manager in accordance with the following criteria. Proposals will be considered on an equal competitive basis.
 - a. General Qualifications, Competence and Reputation of Firm (20 points)
 - b. Firm's Capability to Meet Time and Project Budget Requirements (20 points)
 - c. Present and Project Workload of Firm to project (20 points)
 - d. Related Experience on Similar CDBG and Wastewater Projects (20 points)
 - e. Recent and Current Work for the Firm or Individual Consultant (15 points)

Contract Award

Once the most qualified firm is selected, a cost for assisting the Town in the grant application preparation will be negotiated separately from the remaining engineering services. Contracting for these two activities shall occur separately and costs/payments associated with each will be clearly defined. Contract executed for engineering design/bid package and construction inspection services shall be contingent upon receiving a CDBG-ED award for the proposed project.

All awards pursuant to this procurement are contingent upon receipt and approval of Grant Agreement documents. No funds will be obligated until appropriate documents are executed and appropriate conditions are removed.

Section 3

The work to be performed by the Consultant is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). 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, particularly persons who are recipients of HUD assistance for housing. (Section 3 applies if the contract is over \$100,000 for non-construction contracts.)

THE TOWN OF MOUNT OLIVE IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER AND INVITES THE SUBMISSION OF PROPOSALS FROM SMALL AND MINORITY AND WOMEN-OWNED FIRMS, HISTORICALLY UTILIZED BUSINESSES AND CERTIFIED/REGISTERED SECTION 3 BUSINESS CONCERNS.

This information is available in Spanish or any other language upon request. Please contact Charles Brown, Town Manager, at 919-658-9539 or at the Town Hall, 114 E. James Street, Mount Olive, NC 28365 for accommodations for this request. Esta información está disponible en español o en cualquier otro idioma a petición. Póngase en contacto con Charles Brown, encargado de la ciudad, en 919-658-9539 o en el Ayuntamiento, 114 E. James Street, Mount Olive, NC 28365 de alojamiento para esta solicitud.

