

**McDowell County, North Carolina**  
**Request for Qualifications for Engineering Services**  
**Long-Term Transitional Housing Project**

McDowell County has received a Community Development Block Grant- Neighborhood Revitalization award in the amount of \$5,000,000 by the North Carolina Department of Commerce for the purposes of developing a Long-Term Transitional Housing Project. The project involves several components. The first component involves the extension of public sewer approximately 1.5 miles from the City of Marion to the project site. The second major component involves the development of the housing project site including an access road, building pads for prefabricated multifamily units, and on-site utilities. The selected engineer will be responsible design and permitting of the public sewer component as well as the project site improvements (access road, on-site utilities, grading plan, erosion/sedimentation control, etc.).

McDowell County is soliciting qualifications for professional engineering services to assist the County in the: engineering design and bid package services once release of funds is received. All work for this project will be conducted to ensure compliance with all applicable federal requirements and regulations under the CDBG program. Engineering payment terms will be negotiated with the selected firm. The fee for professional engineering services will be paid with CDBG funds.

**Scope of Work:**

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 NCDOC compliance areas. Upon the Release of Funds, the following scope of work is required:

1. Preparing the final design and construction bid package in conformance with applicable regulations and requirements;
2. 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;
3. Conducting the pre-construction conference;
4. Surveying, field staking, on-site supervising of construction work, and preparing inspection reports;
5. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body;
6. Providing reproducible plan drawings to the County upon project completion;
7. Conducting final inspection and testing;
8. Submitting certified "as-built" drawings to appropriate authorities; and
9. Preparing an operation and maintenance manual (if applicable).

**Submission Requirements:**

RFQ submissions must include at a minimum:

1. Individual or Firm Information: firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. 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;

3. Site Development Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to access road, building pads, on-site utilities 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;
4. 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;
5. The proposed work plan and schedule for activities to be performed; and
6. Documentation of compliance with state and federal debarment/eligibility requirements.

#### **Qualification Evaluation Criteria:**

Submissions will be evaluated per the following factors:

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| 1. Qualifications, Competence and Reputation of Firm and Personnel | 20 % |
| 2. Firm's Capability to Meet Time and Project Budget Requirements  | 20 % |
| 3. Present and Project Workload of Firm                            | 20 % |
| 4. Related Experience on Similar CDBG projects                     | 20%  |
| 5. Recent and Current Work for the Entity Issuing RFQ              | 20%  |

Upon completion of the review, the Committee will make its recommendation to the Board of Commissioners for approval to negotiate a contract price.

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

#### **Contract Award:**

Once the most qualified firm is selected, a cost will be negotiated for engineering design/bid package and inspection services. Contracts executed for 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 20, 2023, 3 pm, McDowell County Administrative Offices, 69 N. Main Street, Marion, NC 28752). For more information, contact Lake Silver at 828-652-2976.

McDowell County is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 businesses concerns.

This information is available in Spanish or any other language upon request. Please contact Lake Silver at 828-652-2976 or at 69 N. Main Street, Marion, NC 28752 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Lake Silver al 828-652-2976 o en 69 N. Main Street, Marion, NC 28752 de alojamiento para esta solicitud.

Date: January 25, 2022

Authorized Representative: Ashley R. Wooten, County Manager

