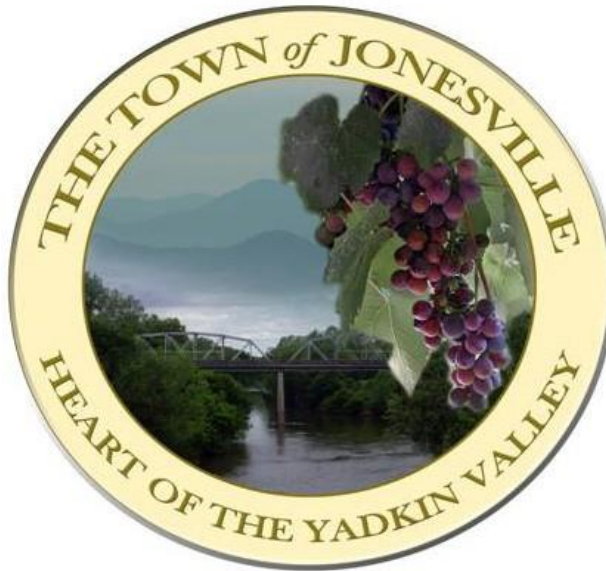


TOWN OF JONESVILLE

Request for Qualifications

Rural Transformation Grant Fund

Resilient Neighborhoods



ISSUE DATE: August 30, 2022

DUE DATE: by 12:00 pm, October 6, 2022

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 Rural Transformation Grant in the amount of \$900,000.00 by the North Carolina Department of Commerce. The Town of Jonesville proposes utilizing Rural Transformation Grant Funds for the Jonesville Public Library Renovation and Expansion.

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 Rural Transformation Grant Resilient Neighborhoods program. Payment terms will be negotiated with the selected firm. The fee for professional architectural/engineering services will be paid with Rural Transformation Grant 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 Rural Transformation Grant Fund Resilient Neighborhoods and NC Department of Commerce compliance areas:

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:

- Expansion and renovation of the Jonesville Public Library, increasing the current building from 1980 square ft. to 3,580 square ft.
- Installation and purchasing of updated technology such as purchasing additional education materials for example: tablets, laptops and software systems to be rented out by the Jonesville Public Library.
- All proposed activities must aid the Town to improve the lives of the residents of Jonesville and the greater Yadkin County by providing the much-needed expansion of the Jonesville Public Library and final activity eligibility is contingent upon further review and approval by the state funding agency, 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 plus a copy of the declarations page of the firm's current professional liability insurance coverage;
- b. Library Construction: The specialized experience and technical competence of the staff to be assigned to the project with respect to commercial building and library construction improvements or related work, description of firm's prior experience, including any similar projects (in particular those funded by NC Department of Commerce), 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 NC Department of Commerce 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 NC Commerce Transformation grants</i> | 10 | | | | |
| <i>Past record of performance of firm or individual consultant with respect to NC Commerce Rural Transformation related activities</i> | 10 | | | | |
| <i>Capability of carrying out all grant related activities</i> | 10 | | | | |
| <i>Cost of services*</i> | n/a | | | | |
| <i>References</i> | 3 | | | | |
| <i>Met requirements for submittal</i> | 5 | | | | |
| <i>Ability to address local needs.</i> | 2 | | | | |
| <i>MWBE or Section 3 firm**</i> | 1 | | | | |

** Being a MWBE or Section 3 firm does not guarantee a contract. The selected firm must meet all other qualifications.

*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 Rural Transformation Grant Resilient Neighborhoods 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 October 6, 2022, 12:00 pm, Jonesville Town Hall 1503 NC Hwy 67 Jonesville NC 28642. For more information, contact Town Manager Michael Pardue 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

