

1. REQUEST FOR QUALIFICATION

SOLICITING AGENCY: Town of Four Oaks

PROJECT TITLE: Town of Four Oaks Streetscape CBD COVID Recovery Assistance

SERVICES SOLICITED: Professional Services

2. PROJECT DESCRIPTION/PURPOSE OF SOLICITATION:

The Town of Four Oaks has received a \$900,000 (100% of funding) Small Cities Community Development Block Grant – COVID (CDBG-CV) grant. The scope of the CDBG-CV project consists of: (1) an A/E professional service design and construction management contract; (2) a construction contract to construct a “pedestrian square” on Lassiter and South Main Streets and extend from the “pedestrian square” streetscape improvements consisting of widening public sidewalks, installing street lighting, landscaping, and parking improvements, and; (3) project administration. All project activities must be completed within 36 months of the CDBG-CV grant award.

The Town of Four Oaks is seeking qualification statements from interested firms to provide professional services that include design, surveying, soils, bidding, contract award, construction observation/administration services. It is the intent of the Town to obtain qualification statements for comparison by soliciting proposals from an adequate number of sources to permit reasonable competition consistent with the nature and requirements of the project.

The qualifications of firms submitting proposals will be evaluated as provided for in the “Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments (24 CFR 85). The Town of Four Oaks reserves the right to make such investigations to determine the qualifications and ability of each offeror to perform the work in a satisfactory manner within the specified time frame.

3. MINIMUM QUALIFICATIONS

A responding firm must meet the following requirements at a minimum to submit a proposal:

- Have previous experience with providing planning, design, permitting, bidding, construction observation and administration services for the construction of public sewer, water, road and parking infrastructure projects.
- Must be licensed to practice in the State of North Carolina and currently maintain and continue to maintain an office in the State;
- Must have an architect and engineer on staff with the appropriate North Carolina professional; and
- Must provide a "Certificate of Insurance for professional liability and Workmen's Compensation" with the Qualification Statement.

Determination of the qualifications and ability of offers shall be made, among other factors, on the following:

- Completeness of the proposal.
- Content of the proposal.
- Past performance of the firm or individual on similar projects.
- Qualifications of persons to perform the work.
- Minority, Small Business, Local Business, Section 3 Business Status.

4. RECEIPT OF QUALIFICATION STATEMENT:

The Town of Four Oaks will receive proposals from qualified professional firms registered and licensed in the State of North Carolina to perform the tasks as outlined in the Scope of Work set forth in Section 5. Each firm submitting a proposal shall be responsible for the examination of this Request for Qualification and shall become familiar with all requirements thereof, including site visitations if necessary to become thoroughly and fully acquainted with the factors affecting the work.

Proposals responding to this request are to contain the following information:

- A resume of the firm.
- Identification and brief qualifications statement on key personnel to be assigned to the project.
- A list of experience with design/build; design; construction; and the operation/maintenance of similar projects with references.
- A "Certificate of Insurance for professional liability and Workmen's Compensation".

All proposals that are incomplete, unconditional, obscure, altered, contain additions or materials not requested, or which have any irregularities of any kind may be rejected since it is the intent of the Owner that all proposals be comparable for purposes of evaluation.

Five sets of a Qualification statement should be submitted no later than **4:00 p.m., December 15, 2020** to attention: Linwood Parker, Mayor, PO Box 610, Four Oaks, NC, 27524, or delivered to the same at 304 N. Main Street, Four Oaks, NC, 27524. Each envelope should be clearly marked on the outside "Town of Four Oaks Professional A/E Services – CDBG-CV Project" with the name of the A/E firm. Qualification statements not received by this time and date shall not be considered.

Each offeror shall agree to comply with all applicable state, federal and municipal laws, rules, regulations and ordinances governing this project, and any other requirements that may be dictated by state or federal agency participating in project funding. The A/E contract will include applicable CDBG contract requirements.

The Town of Four Oaks reserves the right to reject any or all proposals and to negotiate price and service with any offeror it may choose.

5. PROPOSAL EVALUATION CRITERIA:

Proposals for A/E professional services will be evaluated by the Mayor and at least one Town Commissioner member. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

1. General Qualifications, Competence and Reputation of Firm  
or Individual Consultant ..... 20 points
2. Prior CDBG Grant Experience of Firm  
or Individual Consultant ..... 20 points
3. Qualifications of Actively Involved Staff  
(assigned staff members of Firm or Consultant)..... 25 points
4. Ability to Address Local Needs ..... 10 points
5. Qualifications as a Section 3 Business ..... 5 points

Upon completion of the review, the Mayor will make a recommendation to the Town Board of Commissioners for approval consideration.

6. SCOPE OF SERVICES:

The Town of Four Oaks is seeking to enter into a single “turn-key” professional contract that will include:

- a) Schematic design,
- b) Design development,
- c) Construction document design and permitting,
- d) Construction document procurement/bidding,
- e) Construction inspection/observation,
- f) Construction administration, and

as applicable additional services including:

- g) Surveying,
- h) Soils,
- i) Wetland delineations, and
- j) SHPO coordination.

7. EQUAL EMPLOYMENT

The Town of Four Oaks prohibits discrimination in any manner on the basis of race, color, creed, national origin, sex, age or handicap or sexual orientation and will pursue an affirmative policy of fostering, promoting, and conducting business with Historically Under-utilized Businesses (women and minority-owned and Section 3 business enterprises).

8. ADDITIONAL INFORMATION

This information is available in Spanish or any other language upon request. Please contact, Martha Garris, Town Clerk, Town of Four Oaks, (919) 963-3112 ext. 23, PO Box 610, 304 N. Main Street, Four Oaks, NC, 27524 for additional information on this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, Martha Garris, Town Clerk, Town of Four Oaks, (919) 963-3112 ext. 23, for PO Box 610, 304 N. Main Street, Four Oaks, NC, 27524 póngase en contacto con de alojamiento para esta solicitud.