

November 28, 2011

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
Greene County, North Carolina**

INTRODUCTION & INVITATION

Greene County is seeking proposals for engineering technical services and construction administration services for the construction of water improvements to Greene County's Water System that would provide adequate water to the property of "The Refuge". Greene County intends to secure the services of a qualified engineering firm to provide design, bidding and construction administration services, and construction inspections needed for the proposed water improvements as further described under DESCRIPTION OF PROJECT.

DEADLINE FOR SUBMISSION

Proposals must be received by **5:00 p.m. on Monday, December 12, 2011** at the following address:

Greene County Manager's Office
229 Kingold Blvd., Suite D
Snow Hill, NC 28580
Attn: Don Davenport – RFQ

SCOPE OF WORK

Greene County will expect the selected engineering firm to provide the following services needed in conjunction with the construction of infrastructure improvements.

- Project Design where needed
- Implementation and Oversight of Bidding Process
- Oversight of permitting process
- Inspection of Work in Progress & Construction Administration

DESCRIPTION OF PROJECT

Greene County will consider undertaking the construction of water improvements for the provision of public water services to "The Refuge". When completed, these improvements will facilitate the provision of public water services to "The Refuge" which is a Christian camp for youth located near the Scuffleton community in Greene County.

PROPOSAL CONTENTS

The following information must be included in all responses to this Request for Proposals:

- 1) Experience of the individual(s) or firm to provide the requested engineering services. Individuals or firms should also provide the following information:
 - a. Name of firm and mailing address;
 - b. Name and telephone number of the principal contact;

- c. Resumes of key employees to be assigned to the project;
 - d. Current company brochure, if available. Describe how the firm is prepared to be responsive to local preferences. Include any special knowledge of the existing infrastructure and infrastructure needs in Greene County
- 2) List previous related experience. Provide references where available.
 - 3) Management & Staffing: Describe the management plan to be used and staffing configurations. This will include a project schedule illustrating start and completion dates for all major tasks.
 - 4) For the purpose of evaluation, the Engineer is requested to provide a proposed hourly rate for each project team member. The hourly rate should include direct labor, fringe benefits, indirect costs, expenses and profit. Fee will not be the sole criteria for selection.

CRITERIA FOR EVALUATION/AWARDS

Proposals will be reviewed and evaluated by the Greene County Board of Commissioners, subject to negotiation of fair and reasonable compensation. Engineers will be notified by mail of the County's selection. The County Commissioners may invite some or all of the interested firms to make a presentation.

The following factors will be used in evaluating Engineer's proposals and awarding of contract:

- 1) **Work Plan/Technical Approach/Understanding of Program** – Detail of proposal, specific work products identified, understanding of CDBG process (25 points);
- 2) **Experience of Firm** – Provide references of past involvement and resume of key staff (25 points);
- 3) **Qualification of Staff Assigned to Project/Work Management Plan/Experience of Proposed Personnel** – Identification of staff assignments, roles and responsibilities. Identification of staff experience with other similar projects (20 points);
- 4) **Understanding of Area** – Responsiveness of firm to elements in RFP, familiarity with geographic area, familiarity with existing infrastructure and infrastructure needs (15 points);
- 5) **Small, female or minority-owned firms** (5 points).

FEDERAL AND STATE TERMS AND CONDITIONS

The selected Engineer must comply with all applicable state and federal requirements.

ADDITIONAL INFORMATION

- 1) Small, female-owned, and/or minority firms are encouraged to submit proposals.
- 2) Greene County is an equal opportunity employer and service provider.
- 3) Faxed or e-mailed proposals will not be considered.
- 4) Submit ten (10) copies of the proposals.

QUESTIONS

Questions should be directed to Don Davenport, County Manager at (252) 747-3446 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.