

<b>Department/Agency</b>	North Carolina Office of State Budget and Management – Disaster Recovery for the Town of Princeville
<b>Project Title</b>	88-Acre Residential Infrastructure Project (Phase 1 Development of Approx. 10 acres to Support 25 Lots)
<b>Design Services</b>	Engineering, Surveying, Geotechnical, Environmental, and Construction Administrative
<b>Scope of Work</b>	Please see attached Request for Qualifications
<b>Contact</b>	Durwin Jones, OSBM-DR Director
<b>Telephone</b>	(984) 236-0733
<b>Email</b>	Durwin.Jones@osbm.nc.gov
<b>Total Project Budget</b>	TBD
<b>Source of Funds</b>	Disaster Recovery – Hurricane Matthew (Additional Funding Sources May Become Available for Development of Additional Acreage)
<b>Approved OC-25 #</b>	N/A
<b>Publish Date</b>	February 15, 2023
<b>Closing Date</b>	March 13, 2023
<b>Submit THREE (3) Copies of Letter of Interest</b>	<p>Durwin Jones, Director Office of State Budget &amp; Management – Disaster Recovery Dobbs Building, Suite 4002 430 N. Salisbury Street Raleigh, NC 27603</p> <p>Glenda L. Knight, Town Manager Town of Princeville 201 South Main St. Princeville, NC 27886</p>
<b>Physical Location for Fed Ex/UPS Delivery (Delivery Address):</b>	OSBM-Disaster Recovery 430 N Salisbury Street – Room 4002 Raleigh, NC 27609
<b>NC Licensing Statement</b>	<p>In order to offer architectural, engineering, or landscape architectural services in response to this solicitation, the proposing firm must be properly licensed to practice Architecture, Engineering, or Landscape Architecture in the State of North Carolina. More information on the North Carolina state boards may be found at the following websites:</p> <p><b>NC Board of Architecture:</b> (<a href="http://www.ncbarch.org">http://www.ncbarch.org</a>)  <b>NC Board of Examiners for Engineers &amp; Surveyors:</b> (<a href="http://www.ncbels.org">http://www.ncbels.org</a>)  <b>NC Board of Landscape Architects:</b> (<a href="http://www.ncbola.org">http://www.ncbola.org</a>)</p>

### **STATE BUILDING COMMISSION - SELECTING CRITERIA**

In selecting designers, the selection committee should take into consideration qualification information including such factors as:

1. Specialized or appropriate expertise in the type of project.
2. Past performance on similar projects.
3. Adequate staff and proposed design or consultant team for the project.
4. Current workload and State projects awarded.
5. Proposed design approach for the project including design team and consultants.
6. Recent experience with project costs and schedules.
7. Construction administration capabilities.
8. Proximity to and familiarity with the area where the project is located.
9. Record of successfully completed projects without major legal or technical problems.
10. Other factors which may be appropriate for the project.

### **STATE BUILDING COMMISSION - SUBMITTAL CRITERIA**

Proposing firms must submit THREE (3) copies of the Letter of Interest and THREE (3) copies of your current Standard Form 254 (SF 254) with the information package. The current SF 254 template is located at <http://ncadmin.nc.gov/businesses/construction/forms-documents> which is the State Building Commission approved form.

In the interest of cost-savings to the designers, consistency of the submittals and more efficient use of time by the pre-selection committee, the submitted information package should not include any notebooks, binders, tab, clips, etc. The format should be 8-1/2" x 11" pages stapled in the upper left-hand corner. The Letter of Interest should not exceed ten (10) single-sided pages or five (5) double-sided pages plus the SF 254.

**E-mail and Fax submittals will not be accepted.**

# Request for Qualifications

## Engineering and Construction Administration Services

### For 88—Acre Residential Infrastructure Project (Phase 1- Development of Approx. 10 Acres to Support 25 Lots)

Town of Princeville, NC  
(Owner)

Contract Funded Through State Grant  
Administered By:



201 South Main St.  
PO Box 1527  
Princeville, NC 27886  
252-823-1057  
<https://www.townofprinceville.com/>

Disaster Recovery Section  
430 N. Salisbury St., Suite 4002  
Mail Service Center 20320  
Raleigh, NC 27699-0320  
984-236-0733

EVENT	DATE
RFQ Release	February 15, 2023
Optional Pre-SOQ Meeting	February 24, 2023 (11 a.m.)
RFQ Questions Deadline	March 1, 2023 (5 p.m.)
Post Final Addendum	March 3, 2023 (5 p.m.)
SOQs Due	March 13, 2023 (5 p.m.)
Anticipated Award Date	April 14, 2023

## OVERVIEW

The Town of Princeville (“Princeville”) and the N.C. Office of State Budget and Management-Disaster Recovery (“OSBM-DR”) issue this Request for Qualifications (“RFQ”) soliciting Statements of Qualifications (“SOQs”) from North Carolina licensed and qualified engineering firms for a residential infrastructure project on land owned by Princeville. The RFQ seeks engineering and design services to: create a preliminary advance plan for the entire 88-acre site consistent with Princeville’s Comprehensive Plan adopted September 20, 2021; and for complete design, engineering, surveying, geotechnical assessment, and environmental permitting for a phase 1 residential infrastructure project for approximately ten of the 88 acres that will support at least 25 residential building lots (hereinafter “Phase 1 Project” and both scopes of work will collectively be referred as the “Project”). The successful firm will prepare construction and contract documents, obtain all necessary permits from state and federal regulatory agencies, assist with contractor procurement, and provide construction observation and contract administration. Princeville may seek additional state and federal funding to design and construct infrastructure for the remaining acreage; therefore, the successful firm, in addition to working on project with state grant funding, shall have experience with providing engineering services for federally funded projects including compliance with the National Environmental Policy Act (“NEPA”).

Responding firms or project teams shall submit SOQs demonstrating sufficient resources, expertise, experience, and qualifications to provide the necessary range of engineering and support services to successfully complete the projects stated in this RFQ. There is no express or implied obligation for Princeville or OSBM-DR to reimburse responding firms for any expenses incurred in preparing an SOQ of qualifications in response to this request.

## BACKGROUND

On or about May 28, 2020, Princeville, located in Edgecombe County, North Carolina, purchased three tracts of undeveloped farmland located near the intersection of Greenwood Boulevard and South Shiloh Farm Road, more specifically known as Tracts 1 (Parcel Identification Number (PIN) 4748-40-4388), Tract 3 (PIN 4747-49-0259), and Tract 4 (PIN 4747-38-7652) of the Carolyn L Pigg subdivision, totaling 88.80 acres (hereinafter the “88-Acre Property”). On September 20, 2021, Princeville’s Board of Commissioners adopted a town-wide comprehensive plan with special considerations for this area and planned infrastructure improvements in the area by the County’s Water/Sewer District (hereinafter the “Comprehensive Plan” with relevant excerpts are attached hereto as “**Appendix 1**”). In accordance with the Comprehensive Plan, Princeville annexed and zoned the 88-Acre Property for residential development of single-family residential homes with supporting recreational and open space amenities and some limited commercial space. This engineering engagement envisions developing an overall concept plan locating the desired mix of uses on the 88-acre Property and developing the necessary engineering plans to construct the Phase 1 Project.

Respondents shall affirm in their SOQs that funding for the 88-acre Concept Plan and the corresponding design/engineering of the Phase 1 Project will come from a state \$2.1 million grant.

The roles and responsibilities of Princeville and OSBM-DR for the Concept Plan and Phase 1 Project are set for the in a Princeville Resolution and Project Framework approved on May 18, 2022 (attached hereto as “**Appendix 2**”). If there is a conflict between any communication from Princeville and OSBM-DR to any Respondent or the firm awarded this contract, the Project Framework will control the resolution of the conflict. Princeville and the firm selected for this engagement will enter into an agreement, and OSBM-DR will serve as Project Manager for Princeville, make direct payments to the successful designer with the review and concurrence of Princeville, and will oversee the successful firm’s delivery of the Scope of Services.

## **SCOPE OF SERVICES**

Firms preparing SOQs to respond to this RFQ (hereinafter referred to as a “Respondent”) shall identify its project team from its employees and sub-consultants, engineers, professionals, and/or other such person or entity Respondent will need to provide the Scope of Services. Each Respondent shall describe its approach as to how it will deliver the project by highlighting its experience in: designing infrastructure for residential subdivisions (including water, sewer, electricity, communications, and stormwater infrastructure); environmental review and permitting including NEPA experience; preparing construction documents (plans and specifications), preparing bid documents, conducting the bid process; construction observation; contract administration; working with State funded projects; and working on federally funded projects.

Respondents may view evaluation criteria for RFQ reviewers in following pages. **Respondents’ SOQs must include a draft project schedule laid out in weeks.** Respondents shall address current workload and staff resources devoted to the project including those of sub-consultants.

The final scope of work and accompanying price proposal shall be negotiated with Princeville and OSBM-DR with the most qualified, responsive firm or project team. The following is a basic, not all encompassing, scope of work that the Project’s Engineer (i.e., successful Respondent) must ultimately provide before the end of the agreed upon schedule for design and engineering.

### **A. Design, Engineering and Surveying**

1. The Engineer (inclusive of its sub-consultants, testing companies, and vendors) will review and confirm project scope and schedule with Town Manager, key Town staff, and OSBM’s Project Manager.
2. The Engineer will conduct all necessary site investigations (e.g., survey, topographical, geotechnical, hydraulic and hydrological, wildlife, wetlands, environmental, etc.) and prepare necessary reports and/or specifications for permitting, design, and construction.
3. The Engineer shall identify regulatory agencies requiring all necessary permits for Phase 1 Project construction and obtain all necessary permits for operating the certain portions of the completed infrastructure. The Engineer shall coordinate the design and engineering of the proposed infrastructure with N.C. Department of Transportation (“NCDOT”) for

connecting the new subdivision to public roads owned and maintained by NCDOT. The Engineer shall also coordinate the design, and engineering of the proposed infrastructure (include potential expansion of the subdivision's infrastructure for the entire 88-Acre Property) with Edgecombe County (inclusive of Tarboro) for obtaining approval to connect the new subdivision's infrastructure to water and sewer systems owned and operated by Edgecombe County.

The Engineer must itself and/or through subconsultants have experience with and/or be capable of performing a full National Environmental Policy Act ("NEPA") review for all 88 acres.

4. Advanced Planning: The Engineer shall perform advance planning that will consist of a concept plan for the development of all 88 acres of Princeville's property that maximizes the potential of the site consistent with Princeville's Comprehensive Plan and which can support approximately 100 to 250 attached and/or detached new flood resilient single-family housing units (the "Concept Plan"). The Concept Plan will at a minimum depict and provide the following:
  - Anticipated housing types, locations, and approximate residential lot size.
  - **Recommended location for Phase 1 Project**:
    - **Option 1**-northern end of site (Greenwood Boulevard) with sewer system tied into the sewer system serving the Southern Terrace subdivision;
    - **Option 2**-southern end of site (South Shiloh Farm Road) with sewer connected to Princeville's 53-acre sewer system; or
    - **Option 3**-Phase 1 tied into the Southern Terrace sewer system and remaining future infrastructure will use a force main to 53-acre site down South Shiloh Farm Road.
  - Proposed areas for parks, greenways, open space, and other amenities desired in Comprehensive Plan.
  - Proposed general street layout and connections to Greenwood Boulevard and South Shiloh Farm Road.
  - Proposed water and sewer layout and locations of tie-ins to existing Town utilities or tying in the sewer system for the 88-acre site to Princeville's 53-acre site.
  - Proposed layout for electrical services and communication services.
  - Areas designated for stormwater management.
  - A simple cost estimate for design, surveying, engineering, and installing all underground utilities (water and sewer), roads, sidewalks, curbing, and stormwater management system for all 88 acres with an annual inflation percentage.
5. Schematic Design and Design Development for Phase 1 Project: The Engineer, consistent with the Concept Plan and Princeville Comprehensive Plan (including zoning and subdivision regulations/ordinances) and in consultation with Princeville, will prepare schematics and preliminary design/specifications for the Phase 1 Project that will provide layouts for utilities for at least twenty-five lots for single-family homes and tie the new infrastructure into Edgecombe County's water and sewer systems for the recommended location of the Phase 1 Project. The goal is to streamline, consolidate, and/or expedite the

schematic design and design development phases of a typical construction project.

At a minimum, Engineer's submittals shall contain preliminary grading plan, utilities plan, stormwater management plan, soil-erosion plan, surveying for environmental permitting, surveying for Phase 1 Project, surveying for the proposed residential lots within Phase 1 Project, necessary cross sections, specification outlines, materials schedule, and estimates of probable cost. Princeville will review the Schematic Design/Design Development submittals and it may request public comment before discussing any changes with Engineer and authorizing Engineer to proceed with construction documents, environmental review, and permitting. After Engineer receives Princeville's approval of the Schematic Design/Design Development submittals, it shall prepare a probable cost estimate for the Phase 1 Project.

6. Construction Documents & Environmental Permitting: The Engineer shall produce for the Phase 1 Project accurate and complete construction documents that shall include, but is not limited to: a cover sheet including a preliminary drawing index with existing conditions; any geotechnical report; grading plan; utilities plan; stormwater plan; road plan; specifications, testing requirements, all necessary cross sections and details; other such documents needed for obtaining all necessary environmental permits; bid documents; contract documents; and such other work Engineer deems necessary for the Phase 1 Project.

The Town may seek federal funding to develop the remaining ±78 acres, Engineer may be requested by Town/OSBM-DR to conduct a full NEPA review for all 88 acres. Engineer will negotiate a proposed fee for this additional service prior to award of a contract to Engineer for this project.

Engineer will be encouraged to include bid alternates in the construction for scopes of work that may be constructed independently from the core infrastructure needed for the Phase 1 Project. The goal of using bid alternates is to give Princeville and OSBM-DR the flexibility to award a final construction contract that is within the budget for the Phase 1 Project inclusive of any contingency funding for change orders.

## **B. Procurement**

1. The process in awarding a construction contract based on Engineer's construction documents shall comply with N.C. Gen. Stat. § 143-129.
2. Engineer will work with Princeville's Town Manager and OSBM-DR Project Manager in coordinating bid advertisement and pre-bid meeting(s).
3. The Engineer will be responsible for: conducting the pre-bid meeting, bid opening, reviewing bids for compliance with the solicitation requirements; certifying the bid tabulation to bidders, Princeville, and OSBM-DR; and making a recommendation to Princeville and OSBM-DR for contract award, that is, determining the lowest responsive and responsible bidder.
4. Before Princeville takes action on the recommendation for contract award, OSBM-DR will

advise Princeville and Engineer on whether there is sufficient state grant funding to award the contract to the recommended bidder for the base bid and the bid alternates that can be funded. If there are sufficient funds for the base bid as well as funds for any bid alternates, Princeville may consider the contract award recommendation for the base bid and any bid alternates that have available state grant funds.

If there are insufficient funds to pay for the base bid (including use of any contingency funds that may have been budgeted for change orders during construction), OSBM-DR will advise Princeville and Engineer as to how much the lowest responsible bid exceeds the available state grant funds for the Phase 1 Project. Thereafter, Engineer and Princeville may consider reasonable changes to the plans and specifications, value engineering, and/or reduce the scope of the Phase 1 Project that may allow the parties to negotiate a contract with the lowest responsible bidder in accordance with N.C. Gen. Stat. § 143-129(b). OSBM-DR will not approve of any construction contract that exceeds the available state funds, or Princeville will be responsible for paying for construction costs that exceeds available state funding if it desires to enter into such a contract.

5. If there are sufficient funds for the base bid and any bid alternate, Princeville, with concurrence from OSBM-DR, will approve Engineer's recommended contract award. In the alternative, Princeville may provide the Engineer with an explanation as to why the selected bidder was not the lowest responsive and responsible bidder (Princeville's Town Attorney may have to provide an opinion that supports Princeville's explanation) and include Princeville's recommendation for contract award that is made in compliance with N.C. Gen. Stat. § 143-129 and with concurrence from OSBM-DR.
6. After selection of the winning bidder, the Engineer shall proceed to award the construction contract, obtain any required bonds and certificates of insurance, issue the notice to proceed, and take such other actions set forth in the Phase 1 Project's specifications and contract documents.

### **C. Construction Observation & Contract Administration**

The following is a summary of the duties, responsibilities, and tasks in the agreement between Engineer and Princeville that the Engineer will have to perform during the construction of the Project.

1. Engineer will conduct preconstruction meeting with Princeville, contractor, and OSBM-DR.
2. Engineer will perform on-site observations during the active site construction phase as may be reasonably necessary to determine if the progress and quality of the work being performed is in conformance with the approved plans and/or as may be required by the state grant and/or any subsequent federal grant.
3. Engineer shall review shop drawings, cut sheets, and contractor documents for accuracy and sufficiency. Engineer shall review and respond to contractor's request for



information, and review contractor's change orders and payment requests, within the amount of time set forth in the Phase 1 Project contract documents.

4. Engineer shall notify the contractor, Princeville, and OBSM-DR Project Manager immediately if work does not conform to the approved plans, permits, or requires special inspections or testing to make such determination.
5. Engineer shall monitor project progress as it relates to the construction sequence identified within the approved plans and notify the contractor, OSBM-DR Project Manager and Princeville of any condition that may lead to a delay in overall completion or of any deviation from the approved plan.
6. Engineer shall attend all site construction/coordination meetings as directed by Princeville and OBSM Project Manager.
7. Engineer shall maintain a log of all construction activities observed, including weather conditions and weather-related site conditions; nature and location of work being performed; meetings attended, and matters discussed; communications between the Princeville, OSBM-DR Project Manager, contractor regarding disputes, questions, or deviations from or related to the approved plans.
8. Engineer shall provide reports to Princeville and OSBM-DR Project Manager on a regular and recurring basis and to advise Princeville and OSBM-DR Project Manager as to Phase 1 Project progress and compliance or as otherwise necessary.
9. Engineer shall collect, on behalf of Princeville and OSBM-DR, any necessary documentation, reports, and certifications of any required inspections prior to project closeout and identified by all obtained approvals.
10. Engineer shall communicate with and/or answer questions from the contractor on behalf of Princeville and OSBM-DR Project Manager regarding matters depicted or required by the approved plans and permits.
11. Engineer shall provide necessary site inspections and/or testing during construction as directed by Princeville and/or OSBM-DR Project Manager, followed by written reports.
12. Engineer shall attend and record weekly construction meetings.
13. Engineer shall review, approve, and sign off on all contractor payment requests conforming to the approved contract documents.

**D. Project Coordination.** While this RFQ seeks SOQs for specific engineering and construction administration services leading to the construction of Phase 1 Project infrastructure improvements on the 88-acre site, subsequent or concurrent projects may require the selected project team coordinate with other design, architectural, engineering, or other firms and funding streams. Engineer should have experience with projects funded with federal grants and should

have experience with NEPA.

**E. State Grant Administration**

1. Engineer shall furnish required documents assuring compliance with state project appropriation and related grant provisions for vendor payments as required by OSBM-DR.
2. Engineer shall provide the Princeville and OSBM-DR Project Manager with necessary documentation for payments or reimbursements of Engineer and contractor for Phase 1 Project, and OSBM-DR will pay those invoices or reimbursement requests directly to the entity requesting payment.
3. Pursuant to state law, Engineer shall provide access to OSBM-DR, OSBM-DR's auditors, and the N.C. State Auditor access to documents and information relating to its work performed pursuant to its agreement with Princeville because that agreement will be funded by a state grant.

**F. Final Inspections & Project Closeout**

1. Engineer shall conduct final inspections with Princeville's staff and OSBM-DR Project Manager to prepare punch lists before any final inspection from the authority having jurisdiction over the building permit conducts its final inspection.
2. Engineer shall reinspect the work to determine completion of punch list work before final inspection from the authority having jurisdiction.
3. Engineer shall coordinate final inspection of the Project with the authority having jurisdiction, Princeville, contractor, and OSBM-DR Project Manager.
4. Engineer shall assist Princeville and OSBM-DR in closing out the state grant including, but not limited to: completion of all as-built drawings/surveys (including notations on certain documents that they are not subject to public disclosure under public records law (N.C. Gen. Stat. § 132-1.7(a)); making sure all permits from all state and federal regulatory agencies are properly closed out; making sure all warranties have been provided to Princeville and/or Princeville's assignee(s) that will take ownership of certain infrastructure and be responsible for maintaining that infrastructure; making sure all manuals and/or training for any equipment connected to the infrastructure are provided to Princeville and/or Princeville's assignee(s) that will take ownership of certain infrastructure and be responsible for maintaining that infrastructure; and closeout construction contract after all the foregoing tasks have been completed.

**G. Insurance Requirements:** For the duration of the contract, Engineer must maintain Commercial General Liability insurance with limits of not less than \$1,000,000, Professional Liability Insurance (Malpractice/Errors and Omissions) with limits of not less than \$1,000,000, Automobile Liability insurance with a minimum limit of \$1,000,000, and Workers Compensation Insurance as required by the State of North Carolina. Engineer must provide proof of insurance to Princeville and OSBM-DR prior to performing any work on the Project.

## MINIMUM QUALIFICATIONS

Princeville is seeking an engineering firm that has completed projects of similar size, scope, and condition as the projects included in the Scope of Services section above, including, but not limited to, concept planning, infrastructure design, construction observation, contract administration, and residential subdivision development.

The successful engineering firm should have:

1. Professional knowledge and expertise regarding facility design, construction, storm water management, and utility infrastructure design and engineering.
2. Experience in providing all work and services necessary for successful completion of full NEPA reviews.
3. Proficiency in independent cost development, independent review, tracking, analysis of costing activity of design professionals and general contractor/construction firm.
4. Ability to interact in a positive and supportive manner with Princeville Town Manager, other Town staff, and OSBM-DR Project Manager.
5. Ability to coordinate multiple construction and administrative activities.
6. Ability to communicate effectively with Princeville Town Manager, Princeville Board of Commissioners, and OSBM-DR Project Manager, and ability to provide monthly status updates.
7. Ability to manage a budget, manage change orders, and keep Princeville and OSBM-DR Project Manager informed of the progress of the Phase 1 Project through all phases.
8. Ability to issue invitation for bids for the construction of similar infrastructure projects.

## PROCUREMENT PROCESS & RESPONSE FORMAT

An optional **pre-SQQ virtual meeting** is scheduled for February 24, 2023, 11 am, through the following link:

### Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 258 890 087 837

Passcode: DQhofT

[Download Teams](#) | [Join on the web](#)

**Join with a video conferencing device**

[ncgov@m.webex.com](mailto:ncgov@m.webex.com)

Video Conference ID: 111 207 163 9

[Alternate VTC instructions](#)

**Or call in (audio only)**

[+1 984-204-1487,,743212039#](tel:+19842041487743212039) United States, Raleigh

Phone Conference ID: 743 212 039#

**Questions** regarding this RFQ should be directed to Glenda Knight, Ph.D., Town Manager, [gknight@townofprinceville.com](mailto:gknight@townofprinceville.com) (252) 823-1057, **and** Durwin Jones, [durwin.jones@osbm.nc.gov](mailto:durwin.jones@osbm.nc.gov) (984) 236-0733 before 5 p.m. on March 1, 2023. Questions of general interest will be shared with all known respondents and/or OSBM-DR will post a final addendum with the questions and answers before 5 p.m. on March 3, 2023. Therefore, potential Respondents should make their intention to submit an SOQ known to Princeville and OSBM-DR to receive any future addendum or clarification, and knowledge thereof is entirely each Respondent's burden.

**Response Format** - SOQs shall conform to the following:

1. **Title Page** - Title page showing the request for qualifications subject; the firm's name; the name, address, and telephone number of the contact person; and the date of the SOQ. The title page, transmittal email and the envelopes transmitting hard copies of the SQO must be clearly labeled "ATTN: *Princeville Engineering Services (88-Acre Project Phase 1)*"
2. **Letter of Interest** - A signed letter of interest briefly stating the Respondent's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes it to be best qualified to perform the engagement, and a statement that the statement of qualification is a firm and irrevocable offer for 90 days.
3. **Project Approach and Draft Project Schedule** – Respondent should describe the approach in delivering the Concept Plan and the Phase 1 Project along with a schedule for completing both scopes of work.
4. **Experience and Background Information** – A firm résumé that shall include the following information: key personnel; roadway and stormwater construction administration; familiarity with the Town of Princeville, region, or other similar municipalities; experience with residential subdivision design; experience with water and wastewater utilities and environmental permitting (including NEPA); and copies of all Respondent's North Carolina licenses as well as the North Carolina licenses of its sub-consultants Respondent may use in providing services for the Concept Plan and Phase 1 Project.
5. **References** – Respondent's shall submit reference information on completed projects that meet the minimum qualifications. Projects should be of a similar type. For each reference, the Respondent shall provide the following information: (i) description of the project; (ii) contact name and information of a person able to answer any customer satisfaction questions; (iii) size of the project (acreage and dollar amount); and (iv)

duration of the project.

6. Respondent's Internet Information – Respondent shall provide a link to any website it operates for its business. The information on the Respondent's website may be considered in the evaluation process. Princeville and OBSM-DR reserve the right to search the internet for information regarding Respondent's business and/or projects for the Respondents it may ask to interview and/or as part of the selection process stated below.
7. Rate fee schedule of all required project participants, including sub-consultants, with anticipated contract hours.

Please submit two (2) hard copies of the Statement of Qualifications and one electronic (PDF) copy to each of the following:

1. Glenda L. Knight, Ph.D., Town Manager  
Town of Princeville  
P.O. Box 1527  
201 South Main Street  
Princeville, NC 27886  
Email: [gknight@townofprinceville.com](mailto:gknight@townofprinceville.com)
2. Durwin P. Jones, Director  
N.C. Office of State Budget and Management  
Mail Service Center 20320  
Raleigh, NC 27699-0320  
[durwin.jones@osbn.nc.gov](mailto:durwin.jones@osbn.nc.gov)

**Completed SOQs shall be received by the close of business (5:00 pm) on March 13, 2023. An SOQ will be deemed received by the deadline if a PDF version is received by Princeville or OSBM-DR by email at or before 5:00 pm on March 13, 2023 (hard copies must arrive by mail on or before the close of business on March 20, 2023).**

Princeville and OBSM-DR are committed to awarding a contract(s) to firms that will provide high quality services, are dedicated to diversity, and will properly manage time and costs. Princeville and OSBM-DR strongly encourage Respondents that are certified by the State of North Carolina, any other State, or the federal government as M/WBE firms, as well as Respondents that are yet certified but have applied for certification, to submit responses to this RFQ.

## REVIEW AND SELECTION PROCEDURE

Submittals deemed responsive to the requirements of this RFQ will be evaluated and scored on a competitive basis in accordance with Princeville's and OSBM-DR's evaluation criteria below:

Proposed Project Design, Approach/Schedule, Proposed Staff and Sub-Consultant(s) (if any), Current Workload	25%
Experience, Background, and Past Performance	30%
Experience with Community or Region	25%
References Record of Successfully Completed Project without Major Legal or Technical Problems	15%
DBE/HUB	5%

The selection committee consisting of representatives from Princeville and OSBM-DR will score the received SOQs and may interview the most qualified Respondents after scoring. Princeville and OSBM-DR reserve the right to negotiate a scope of services and price proposal with the most qualified firm(s). If a scope and fee cannot be reached, the Town may negotiate with the next most qualified firm. The advertising of this RFQ does not assure award. Responses become the property of the State of North Carolina and Town of Princeville and will not be returned.

Princeville and OSBM-DR reserve the right to: (1) amend, modify, or withdraw this solicitation; (2) revise any requirement of this solicitation; (3) require supplemental statements or information from any Respondent; (4) extend the deadline for submission of responses hereto; (5) negotiate or hold discussions with any firm and to correct deficient responses which do not conform to the instructions herein; (6) waive irregularities; (7) cancel, or reissue in whole or in part, this solicitation, if Princeville and OSBM-DR determine that it is in its best interest to do so; and/or (8) extend the term of any agreement on terms consistent with this procurement.

TOWN OF PRINCEVILLE

N.C. OFFICE OF STATE BUDGET &  
MANAGEMENT-DISASTER RECOVERY

By *Glenda L Knight*  
Glenda L. Knight, Ph.D.  
Town Manager

By *Durwin P. Jones*  
Durwin P. Jones  
Director & General Counsel

**Project Area-Shiloh Site in Map Below**



# Preliminary Concept for Phase 1 Project

