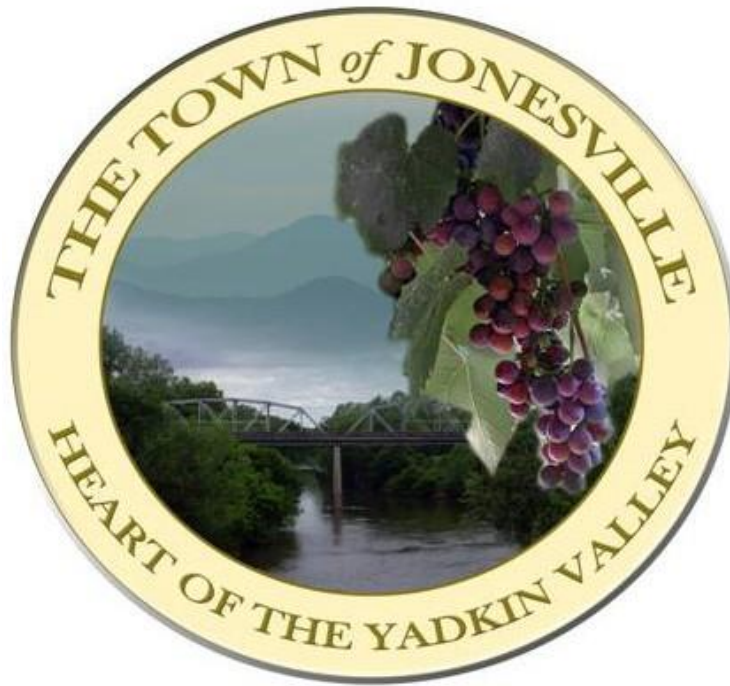


TOWN OF JONESVILLE

Request for Qualifications

Community Development Block Grant (CDBG-CV)



ISSUE DATE: January 22, 2021

DUE DATE: by 12:00 PM, February 18, 2021

SUBMITTAL ADDRESS:

Postal Address: Michael W. Pardue, Town Manager

1503 NC Hwy 67, Jonesville NC 28642

Street Address: Michael W. Pardue, Town Manager

1503 NC Hwy 67, Jonesville NC 28642

Request for Qualifications (RFQ) for Professional Engineering Services

The Town of Jonesville has been awarded a Community Development Block Grant - Coronavirus (CDBG-CV) in the amount of \$291,978.00 by the North Carolina Department of Environmental Quality (NCDEQ). The Town of Jonesville proposes utilizing CDBG-CV funds for a combination of expansion of public services and improvements to public facilities on behalf of its LMI residents.

Contingent upon this award, the Town Council is soliciting requests for qualifications for professional architectural/ engineering services to assist the Town in both a) developing a final engineering report, and b) subsequent engineering design and bid package services and construction inspection services, of this project in compliance with all applicable federal requirements and regulations under the CDBG-CV program. Payment terms will be negotiated with the selected firm. The fee for professional architectural/ engineering services will be paid with CDBG funds.

Scope of Work:

Architectural/ Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the CDBG program and NCDEQ compliance areas:

1. Preparing and approval of the engineering report prior to the Release of Funds

Upon the Release of Funds, the following scope of work is required:

- a) Preparing the final design and construction bid package in conformance with applicable regulations and requirements.
- b) Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed.
- c) Conducting the pre-construction conference.
- d) Surveying, field staking, on-site supervising of construction work, and preparing inspection reports.
- e) Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body.
- f) Providing reproducible plan drawings to the Town upon project completion.
- g) Conducting final inspection and testing.
- h) Submitting certified "as-built" drawings to appropriate authorities; and
- i) Preparing an operation and maintenance manual (if applicable).

2. Project Activities Include:

- Improvements to the new Jonesville Public Library, such as replacing the ramp and reconfiguring the entrance vestibule to meet ADA code.
- Improvements to Lila Swaim Park by installing a handwashing station.
- Installation of plexiglass retrofits, at the Library, the Senior Center, and Head Start Center to

help minimize the risk of transmission of the virus.

- Retrofitting the Yadkin Valley Senior Center with ADA door access, no-touch bathroom fixtures, and a dishwasher for the kitchen for group meals to assist in food distribution to vulnerable/quarantined residents.
- All proposed activities must aid the Town in response to and recovery from impacts of the pandemic of LMI persons, and final activity eligibility is contingent upon further review and approval by the state funding agency, HUD, Town Council, and community partners.

Submission Requirements:

RFQ submissions must include at a minimum:

- a. Individual or Firm Information: firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
- b. Water/Wastewater Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to water / wastewater improvements or related work, description of firm's prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least five references within the past five years;
- c. Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; description of firm's current work activities, capability of carrying out all aspects of CDBG related activities, and firm's anticipated availability during the term of the project;
- d. The proposed work plan and schedule for activities to be performed; and
- e. Documentation of compliance with state and federal debarment/eligibility requirements.

Qualification Evaluation Criteria:

Submissions will be evaluated according to the following factors:

Individual Evaluation:

Evaluation Factors	WEIGHT 1-10	X	RATING 1-5	=	TOTAL
<i>Specialized Experience & Competence related to CDBG</i>	10				
<i>Past record of performance of firm or individual consultant with respect to CDBG related activities with the municipality</i>	10				
<i>Capability of carrying out all grant related activities</i>	10				
<i>Cost comparison*</i>	n/a				
<i>References</i>	3				
<i>Met requirements for submittal</i>	5				

*Cost comparison is only applicable to Request for Proposals, not Requests for Qualifications.

Upon completion of the review the Committee will make its recommendation to the Town Council for approval to negotiate a contract price.

Respondents may review the CDBG-CV application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Town offices during regular office hours.

Contract Award:

Once the most qualified firm is selected, a cost for the engineering report will be negotiated separately from the cost for architectural/ engineering design/bid package and inspection services. Contracting for these two activities shall occur separately and costs/payments associated with each will be clearly defined. Contracts executed for architectural/ engineering design/bid package and construction inspection services shall be contingent upon the Release of Funds and Funding Conditions.

The above information should be submitted no later than February 18, 2021, 12:00 pm, Jonesville Town Hall 1503 NC Hwy 67 Jonesville NC 28642. For more information, contact Town Clerk Wendy Thompson at (336) 835-3426.

The Town of Jonesville is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms, historically underutilized businesses and certified/registered Section 3 businesses and firms.

This information is available in Spanish or any other language upon request. Please contact Michael Pardue at (336) 836-3426 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Michael Pardue al (336) 835-3426 de alojamiento para esta solicitud.

Michael W. Pardue, Town Manager

