



Warren County

NORTH CAROLINA


Public Works Department

www.warrencountync.com

712 US Highway 158 Business West
Warrenton, North Carolina 27589

Phone: (252) 257-3795
Fax: (252) 257-3979

TO: Engineering Firms

FROM: Marshall Brothers 
Public Works Director

DATE: August 11, 2021

SUBJECT: Request for Qualifications (RFQ)
Engineering On-Call Services

Warren County is soliciting a Request for Qualifications (RFQ) from qualified firms to provide engineering consulting and design services on an on-call basis. Please review the attached document and if you are interested in participating in any of the Specific Activities (listed on pages 3 of 6 and 4 of 6), please apply. Questions must be submitted to us by Tuesday, September 14, 2021, 4:00 p.m. in order that your RFQ is received by the deadline. Sealed submittals must be received by Monday, September 20, 2021, 4:00 p.m. The packet should include one (1) hard copy of the RFQ marked "original" and four (4) copies for a total of five (5) sets.

Thank you for your interest.

/mac

Attachment

xc: Vincent Jones, County Manager
Charla Duncan, Senior Assistant to the County Manager
Paula Pulley, Deputy Clerk to Board of Commissioners
Ken Krulik, Planning & Zoning Administrator

COUNTY OF WARREN

REQUEST FOR QUALIFICATIONS (RFQ)

SUBMITTAL DUE DATE: MONDAY, SEPTEMBER 20, 2021 BY 4:00 PM EST

ENGINEERING ON-CALL SERVICES

SEALED SUBMITTALS MUST BE MAILED OR DELIVERED TO:

Warren County Public Works Department
Attention: Marshall Brothers - Public Works Director
712 US Highway 158 Business West
Warrenton, North Carolina 27589
Telephone: (252) 257-3795



**COUNTY OF WARREN
REQUEST FOR QUALIFICATIONS
ENGINEERING ON-CALL SERVICES**

Overview: Warren County is soliciting a Request for Qualifications from qualified firm(s) or a team to provide engineering consulting and design services. These RFQs will be maintained on file to be used on an as-needed basis. Projects are mainly at the request of the Board of Commissioners, County Manager, Public Works, Public Utilities, Community and Economic Development, and Community Services. Each future project is separate and shall be negotiated. The scope of work will include but not be limited to general engineering services, survey, structural, sewer, environmental and miscellaneous related services.

Point of Contact: Questions may be submitted in writing to Marshall Brothers, Public Works Director, marshallbrothers@warrencountync.gov prior to Tuesday, September 14, 2021, 4:00 PM.

Disadvantaged Business Enterprises: Disadvantaged business enterprises are afforded full opportunity to submit qualifications and will not be discriminated against on the grounds of race, color or national origin in consideration for award.

Qualification Submittals Due: Please submit one (1) hard copy marked "original" and four (4) copies for a total of five (5) complete sets of the Qualifications to the address below by 4:00 P.M., Monday, September 20, 2021. It is the responsibility of the proposer to ensure the qualifications submittal is received in the Public Works office on or before the due date time.

Submit to: Warren County Public Works Department
Attention: Marshall Brothers, Public Works Director
712 US Highway 158 Business West
Warrenton, North Carolina 27589

The County only accepts submittals in hard copy format.

Mark Envelopes: RFQ ENGINEERING ON-CALL SERVICES

**COUNTY OF WARREN
REQUEST FOR QUALIFICATIONS
ENGINEERING ON-CALL SERVICES**

I. INTRODUCTION

A. General

Warren County is located in north central North Carolina. It is a rural county and has approximately 20,000 residents.

B. Background

The County has previously contracted with several firms to provide a range of Engineering Services. This RFQ is for a variety of services related to the Public Works, Public Utilities, Planning and Zoning Departments, Community and Economic Development, and Community Services of Warren County.

C. Objectives

The objective of this RFQ is to contact multiple individuals or firms to provide a variety of Engineering services on an as-needed basis. Each project is separate and shall be negotiated with one or more of the selected firms, based on project specific proposals. Firms will be asked to provide a fee schedule based on current hourly wages as a basis for future work on projects.

II. STATEMENT OF WORK

The firm will provide consulting and professional services through its own forces or sub-consultants for general engineering services, survey, structural, environmental, project management, and miscellaneous related services. Consultant will furnish experienced, professional engineering personnel who shall function as if they were an extension of County staff, while nonetheless remaining exclusively the employees of the consultant, an independent contractor, or supply the necessary services to supplement the County staff.

Presented below is a list of potential activities that may be included as part of the On Call Services listings. This list is not all-inclusive and shall be subject to changes when additional County needs are identified.

Specific Activities

1. **Full Range of General Civil Engineering Services**
 - Aerial photography/photogrammetry, including map compilation
 - Analytical Laboratory Procedures
 - Capital Budgeting and Utility Business Modeling
 - CADD and GIS Support Hydraulics and hydrology Drainage design
 - Closed landfill reporting requirements
 - Construction Management Services
 - Cost estimating
 - Economic and alternative analysis
 - Engineering evaluations
 - Environmental Assessment
 - Facilities and Space Needs Assessments
 - Floodplain and drainage Assessments
 - Geotechnical investigations and material testing
 - Grant and loan application and oversight
 - Illicit Discharge outfall mapping and screening

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Full Range of General Civil Engineering Services (continued)

- Landfill design and construction knowledge and experience
- Landfill gas extraction well knowledge
- Landfill Groundwater sampling, monitoring and reporting requirements
- Landfill storm water sampling, monitoring and reporting requirements
- Land surveying
- Methane gas monitoring, sampling and reporting requirements
- Opacity Certification ability
- Scheduling
- Sewer Collection System Design
- Sewer Treatment Design and Process Control
- Stormwater construction and post-construction inspections, plan review, and final inspections
- Street and/or pavement design
- Title V certification knowledge, monitoring and reporting requirements
- Utility coordination and design (water treatment and distribution)
- Value engineering review and studies

2. Miscellaneous

- Graphic support
- Clerical support
- Public meetings
- Contract Administration
- Public notices and advertisements
- Consensus building with local jurisdictions and business

Please submit a list of specific activities which your firm is qualified to provide.

III. General Requirements

This section contains general requirements that will be necessary to provide the services required in a Warren County project.

1. Document Format Requirements and Document Control

All documentation prepared by the Firm shall be in written text to include, but not be limited to, manuals, plans, correspondence, drawings, graphs, charts, illustrations, etc. The deliverable media shall be standard 8.5 x 11 inch bound text documents, standard 24 x 36-inch drawings and half size 11 x 17-inch drawings. All documentation shall be complete, accurate, legible and subject to review and approval by the County.

All information and documentation prepared by the Consultant shall be owned by the County for full County use and shall be surrendered to the County when requested in either electronic and/or paper form whichever is requested by the County.

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REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICES ON CALL**

2. Selection Process and Evaluation Criteria

The selection committee may make a selection based on the qualification submittals received or may choose to “short-list” prospective firms for further negotiations. The selection process may involve two stages:

- (1) Written submittals will be evaluated and scored,
- (2) Oral interviews with the highest-ranking firms, if requested, and consideration of proposed fee schedules.

Firms ranked the highest will be short-listed for future projects. Elements that will be considered by the County when scoring your submittal:

A. Submittal Requirements

Submittal Due Day: September 20, 2021 by 4:00 PM EST

Firms are scored on their past experience for the type of work involved. Submittals should be formatted to correspond to the following information requirements. Clear and concise responses are appreciated.

B. Selection Process

1. Firm Capabilities (30% of Total Score)

- a. Qualifications and capabilities of firm.
- b. Experience in working with government agencies.
- c. Experience overseeing and coordinating multiple concurrent projects.
- d. Qualifications of individual team members.

2. Prior Experience (35% of Total Score)

- a. Experience of the staff and firm with projects requiring Civil Engineering and related services. Include resumes of staff that may be assigned to work on projects as required.
- b. Experience with projects for public clients including familiarity with governmental decision-making and review process.
- c. Provide References: Include the names and current telephone number of the owner’s project manager for every project listed, total dollar amount and a brief summary of work performed.

3. Project Approach (25% of Total Score)

Describe how you normally plan to accomplish the following project control and management issues. You may give examples of previous or current projects.

- a. Approach toward client communication and reporting.
- b. Specific strategies for phased project.
- c. Budget Methodology/Cost Control/Value Engineering.

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- d. Quality Control Methodology
 - Ensure State and local procedures are followed.
 - Ensure construction documents are complete and well-coordinated.
 - Ensure construction quality.
- e. Schedule
 - Managed the required work to meet an expedited schedule.

Work Location (10% of Total Score)

- a. Proximity of firm's office.
- b. Firm's familiarity with the project area and local construction market.

IV. Statement of Qualifications Format

The following formatting shall be used for responding to this RFQ:

Section 1 - Letter of Interest

This letter (up to two single-sided pages in length) shall summarize the firm's interest in this project. The letter shall summarize which types of projects the firm is submitting qualifications and shall be signed by a person with authority to enter contracts on the behalf of the firm.

Section 2 - Introduction

This section (up to two single-sided pages in length) will provide a general introduction to the firm and their qualifications.

Section 3 - Qualifications

This section will provide detail on specific qualifications of the firm and will provide examples of their work on similar projects (up to 15 single-sided pages).

Section 4 - Project Staff

This section will provide an organization chart and resumes of key individuals proposed to work on these project types (up to 10 single-sided pages).

Section 5 - Firm's Rate Sheet

This section will consist of the firm's hourly rate and expense mark-up.

**THE COUNTY OF WARREN THANKS YOU FOR SUBMITTING YOUR
QUALIFICATIONS FOR ENGINEERING ON-CALL SERVICES**