

ROWAN COUNTY

North Carolina



Request For Qualifications

RFQ 2022-012

Engineering Services For Residential Plumbing

Rowan County, North Carolina

October 22, 2021

INTRODUCTION

Rowan County requests Statements of Qualifications (SOQ) from interested and qualified Engineers for residential plumbing in multiple homes affected by lead and copper in water system. Rowan County anticipates awarding a single contract for the services required.

DESCRIPTION

The homes affected will be identified by the County and is currently estimated to be ten (10). The engineering services may include, but are not limited to, the design and construction administration of replacement of all pipes from the meter box to the faucet in all homes identified by the County.

PURPOSE

The purpose of this Request for Qualifications (RFQ) is to obtain information about Engineering firms interested in providing design for residential plumbing for multiple homes affected by lead and copper in the water system. The County intends to use federal ARPA funding to replace the affected lines from the meter to the faucet of the homes identified by the County. The awarded firm will need to provide the design for each home, prepare the need bid package, and serve as a liaison between the County, home owner and Contractor. The information obtained will be utilized by Rowan County to evaluate each interested firm by utilizing the criteria outlined in this RFQ.

SCHEDULE

It is the intention of the Rowan County Board of Commissioners to select an Engineering Firm. The following is a preliminary date list for this project:

<u>Task</u>	<u>Date</u>
Release RFQ	October 22, 2021
Acknowledgment Deadline	November 2, 2021
Questions	November 5, 2021 5pm ET
Accept Qualifications	November 16, 2021 3pm ET
Interview (if applicable)	Week of November 29, 2021
Award Contract on or after	January 3, 2021

EQUIREMENT / SCOPE

To be considered for selection, the Engineer shall be qualified and capable to provide the following services:

- 1) Construction designs for replacement of plumbing for approximately 10 homes
- 2) Preparation of the bid package to select contractors using single prime in compliance with Uniform Guidance
- 3) Serve as a liaison between the County, home owners and contractors throughout the duration of the project.

PROPOSAL FORMAT

To facilitate review of your SOQ by Rowan County, it is requested that your submission conform to the following format:

Coversheet – List project title (Engineering Services for Residential Plumbing), the name of your firm, and the name, address, email and telephone number of a contact person for questions concerning the proposal submitted.

Experience of the Firm – Provide a narrative of your firm’s prior experience and qualifications in engineering, planning and construction work for similar projects. Provide a list of similar projects involving federal and state funding completed within the last five (5) years. Also, please reference the experience of firm personnel in working with similar projects.

Project Team – Provide a list of the project team members that you propose to use on these projects and identify the responsibility of each team member and their current office location. Provide a brief resume for each person, detailing specific similar project experience.

Disadvantaged Business Enterprise (DBE) Issues – Provide information that demonstrates the ability to meet required DBE goals for professional services. Provide information/qualifications on proposed DBE firm(s) to be used, including where and when the DBE firms have worked with your firm on past projects similar to those outlined in this RFQ.

References – Provide the name, address and telephone number of at least three (3) references familiar with the quality of work done by your firm on similar projects.

Other Supporting Data – Include any other information you feel to be relevant to the selection of your firm for this project. The entire SOQ must not exceed fifteen (15) pages, excluding the cover sheet and letter of introduction. SOQ’s exceeding 15 pages will not be considered.

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

Criteria to be used in screening and ranking of the SOQ and selection of the successful firm are as follows:

Qualifications of the Firm, Including Firm Personnel – Preference shall be given to those firms and personnel with experience and training for design and construction administration for similar projects, as outlined in this RFQ.

Overall Qualifications of the Project Manager and Project Team – Qualifications of the Project Manager and those personnel that will be assigned to the project, including the location of their office, will be considered. Preference shall be given to project teams with specific experience in similar projects and any familiarity with the region and proposed projects, as outlined in this RFQ.

Ability to Meet DBE Goals – Preference shall be given to project teams that have demonstrated an ability to meet the required DBE goals for similar projects.

Response Capability / Project Understanding – Preference shall be afforded to those firms who, in the opinion of Rowan County, are able to adequately respond to requests for consultation meetings, meet project administration requirements, and understand detailed project requirements.

CONTRACT

After all the SOQ's have been reviewed, the firm selected will be invited to negotiate a Master Contract with Rowan County.

For each project performed under the Master Contract, a detailed scope of work will be developed and agreed to by the Engineer and Rowan County. This detailed scope of work and associated fee will be developed into a work authorization and included as an attachment to the Master Contract.

PROPOSAL SUBMISSION

Submit one (1) copy of the SOQ no later than 3:00 p.m. on Tuesday, November 16, 2021. No submittals will be accepted after this time. Faxed qualifications will not be accepted. Submit to:

Rowan County Purchasing Department
Attention: Anna Bumgarner, Purchasing Director
130 West Innes Street, Suite 31
Salisbury, NC 28144

All questions regarding this RFQ shall be submitted by 5 pm on November 5, 2021 in writing and directed to:

Anna Bumgarner, Purchasing Director at anna.bumgarner@rowancountync.gov

No contact shall be made with any Rowan County staff or elected officials once this RFQ is released to the public. Rowan County reserves the right to reject any and/or all SOQ and to waive informalities therein.

GENERAL COMMENTS

1. Any cost incurred by respondents in preparing or submitting a proposal shall be the respondents' sole responsibility.
2. All responses, inquiries or correspondence relating to this RFQ will become the property of the County.
3. The County reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications. It is the intention of the County to negotiate contracts for services at fair and reasonable prices with what it determines to be the best qualified Consultant.
4. The County may or may not conduct interviews. If interviews are held, firms are hereby notified that the interview process will quickly follow the submittal deadline and firms should prepare their submittal and proposed team accordingly. Elaborate presentations and submittals during the interview process are not expected or requested. Each interview will last no more than two hours and will be conducted at the Rowan County Administration Building located at 130 West Innes Street or by Zoom.
5. The following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable):
Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Rights to Inventions (37 C.F.R. § 401.2); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.323); Record Retention

Requirements (2 CFR § 200.324); Prohibition on Certain Telecommunications (2 C.F.R. § 200.216); and Domestic Preferences for Procurements (2 C.F.R. § 200.322)

**REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICES FOR RESIDENTIAL PLUMBING
FOR ROWAN COUNTY, NORTH CAROLINA**

ACKNOWLEDGEMENT OF RECEIPT

Please fill in the requested information below as acknowledgement that you have received the Request for Qualifications noted above. If your firm is interested in participating, this sheet must be completed and returned to:

Anna Bumgarner, Purchasing Director
Rowan County
130 West Innes Street
Salisbury, NC 28144
Phone: 704-216-8174

anna.bumgarner@rowancountync.gov

Name of Firm: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-Mail: _____

_____ YES – our company does have an interest in responding

_____ NO – our company does not have an interest in responding

Name (print): _____ Title: _____

Signature: _____ Date: _____

NOTICE TO RESPONDENTS

PLEASE RETURN THIS ACKNOWLEDGEMENT 11-2-21