



REQUEST FOR QUALIFICATIONS

for

Professional Engineering Services

Town of Rolesville, NC

Issue Date: 3/3/2025 Due

Date 03/31/2025

502 Southtown Cir, Rolesville NC 27571

REQUEST FOR QUALIFICATIONS

General

The Town of Rolesville is a municipality that is experiencing rapid growth. With growth comes the needs for more capacity to handle the known and unknown challenges. The purpose of this RFQ is two-fold: (1) select engineering firm(s) to provide *core services* and (2) build an *on-call list* of pre-vetted firms that the Town can par prepared for ow us to champion the unknown opportunities that will continue to arise over time.

The Town of Rolesville departments responsible for its infrastructure, safety and strategic growth share the core values of excellence, service and collaboration. All the while prioritizing customer service. The combination of these things cultivates trust and faith in our community. Firms who apply should that embody these values and have a strong track record of consistency, competency, flexibility and effectiveness.

About Core Services

The selected firm(s) shall be knowledgeable with—North Carolina state and federal regulations and requirements; uniform guidance; State and Federal permit regulations; and all other practices that pertain to various projects. Firm(s) should become quickly aware of Town of Rolesville Code of Ordinances (and have the ability to offer up recommendations for improvement on an annual basis).

The core services that are needed can be classified into the following focus areas: municipal engineering, planning and development review, transportation engineering, stormwater engineering and management, and construction administration.

Examples of such services include, but are not limited to:

- Act as Town Engineer on Technical Review Committee (TRC) that reviews all development applications
- Conduct Traffic Impact Analysis Reports for development applications.
- Inspect Town owned infrastructure such as streets, roads, sidewalks, storm drainage, culverts, and similar.
- Provide annual and regular asset management services (e.g., pavement condition surveys, annual resurfacing take-offs and recommendations)
- Serve as Town Engineer on the execution of capital improvement projects that are horizontal (e.g., roadways, greenways, sidewalks, and hardscapes) and vertical (e.g., buildings, amphitheaters, retaining structures) in nature.
- Construction administration and oversight for special projects.

About On-Call Services

A list of “on-call” firms/individuals will also be developed from well-qualifies applicants. The “on-call” list is purposed to tackle “unknown, unique, and niche” needs that arise (e.g., emergency stormwater infrastructure repair, construction administration for one-off projects, and administration of grant funded construction projects).

Examples of such opportunities include, but are not limited to:

- Firms with experience in preliminary and post-award grant funded work are encouraged to apply as we have several grant-funded opportunities on the horizon—e.g., funding applications & administration, analytical reports such as environmental/biological/wetland, engineering design, surveying).
 - o Experience in a variety of funding sources, not limited to but including, SDA, Golden Leaf, NC Commerce, NC DWI, COR, NCDOT, NCDOA, EDA, ARPA, FEMA, CDBG and any other funding source.
- Geotechnical reports
- Easement acquisition
- Conducting studies pertaining to special topics (e.g., light pollution, impact analysis, watershed assessments)
- Professional Services
 - o Design, including field surveys, plan and specification preparation
 - o Permitting (NCDEQ, NCDOT, USACE, FEMA, etc.)
 - o Construction Services including bidding, contract administration and observation
 - o Asset and records management, Asset Conditioning (GIS, web hosting, etc.)
 - o Environmental engineering
 - o Sanitary Sewer Evaluation Surveys
 - o Pretreatment Program Assistance
 - o Land Surveying
 - o Transportation
 - o Land development and planning
 - o Water resources planning
 - o Financial analysis and rate studies
 - o ADA Transition plans for buildings, parks and public spaces
 - o Disaster response, recovery, resiliency, and mitigation; emergency response/recovery; hazard mitigation

Contractual Intentions

The initial contract duration will be three (3) years with the option to extend annually up to five (5) years. Anticipated annual contract amounts for on-call services will be dependent upon specific needs for supplemental engineering services and available funding. No work is guaranteed under any contract with work assigned on an as needed basis to be determined by the Town of Rolesville in its sole and absolute discretion. The Town will only consider one consultant at a time for any specific project, and should negotiations fail, price negotiations will be terminated with the selected firm and begin negotiations with another firm. The Town reserves the right to assign additional tasks to the selected firm, based on the Town's need, and the firm's availability, as well as past and current performance of the firm(s).

Federal Uniform Guidance

If funding for any procurement is awarded from a federal source, whether in whole or in part, all provisions pursuant to 2 C.F.R. 200 will apply and will be followed by the Town and the firm.

Professional Service Categories

The Town of Rolesville is seeking Letters of Interest for this RFQ from firm to provide professional civil engineering and related consulting services including, but not limited to:

- Preliminary Engineering Studies and reports

Submittal Requirements

The following information shall be submitted with the maximum pages noted:

- A cover letter/Letter of Interest/Statement (5 pages maximum) that states the firm's interest and expertise in one or more of the specific categories listed above that briefly describes which services that are provided by the firm, when the firm was founded, number of employees, office locations, including any proposed sub-consultants with like information. Minority business firm are encouraged to submit statements of qualifications.
- A list of key staff /sub-consultants proposed for project assignment including the Principle in Charge, Project Manager/Engineer, Construction Administrator, SubConsultants, etc. This should include overall experience, tenure, with the firm/subs, licenses, and areas of expertise.
- (10 pages maximum – 1 page maximum per person/sub-consultant)
- Related Project Experience comprised of five recently completed municipal projects, including client/reference contact information, brief project description, initial & final project budget, construction costs & fees. (5 pages maximum – 1 page per project)
- Maximum RFQ submittal document size is 20 pages, excluding firm work examples.
- A sample of the firm's work represented by a Preliminary Engineering Report, typical construction plan sheets, details, etc. is an additional 20 pages maximum.

A group of key Town staff will evaluate each RFQ submittal, based on the specific submittal information requested, and may also utilize interviews, reference checks, past performance to evaluate and rate each submittal.

Submission Information - Due by 5 p.m. Monday, March 31, 2025

Submittals can be mailed/hand delivered to:

Medhat Baselious
CAPITAL PROJECT MANAGER
Town of Rolesville
502 Southtown Cir., Rolesville, NC 27571

RFQ questions should be addressed to Medhat Baselious, CPM
Medhat.baselious@rolesville.nc.gov - (919) 824-2744

Rolesville is an Equal Opportunity Employer and invites the submission of proposals from small and minority and woman-owned firm, historically underutilized businesses.