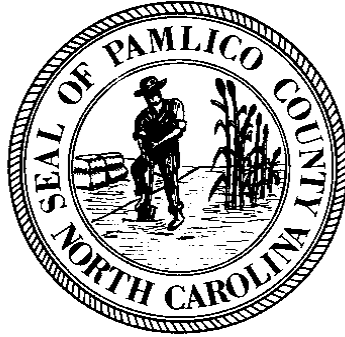


**COUNTY OF PAMLICO
NORTH CAROLINA**



**REQUEST FOR QUALIFICATIONS
FOR
PROVISION OF ENGINEERING
SERVICES**

August 11, 2009

BACKGROUND

Pamlico County is currently looking for firms to provide comprehensive engineering services for the following on an as needed basis: engineering, surveying, design, drafting, specifications, bidding and construction management. Qualified firms will demonstrate engineering experience with County and/or Municipal Governments in North Carolina and the ability to work with County staff for completion of projects and assigned duties in a timely manner. Additionally, firms will demonstrate the ability to apply and receive grant funding.

SCOPE OF SERVICES

The scope of services includes but is not limited to the following:

- Design and engineer improvements to the Pamlico County Water System including but not limited to water line extensions, elevated water towers and water treatment plants.
- Work with staff to make recommendations for long term improvements to the water system.
- Coordinate the bidding process for building and construction projects including but not limited to preparing the bid specifications, advertising pursuant to North Carolina Law, evaluating contractors and making final recommendations.
- Provide project management for projects to ensure that projects are completed within specifications and within the allocated budget.
- Update the Pamlico County Water System Design Specifications as needed.
- Prepare land surveys and legal descriptions
- Review subdivision plans for compliance with Pamlico County Water System Specifications
- Assist staff with locating funding for projects
- Respond to County emergencies in a timely manner.
- Attend night meetings as required.
- Attend technical meetings, grant workshops, or funding source meetings as required.
- Other services as requested

I. **GENERAL**

- A. Questions concerning the RFQ should be directed to County Manager Timothy Buck at (252) 745-3133, E-mail: pamlicoctymgr@embarqmail.com.
- B. Pamlico County invites and encourages participation from businesses owned by minorities, women, disabled persons, disabled business enterprise and non-profit work centers including utilization as subcontractors to perform functions under the engineering services contract.
- C. All responses will be open for inspection and reviewed by Pamlico County Staff and the Pamlico County Board of Commissioners during the selection process. After the selection, the responses will be available to the public. All materials and information submitted during the qualification process will become the property of the Pamlico County to keep or destroy and will not be returned to the respondent. Trade secrets and proprietary information cannot be safeguarded.
- D. Respondent's Representative for Business Purposes: The name, mailing address, and telephone number of the respondent's authorized agent with authority to bind the firm and answer questions concerning the respondent's qualifications must be clearly stated.
- E. **Faxed or E-mailed packages will not be accepted**; however, information submitted may be modified by such means, providing such notice is received by 2:00 p.m. September 8, 2009 and provided signed original documents are furnished within five (5) days.
- F. Cost of Preparation: Pamlico County will not reimburse respondents for costs incurred in the preparation and submission of a statement of qualifications or for the preparation and submission of additional information that may be requested during the selection process.

II. RESPONSE INFORMATION AND FORMAT

Each firm responding to this RFQ should submit eight (8) copies of the requested information and follow the outline listed below. Each copy should be in an individual 3-ring binder not to exceed 2 inches. Please use double-sided pages for the text of the RFQ. In addition to the submission of hard copies, respondents should also submit an electronic copy of their response in Adobe PDF format. The respondent should try to limit responses by supplying only the information requested in the required format in order to facilitate evaluation.

A. Title Page

The title page should include the following:

Statement of Qualifications

Multi-Year Engineering Services Contract

Prepared for:

Pamlico County

P.O. Box 776

Bayboro, NC 28515

Prepared by:

List the name of the firm that would be supplying services and firm's business location.

(If primary location of the contractor/consultant is out of state, provide the location of the office in North Carolina that would provide services. If multiple locations will be providing services, please list all locations.)

B. Letter of Intent

A one-page narrative as to the firm's interest, particular abilities, and qualifications related to commercial site design review, water and sewer services, stormwater issues and road maintenance/upgrading projects.

C. Description of Firm

Describe the firm, consultant firms and experience of working together as a team. Provide licenses or other information reflecting the ability of the firm to do business in North Carolina and to provide specialized services (e.g. engineering, surveying, etc.).

Provide the firm's primary place of business and the location where representatives assigned to Pamlico County will work from.

D. Professional Background

List the professional background and caliber of previous experience of each person of the firm and of each of the consultants to be assigned to County projects.

E. Experience

Give recent experience, at least four projects, with projects similar to the scope of services sought in this RFQ. Provide names and contact information of references for the listed experiences.

Discuss the firms experience in Pamlico County or in areas within the same geographic region.

F. **Design Approach**

Provide the following:

1. Describe your approach to a project design to assure the Owner's functional and quality requirements are satisfactorily addressed for a project. Explain your firm's procedures for quality control and coordination of the various disciplines of work in preparing construction documents.
2. Describe the process by which your firm will develop alternative schematic design solutions for a project.
3. Describe any Computer-Aided Drafting and Design technology that will be used by your firm and that of your associates.
4. Explain how your firm will prepare cost estimates and control project cost to assure the project budget is not exceeded.
5. Explain the management tools, techniques and procedures your firm uses to maintain the project's schedule.
6. Describe your team's approach to operation and maintenance considerations in both the design and construction administration phases.
7. Explain how your firm manages the Construction Administration process to include conducting project meetings, reviewing submittals, responding to request for information, issuing bulletin drawings, reviewing and justifying contractors' cost proposals, processing change orders, processing payment application, performing final inspections and assembling close-out documents.
8. Describe in detail steps which will be taken by your firm to guard the Owner against defects and deficiencies in the work of the contractors during the construction phase.
9. Explain why you believe your firm is the most qualified firm to provide the requested services for this project.

III. SELECTION OF CONSULTANT ENGINEERING FIRMS

The Board of Commissioners will review each proposal in detail and identify a short list of firms. The Board will then schedule interviews with each firm to evaluate each firm's qualifications. After interviews, the Board will make written recommendations for approval and direct the County Manager to negotiate terms, conditions, and fees. In the event negotiations of terms are unsuccessful with the selected firm, the Board will then select another firm with which to start negotiations.

IV. EVALUATION CRITERIA

1. Business strength,
2. Organizational chart and expertise/qualifications of staff,
3. Experience and past performance of firm on similar projects,
4. Project Quality Control plan including recent experience with cost control, change orders, and maintaining design and construction schedules,
5. Operation and maintenance considerations in the design and construction administration phases,
6. Record of successfully completed projects without major legal or technical problems,
7. Current work load.

V. GENERAL COMMENTS

- A. Any cost incurred by respondents in preparing or submitting a proposal for the Project shall be the respondents' sole responsibility.
- B. All responses, inquiries or correspondence relating to this RFQ will become the property of Pamlico County when received.
- C. Respondents are requested to refrain from contact with the Pre-selection Committee members. Any questions regarding the RFQ should be directed to the Pamlico County Manager's Office. If a question of general concern is asked by any firm with regards to this RFQ a copy of the written response will be sent to all firms.

- D. Pamlico County reserves the right to reject any and all Statements of Qualifications.

VI. SUBMISSION OF PROPOSAL PACKAGES

Eight (8) complete proposal packages and an electronic copy in Adobe PDF format will be addressed to:

Pamlico County Manager Office

“Statement of Qualifications of Engineering Services”

302 Main Street

P.O. Box 776

Bayboro, NC 28515.

Deadline for submittal will be 2:30 p.m. on September 8, 2009.

REQUEST FOR QUALIFICATIONS
PAMLICO COUNTY, NORTH CAROLINA
CONTRACTED ENGINEERING SERVICES

Pamlico County is seeking the services of a qualified firm to provide contracted engineering services. The services will be provided on an as needed basis with the scope of work in the following general areas: engineering, surveying, design, drafting, specifications, bidding and construction management.

If you are interested in submitting a Statement of Qualifications, information on the Request for Qualifications (RFQ) and Guidelines for Preparing a Statement of Qualifications will be available Tuesday, August 11, 2009 and may be obtained from the Pamlico County web site at www.pamlicocounty.org/defaultnewspage.aspx.

The deadline for submitting the Statement is 2:30 PM on Tuesday, September 8, 2009. Pamlico County reserves the right to reject any and all Statements of Qualifications.

Questions concerning the RFQ may be submitted to the Pamlico County Manager at (252) 745-3133.