

**REQUEST FOR QUALIFICATIONS
HERITAGE PARK SURVEY and ENGINEERING SERVICES
TOWN of PRINCEVILLE**

I. Introduction

The Town of Princeville is seeking NC licensed land surveyors and consulting engineering firms for site investigation, survey, site planning, and construction documents (PS&E) to construct a one-quarter mile walking track and all weather basketball courts at Heritage Park in Princeville. The project is a complement to the existing pavilion, rest rooms, and playground at the park. The project requires a site plan for the property incorporating a trail head for a trail connecting Heritage Park to the Princeville Elementary School. The selected firm will provide assistance with procurement, construction administration, and project management. The Town of Princeville is requesting statements of qualifications from NC licensed civil engineering and land surveying services corporations.

II. RFQ Schedule

RFQ Solicitation Begins	29 April 2021
Questions Due	11 May 2021
RFQ Deadline	20 May 2021

Questions about this RFQ or the project may be sent via email to Dr. Glenda Knight, Town Manager at gknight@townofprinceville.com or in writing, to: Town of Princeville, 201 South Main St, PO Box 1527, Princeville, NC 27886.

III. Background

The Town of Princeville seeks well qualified and NC licensed land surveying and consulting engineering firms to conduct surveys, site investigations, site planning, procurement assistance, and construction administration on the property at Heritage Park, 225 Mutual Blvd (Route 258) in Princeville. The property is approximately XX acres in size. Existing structures on site include a ~1,600 sq ft pavilion, restrooms, and ages 5-12 playground equipment.

IV. Scope of Services:

The Town of Princeville seeks NC licensed and well qualified land surveying and engineering firms to:

1. **Survey** – The selected firm(s) shall survey of the existing parcel and develop a topographical survey sufficient for a working site plan.
 - a. Survey existing the parcel (approximately XX acres)
 - b. Develop topographical survey for parcel

The completed survey shall be provided to the Town in paper format and digital

format (CAD and/or GIS).

2. **Preliminary Site Plan** – The selected firm(s) shall develop a preliminary site plan for the construction of a one-quarter mile walking trail, trail head, and basketball courts. The preliminary site plan shall take into consideration the existing structures, parking, and future Princeville Farmers’ Market construction. The preliminary site plan will include the following plan sets:
 - a. An existing conditions site plan (existing structures, topography, utilities)
 - b. Future site plan (utilities, walking trail and basketball court location, parking, pedestrian access, vehicular circulation, signage, lighting, landscaping)
 - c. Walking trail profile
 - d. Basketball court specifications
 - e. Cost estimates for construction costs related to redevelopment of property (grading, water service, paving, signage, curbing, sidewalks, lighting, landscaping).

The completed preliminary site plan shall be provided to the Town in paper format and in digital format (CAD or GIS).

3. **Procurement** – The selected firm(s) shall furnish the contract book (PS&E) and assist the Town of Princeville in procurement by:
 - a. Preparing bid docs
 - b. Scheduling and coordinating a pre-bid meeting
 - c. Answering bidder questions
 - d. Receiving, analyzing, and tabulating sealed bids for recommendation to the Town
 - e. Assisting the Town with contract finalization
4. **Construction Administration** – The selected firm(s) shall provide construction administration over the trail and court construction:
 - a. Providing contractor pre-construction guidance
 - b. On site construction observation duties on behalf of the Town
 - c. Filing a weekly report on construction activities
 - d. Coordinating on-site project meetings, as necessary
 - e. Providing a post-construction inspection with the Town and Contractor

V. Evaluation Criteria

Experience with Similar Projects	30%
Strength of Project Team	30%
Regional and Local Experience	25%
Construction administration experience	10%
DBE/Minority Firm	5%

VI. Qualifications Format and Submission Requirements

Each qualification shall include four relative brief sections:

1. **Letter of Interest:** Qualifications shall include a letter of interest. The letter shall demonstrate the respondent understands the intent and scope of the project, the content of the deliverables, and the specific tasks required in the course of supplying these services. Qualifications shall identify key staff persons involved on the project and their prospective roles or project functions. The project managers shall be clearly identified and the qualifications of all team members, including any sub-consultants fully described. Also, statements shall indicate any past experience working on similar projects with municipal projects. Finally, respondents shall briefly describe current work load and obligations.
2. **Draft Project Schedule:** Qualifications shall identify how the proposed scope of work will be completed within a proposed project timeline. The draft timeline begins with a NTP and is organized by project weeks.
3. **Schedule of fees :** Qualifications shall include a detailed fee schedule for all staff involved in the work to be performed on the project. Please include hourly rates for each project position including subcontractors.

The Town of Princeville retains the right to negotiate costs with any consultant that has submitted qualifications.

4. **Examples of Similar Projects and References:** Qualifications shall include a minimum of three (3) similar project references. Contact name, phone and email address. Examples of similar projects including: dates of start and completion, proposed and final budgets, and brief scope of work.

Please submit the requested information to Dr. Glenda Knight gnight@townofprinceville.com no later than close of business, 20 May 2021. Qualifications shall be submitted by three (3) paper copies, clipped or bound, and an electronic (PDF) file. Digital qualifications exceeding 5 MB must be compressed below 5 MB or sent by a file transfer protocol.

Via USPS:

Town of Princeville
201 South Main St.
PO Box 1527
Princeville, NC 27886
Attn: Heritage Park Survey and Engineering Services

Via Courier or Hand Delivery:

Town of Princeville
3003 N. Main St.
Tarboro, NC 27886

Attn: Heritage Park Survey and Engineering Services

The Town of Princeville is not responsible for qualifications that are not received due to technology or delivery issues. Contact Dr. Glenda Knight, Town Manager, for information on this RFQ, 252-823-1057 or email gknight@townofprinceville.com.

All submitted statements of qualifications become the property of the Town of Princeville. The cost of preparing, submitting, and presenting is the sole expense of the Consultant. The Town of Princeville reserves the right to reject, in whole or in part, any and all statements of qualifications received as a result of this solicitation. The Town of Princeville further reserves the right to modify, waive any formalities, and any technical issues or to cancel this RFQ, in whole or in part, if in the best interests of the Town of Princeville. This RFQ in no way obligates the Town of Princeville to award a contract.

VII. Qualifications Selection:

All qualifications will be reviewed and evaluated by the Town of Princeville selection committee.

The Town of Princeville may select consulting firms based solely upon the statements of qualifications, or the selection committee may decide to create a short list of finalists and conduct interviews. Based upon a mutually agreeable scope of work, the Town of Princeville shall commence price negotiations with the best qualified responding firm(s) for land surveying and engineering services. If the Town cannot reach an agreement with the first selected firm(s) the Town of Princeville may negotiate a scope of work, price proposal, and contract with other well qualified responding firm(s).

VIII. Additional Consultant Requirements and Contract Provisions:

1. **Disadvantaged Business Enterprises (DBE/HUB) and EEOP.** The selected firm(s) shall seek out DBE/HUB and compliance with federal equal employment opportunity program standards. These requirements outline responsibilities with regard to the utilization of Disadvantaged Business Enterprises (DBE/HUB) and non-discrimination.
2. **Insurance.** All consultants and any sub-consultants must comply with all pertinent federal, state and local laws, must carry adequate professional services insurance coverage (not less than \$1,000,000) errors and omissions.
3. **Legal Requirements.** All consultants, and any sub-consultants, must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, relate to or in any manner affect the performance of this agreement.
4. **Invoicing and Reimbursement.** Invoices shall be made and paid monthly for the work performed and completed in that time period.
5. **Other Contract Provisions.** All digital data produced as a result of the project shall be

furnished to, and become the property of, the Town of Princeville. Digital data includes spatial and tabular data attributes (GIS files) and documentation files. All digital data must meet current NC standards for geospatial analyses. All data developed in CAD shall be converted to a GIS file in the correct coordinate system.