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July 24, 2020

REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS PROFESSIONAL ENGINEERING AND RELATED SERVICES

Town Demographic and Infrastructure Overview

The Town of Benson has a population of approximately 4,000 and is located at the intersection of I-95 and I-40 in Johnston County. Benson has a diverse commercial and industrial base consisting of local and national companies. The Town is a full-service municipality and currently operates and maintains twenty-one (21) miles of streets, thirty-five (35) miles of water distribution system with one (1) elevated storage tank, thirty-five (35) miles of sanitary sewer system with eleven (11) lift stations, and a 1.9 MGD Sewer Treatment facility.

Professional Service Categories

The Town is seeking Letters of Interest/Statement of Qualifications ("LOI/SOQ") from firms to provide professional civil engineering and related consulting services including, but not limited to:

- Preliminary Engineering Studies and reports
- Grant writing, applications, and administration
- Design, including field surveys, plan and specification preparation
- Permitting (NCDEQ, NCDOT, USACE, FEMA, etc.)
- Construction Services including bidding, contract administration, and observation
- Asset and records management (GIS, web hosting, etc.)
- Environmental Engineering
- Sanitary Sewer Evaluation surveys
- Land surveying
- Transportation
- Land development and planning
- Water resources planning
- Financial analysis and rate studies

- ADA Transitioning
- Pavement condition surveys
- Such additional civil engineering services as may be needed by the Town

Project Categories

The Town anticipates selecting multiple firms to provide these services on a wide variety of projects requiring expertise and experience to the following broad categories:

- Wastewater Treatment
- Water Distribution
- Sanitary Sewer Collection
- Geographic Information Systems Management
- Storm Drainage Conveyance and Stormwater Management
- Asset Management Systems including utilities, pavement, sidewalks, and storm drainage
- Parks and Recreational Facilities
- Town-occupied Buildings and Facilities

Selection Process

Evaluation and selection of firms will be a Qualification Based Selection process in accordance with the Mini-Brooks Act (NCGS 143-64.31). Price will NOT be considered in the selection phase. A variety of factors will be considered in the selection of qualified engineering firms including, but not limited to:

- Specific municipal engineering experience in the categories outlined above
- Availability of qualified staff to perform work
- Previous performance with respective project delivery, particularly schedules and budgets
- Previous performance in respect to success rate for grant and low interest loan applications
- Approach to providing excellent customer service, through effective communication, coordination, and management of projects, especially schedules and budgets

Master Agreement and Specific Project (Task Order) Assignments

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 firms are encouraged to submit Statements of Qualifications.
- A list of key staff/sub-consultants proposed for project assignment including Principal in Charge, Project Manager/Engineer, Construction Administrator, Sub-Consultants, etc. This should include overall experience, tenure with the firms/subs, certifications/licenses, and areas of expertise (10 pages maximum – no more than 1 page per person/sub).

- Related Project Experience comprised of five (5) recently completed municipal projects, including client/reference contact information, brief project description, initial and final project budget, construction cost and fees (5 pages maximum – no more than 1 page per project).
- Maximum LOI SOQ submittal document size is twenty (20) pages, excluding firm’s work examples.
- A sample of the firm’s work represented by a Preliminary Engineering Report, typical construction plan sheets, details, etc. is an additional twenty (20) pages maximum.

A group of key Town staff will evaluate each LOI SOQ submittal, based on the specific submittal information requested, and may also utilize interviews, reference checks, past performance, etc. to evaluate and rate each submittal. It is anticipated that multiple firms will be selected.

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
PROFESSIONAL ENGINEERING AND RELATED SERVICES
TOWN OF BENSON, NC**

Submittal Format/Deadline and Selection Schedule

Questions related to the RFQ shall be submitted by email to trobbs@townofbenison.com no later than August 14, 2020. Every attempt will be made to provide responses by August 20, 2020.

Electronic submittals (email) or hardcopy submittals shall include the LOI SOQ Cover Letter, list of key staff, and project experience in a single .pdf with a maximum of twenty (20) pages, in addition to a separate .pdf (20 page maximum) of work examples.

Electronic or hard copy submittals are due no later than August 27, 2020 at 3:00 pm.

Due to email file size limitations, firms may provide access to a File Transfer site in their electronic submittal sites for file download of the LOI SOQ and work examples.

It is the intent of the Town to finalize the selection process by September 8, 2020. It is anticipated that based on the selected firms and the anticipated capital project needs, Master Service Agreements with each selected firm will be in place by October 2020.

Submittals shall be directed to:

Kimberly Pickett, Asst. Town Manager
(919)894-3553 (Office) kpickett@townofbenison.com

US Mail

Town of Benson
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