



**REQUEST FOR QUALIFICATIONS  
FOR  
ENGINEERING, CONSULTING & DESIGN SERVICES  
FOR  
LENOIR COUNTY  
WATER AND WASTEWATER  
INFRASTRUCTURE PROJECTS**

**Submission Deadline  
Friday September 9<sup>th</sup> at 4:00 PM**

## **I. Project**

Lenoir County is seeking statements of qualifications from professional civil engineering firms (the “Firm” or “Firms”) to provide planning, engineering design, permitting, and bidding assistance which includes plans and specifications as well as construction contract administration and observation for the construction of a sewer system improvements/extensions and water system extensions in Lenoir County and for potential other infrastructure services that may become necessary for full and proper execution of projects authorized for American Rescue Plan Act (“ARPA”) purposes in accordance with Session Law 2022-74 of the General Assembly of North Carolina, as administered by the North Carolina Department of Environmental Quality (“DEQ”).

All services performed pursuant to the award of a contract resulting from this Request for Qualifications will be funded using funds appropriated to Lenoir County by the State of North Carolina. These funds have been appropriated from DEQ for water and/or wastewater projects as approved in Session Law 2022-74 of the General Assembly of North Carolina. The funds are provided through the American Rescue Plan Act and State Appropriations. All projects will be required to meet ARPA federal requirements and all applicable requirements of GS. 159G.

## **II. Scope of Services Required**

In general, the Scope of Services will include, but not be limited to, the following:

- Working and leading discussions with the appropriate entities for water and sewer line extension and connectivity, wastewater treatment system improvements and/or replacement, including assisting with the Technical Review Committee (“TRC”) approval process.;
- Assisting Lenoir County with ARPA funding requirements. Firms should have, and be able to demonstrate, successful experience with projects acquired under the Federal Uniform Guidance requirements;
- Grant/Funding Administration (quarterly reports, reimbursement requests...etc.)
- Assisting in acquiring property easements;
- Surveying services;
- Federal State, Local permitting processes as needed;
- Design services;
- Construction drawings;
- Assisting with the Lenoir County Bid process;
- Project oversight and inspections;
- Water line conveyance;
- Sewer line conveyance; and
- Project closeout.

## **III. Intent**

The intent of this Request for Qualifications (RFQ) is to have professional engineering firms specifically address the services required and provide the Owner with a well-considered response

for those services. It is anticipated that a contract will be negotiated with the successful engineering design firm properly licenses in the State of North Carolina on the basis of demonstrated competence and qualifications for the type of professional services required.

#### **IV. Firm Qualification**

The selected engineering firm's assigned project staff must be experienced in all phases of planning, design, construction and regulatory compliance requirements of similar public facilities, have extensive knowledge of the regulations governing design and construction in the State of North Carolina, and have a proven capability to effectively and efficiently produce a successful project consistent with, and meeting the needs of, the goals outlined by Lenoir County.

#### **V. Proposal Format**

Proposals should be organized into the following Sections:

- A. Professional Qualifications
- B. Involvement with Similar Projects
- C. Proposed Work Plan
- D. Legal Status of Consultant
- E. References
- F. Attachments

The following describes the elements that should be included in each section of the proposal and the maximum points that may be awarded during proposal evaluation. The evaluation panel may revise, add to, or remove these elements as it deems appropriate, and /or redistribute the points for each element to ensure adequate evaluation.

##### **A. Professional Qualification – 25 Points**

1. Include Letter of Interest. State the full name and address of your Firm and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. Include information showing it is licensed in the State of North Carolina.
2. Include the name of the executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all project personnel, including subcontractors. Qualifications and capabilities of any and all subcontractors must also be included.
3. Explain and support experience working with Federal Uniform Guidance.
4. Include list of positions and standard hourly rates.

5. State history of the firm, in terms of length of experience, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

#### B. Project Listing – 25 Points

The written proposal must include a list of current similar projects including brief description, size, cost, staff involved, etc. The proposal listing must also include descriptions of three (3) past projects of similar size and scope, including, cost, staff, completion period, etc.

List of projects on which the Firm assisted with compliance with Federal Uniform Guidance during bid process, including type and size of project, value, and the firm participation and experience in working with Uniform Guidance.

Projects listing must exhibit experience in the project area and indicate proven ability in implementing similar projects for the firm and the individuals to be assigned to this project.

#### C. Proposed Work Plan – 30 Points

Provide a detailed and comprehensive description of how the Firm intends to provide the services requested in this RFQ. This discussion shall include, but not be limited to: how the project(s) will be managed and scheduled, how and when data will be delivered to the County, communication and coordination, the working relationship between the Firm and County staff, and the Firm's general philosophy in regards to providing the requested services.

Responses will be evaluated on the clarity, thoroughness, and content of their responses to the above items.

#### D. Legal Status of Consultant – 10 Points

Must include all litigation or other legal action taken against Firm or that Firm was involved in within the last five years and indicate disposition of each case.

#### E. References – 10 Points

A complete list of client references, minimum of Three (3), must be provided for similar projects recently completed. It shall include the firm/agency name, address, email, telephone number, project title and information, and contact person.

#### F. Attachments – No Point Value

Must provide, with submission, a copy of Firm's standard proposed contract. This contract will be reviewed and revised as necessary to meet Federal, State and County legal requirements. Submission of a qualification statement in response to this Request for Qualification denotes acceptance of all necessary revisions. Failure to do so will be ground for rejection.

## **VI. Proposal Evaluation and Selection Process**

1. Lenoir County intends to select the most qualified firm(s) on the basis of best overall qualifications package that, in its sole opinion, is most advantageous to the County.
2. An evaluation committee (the Committee) will be appointed to evaluate each qualifications package. The Committee will identify strengths, weaknesses, deficiencies and risks associated with each Firm according to the above-described criteria and point system (A through E).
3. A proposal with all the requested information does not guarantee the proposing Firm to be a candidate for additional consideration. The Committee may contact references to verify material submitted by the Firm.
4. The ranking of proposals and recommendation of any Firm is the sole responsibility of the Committee. Selection may be based solely on the individual merits of one Firm, depending on the findings and opinion of the Committee or the Committee may choose to create a short-list of firms for further evaluation and consideration.
5. The Committee, at its sole discretion, may choose to schedule interviews with any, all, or none of the selected Firms. If interviews are to be held, selected Firm(s) will be given the opportunities to bring in their interview team to discuss their qualifications, past experience and proposed work plan in more detail.

The Firm's interview team must include the Firm's project team members expected to complete a majority of the work on the project, but no more than six members. The interview shall consist of a presentation of up to thirty minutes by the Firm, including the person who will be the project manager on this contract, followed by Q&A.

6. Manager/Board Approval and Contraction Negotiation/Execution: The Committee's recommendation of the highest rated Firm will be presented to the County Manager or Board of Commissioners for approval and authorization to begin negotiations for an agreeable contract and fees. If after negotiation, a mutual agreeable agreement and fee is not successful, negotiations will be terminated and the County may enter into negotiations with the second highest rated firm, and so on.
7. All Firms who submit a SOQs will be notified of the selection results.

## **VII. Submission of Proposal Packages**

Qualification submittals shall include four (4) complete qualification packages in hardcopy, with Table of Contents and Reference Tabs for key sections. Submittals shall not exceed twenty (20) pages.

AND

One (1) electronic copy.

To be considered, submissions must be received at the following address no later than 4:00 PM on Friday September 9<sup>th</sup>

If delivered in person or by Mail:

Lenoir County  
ATTN: County Manager/ Lenoir County Water-Wastewater Infrastructure Projects  
P.O. Box 3289  
Kinston, NC 28502

## **VIII. General Conditions of the Request for Qualifications**

Any and all costs incurred by respondents in preparing or submitting a statement of qualifications for the project shall be the respondent's sole responsibility.

All submissions, responses, inquiries, or correspondence relating to this RFQ will become the property of Lenoir County when received.

Lenoir County reserves the right to accept or reject any and all submissions received in response to this Request for Qualifications, cancel the RFQ process at any time, request additional information or clarification of information provided in a response without changing the terms of the Request for Qualifications, elect not to proceed with any of the respondents, modify the scope of work, re-solicit RFQ's, or choose not to award for any reason.

## **IX. Confidentiality of Documents**

North Carolina General Statute Chapter 132, Public Records, governs the accessibility of records compiled by NC Governmental Entities. In general, all documents submitted in response to this Request for Qualifications are subject to public disclosures unless specifically excepted by North Carolina General Statute 132-1.2 and 66-152 which provide definitions and protection of certain documents and information from public disclosure that constitute a "trade secret", provided it meets the specific conditions as outline in 132-1.2(1)a-d.

Lenoir County will attempt to without from public disclosure, or redact documents or information, designated "confidential trade secret" that clearly meets the conditions of NC G.S. 132-1.2(1)a-d to the extent that it is entitled or required to do so by applicable law. Regardless, Lenoir County shall not be held responsible for any information that is released nor shall Lenoir County be held responsible for nor pay any penalty or expense in relation to information so released.

Any submission marked “confidential” or “trade secret” in its entirety may be rejected at the sole discretion of Lenoir County.

## **X. Federal Contracting Requirements**

The Contract will be funded in whole or in part with federal funding. As such, federal laws, regulations, policies and related administrative practices apply to this contract. The most recent federal requirements, including any amendments made after the execution of this Contract shall govern the Contract, unless the federal government determines otherwise.

The Firm must be qualified to enter into contracts using Federal Funds.

To the extent possible, the federal requirements contained in the most recent version of the Uniform Administrative Requirements for federal awards, codified in 2 CFR Part 200, including any certifications and contractual provisions required by any federal statutes or regulation reference therein to be included in this contract are deemed incorporated into this contract by reference and shall be incorporated into any sub-agreement or subcontract executed by the Contractor, pursuant to obligations under this contract.

### Conflict of Interest

The Contractor must disclose in writing any potential conflict of interest to the County of Lenoir or pass-through entity in accordance with federal policy.

The Contractor must maintain an acceptable accounting system. The Contractor agrees to provide the County, the Grant Agency Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any technical specifications, books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

Any questions concerning this RFQ should be directed to Michael James, County Manager ([michael.james@lenoircountync.gov](mailto:michael.james@lenoircountync.gov)) or phone 252-559-6450.