

**REQUEST FOR QUALIFICATIONS FOR ON-CALL PROFESSIONAL
ENGINEERING AND RELATED SERVICES**

Due March 31, 2023 at 5:00 PM

Town Demographic and Infrastructure Overview

The Town of Belville has a population of approximately 2,600 and is located in Brunswick County in southeast North Carolina. The Town has made strides in implementing parks and transportation infrastructure projects, and as the Town grows so does the need to continue and expand upon projects. The Belville Riverwalk Park has a beautiful Riverwalk along the Brunswick River and the Town has received funds to extend the Riverwalk. The Town also has plans to grow the park and its amenities. The Town received grant funds to construct a multi-use trail along NC-133 and that will go under construction this winter. Like most towns in coastal NC, the Town needs to address some drainage issues. Additionally, the Town is moving forward with plan to build a new downtown Belville along the Brunswick River.

Professional Services Needed:

The Town is seeking Qualifications Proposals from firms to provide professional civil engineering and related consulting services including, but not limited to:

- Preliminary Engineering Studies and reports
- Design, including field surveys, plan and specification preparation
- Permitting (NCDEQ, NCDOT, USACE, FEMA, etc.)
- Construction Services including bidding, contract administration, and observation
- Asset and records management (GIS, AutoCAD, etc.)
- Geographic Information Systems Management
- Environmental Engineering
- Current and future planning
- Preparing text amendments
- Land surveying
- Transportation
- Land development and planning
- Water resources planning
- Financial analysis and rate studies
- ADA Transitioning
- Pavement condition surveys
- Attending Board meeting as needed
- Additional civil engineering services as may be needed by the Town



Project Categories

The Town anticipates selecting multiple firms to provide these services on a wide variety of projects requiring engineering and planning expertise and experience to the following broad categories:

- Transportation projects
- Recreation projects, including the Riverwalk Park expansion
- Storm Drainage Conveyance and Stormwater Management
- Asset Management Systems including utilities, pavement, sidewalks, and storm drainage
- Parks and recreational facilities
- Town-occupied buildings and facilities

Selection Process

Evaluation and selection of firms will be a qualification based selection process in accordance with the Mini-Brooks Act (NCGS 143-64.31). Price will NOT be considered in the selection phase. A variety of factors will be considered in the selection of qualified engineering firms including, but not limited to:

- Specific municipal engineering experience in the two categories outlined above
- Availability of qualified staff to perform work
- Previous performance with respective project delivery, particularly schedules and budgets
- Approach to providing excellent customer service, through effective communication, coordination, and management of projects, especially schedules and budgets

Master Agreement and Specific Project (Task Order) Assignments

The following information shall be submitted with the maximum pages noted:

- **A cover letter**/letter of interest/statement (5 pages maximum) that states the firm's interest and expertise in multiple specific categories listed above and that briefly describes which services that are provided by the firm, when the firm was founded, number of employees, and office locations.
- **A list of key staff**/sub-consultants proposed for project assignment including Principal in Charge, Project Manager/Engineer, Construction Administrator, Sub-Consultants, etc. This should include overall experience, tenure with the firms/subs, certifications/licenses, and areas of expertise. Minority business firms are encouraged to submit a proposal. (10 pages maximum – no more than 1 page per person/sub).
- **Project experience** - Five (5) recently completed municipal projects that demonstrate project experience, including client/reference contact information, brief project description, and overview of the firms responsibility in completing the project (5 pages maximum – no more than 1 page per project).
- Maximum submittal document size is twenty (20) pages, excluding firm's work examples.



- A sample of the firm's work represented by a Preliminary Engineering Report, typical construction plan sheets, details, etc. is an additional twenty (20) pages maximum.

A group of key Town staff will evaluate each submittal, based on the specific submittal information requested, and may also utilize interviews, reference checks, past performance, etc. to evaluate and rate each submittal. It is anticipated that multiple firms will be selected.

Submittal Format/Deadline and Selection Schedule

Questions related to the RFQ shall be submitted by email to Athina Williams, Town Manager, at townmanager@townofbelville.com no later than March 17, 2023. Every attempt will be made to provide responses by March 21, 2023.

Electronic submittals (email) or hardcopy submittals shall include the proposal cover letter, list of key staff, and project experience in a single .pdf with a maximum of twenty (20) pages, in addition to a separate .pdf (20 page maximum) of work examples.

Electronic or hard copy submittals are due no later than **March 31, 2023 at 5:00 PM**.

Due to email file size limitations, firms may provide access to a File Transfer site in their electronic submittal sites for file download of the proposal and work examples.

It is the intent of the Town to finalize the selection process by May 1, 2023. It is anticipated that based on the selected firms and the anticipated capital project needs, Master Service Agreements with each selected firm will be in place by June 1, 2023.

Submittals shall be directed to:

Athina Williams, Town Manager / 910-371-2456 / 63 River Road Belville, NC 28451

