



Request for Qualifications

December 18, 2018

Revised September 16, 2020

The City of Oxford is seeking qualified firm(s) to be on call to provide general civil engineering consultation and design for special projects under the direction of the City Engineer. The City now seeks to preselect one or more professional Engineering firm(s) to execute project elements under the direction of the City Engineer in such a manner that the execution of these projects will smoothly serve the Department's goals and extend its ability to meet the City's needs now and in the future. Firms will provide On-Call civil engineering services which may include but is not be limited to planning, design and construction administration for: stormwater, sidewalk, water and sewer – **including but not limited to distribution, collection, wastewater plant and water plant**, GIS/GPS, streets, parks and recreation, downtown revitalization, planning & zoning, survey and other general civil engineering projects as needed.

The City will use a variety of factors in the selection of qualified engineering firm including specific municipal engineering experience, references and other details about the firm's abilities. The intent is to have the engineering firm(s) available under a general services contract to do work On-Call as needed. **A Master Agreement will be negotiated with the selected firm(s).** The scope and fee will be determined separately for each assignment prior to notice to proceed **and a Task Order put in place for each individual project.** The City of Oxford reserves the right to hire additional firms if the selected firm(s) cannot provide the civil engineering expertise for a specific project. Key points of interest to the City are: 1) quality of work for past similar clients; 2) Ability to be responsive within 4 hours in most cases; 3) Track record in assisting clients **on projects that include but are not limited to - obtaining grants and low interest loans for City projects of any nature, utilities, streets, sidewalks, bike lanes, capital improvement budgets, parks and recreation,** downtown improvements, parks, etc..

CITY DESCRIPTION:

The City of Oxford has a population of approximately 8,500 citizens and is located in Granville County. Oxford has a wastewater treatment plant with a capacity of 3.5 MGD and is currently treating an average of 1.3 MGD. Oxford is a 20% owner in the Kerr Lake Regional Water System (KLRWS) that provides the City with water and is partners Henderson and Warren County. That plant is currently being expanded from 10 MGD to 20 MGD. The City has approximately 39

miles of streets, 90 miles each of water distribution piping and sanitary sewer collection mains. The City currently has \$51 million dollars of work funded at various stages of pre-design, design, permitting or construction.

REQUESTED QUALIFICATION INFORMATION:

The Qualifications Package should consist of a bound document including a cover letter and the tabbed sections described below. Due to demands on the time of City Staff, limit the submittal to 20 single sided pages (for new submittals) with 11 point font or larger for main text excluding the work sample. Firms that previously submitted their Qualifications do not have to resubmit a completely new document, if they would like their previous submittal to be considered. They will need to submit a letter stating they still wish to be considered in the selection process. These firms may submit an addendum of 5 pages to the existing submittal providing new or changed information (i.e. highlight more recent projects or staff changes), if they wish. All firms are allowed to submit up to 4 additional pages on wastewater and water treatment plant work as this was not part of the original RFQ and 3 pages providing their firms understanding of the WWTP Rehabilitation Project recently funded by DWI. All pages should be numbered. Sub-tabs or dividers are acceptable within the required tabs and do not count toward the page limit.

- Cover Letter – Identify a contact person for questions during the RFQ selection process and provide contact information including telephone number, fax, email and postal address.

Tab One: Information about the Team

Please provide the following information in the following order under Tab One:

- Firm Profile – Identify the legal entity that would enter into the contract with the City and include location of company headquarters, location of local office, type of business (sole proprietorship, partnership, corporation), state of incorporation or organization, Federal Employer Identification Number, and the name and title of the person authorized to enter into an agreement. For proposed sub-consultants, please provide the name of each firm, the office location, contact name and telephone number, and the services to be provided.
- Brief, general description of the services provided by the Engineering Firm which should cover all specialties that are available. Firms may submit on specific specialties and are not required to submit on all project types mentioned in this RFQ.
- Organizational Chart – A list of staff available to work on the City’s Projects with their qualifications (including sub-consultants). Please include their current licenses and certifications. The chart should clearly define the roles and responsibilities of the various team members. Even though this is a request for qualifications, please supply the desired billing rate for each individual that may do work on City of Oxford projects.
 - Please indicate if the company has NC licensed surveyors on its staff or demonstrate the ability to coordinate provision of survey services.
- Provide overall references for the team.

- Representative Contracts – A list of representative contracts over the last five years and at least five (5) of the most recently completed municipal engineering projects with a brief description of the project as a whole as well as a description of the firm’s involvement on the project. Ideally, at least one of these would be with a government agency regarding a recent water, sewer, storm water, streets, park or downtown project and all should include date services were performed, contact name and phone number of individual representative possessing knowledge of the firm’s work and total time period involved.
- Provide a statement regarding the firm’s possible conflicts of interest for the work.

TAB TWO: INFORMATION REGARDING THE SERVICES

Please provide the following information in the following order under Tab Two:

- Indicate the number of professional staff available and qualified to perform services. Include detailed background information for each key member of the team including:
 - Job classification;
 - Roles and responsibilities;
 - Professional registrations and certifications listing applicable state(s);
 - Location;
 - Role in past projects; and
 - Present and anticipated workload and ability to handle additional projects.
- It is expected that the City will undertake some or all of the following projects in the next few years. This list is not intended to be all-inclusive or guarantee the below projects will be undertaken. Describe the proposed project team’s experience and capability in these areas, as applicable:
 - Grant and loan application and oversight
 - Stormwater Masterplan and Capital Improvement Plan
 - Design and construction administration of stormwater improvements
 - Design and construction administration for sidewalk projects
 - Continued implementation administration of GIS mapping and GPS data collection
 - Design and construction administration of various water and sanitary sewer pipeline extensions and miscellaneous system enhancements
 - Downtown improvements – streets, sidewalks, putting utilities underground, round-about
 - **Wastewater plant and water plant rehabilitation, upgrade and expansion**
 - **The City was awarded approximately \$6 million for a WWTP rehabilitation project that will be one of the first projects awarded to a selected On-Call firm. Please request additional attachment for specifics on this project.**
- Description of Prime firm’s procedures, processes for performance and past involvement of this type of service:
 - Project management;
 - Backup and support personnel, specialty experts, and other resources and their locations;

- Quality assurance and quality control;
 - Specialized equipment and services; and
 - Meeting schedules and budgets
- Provide a sample of the firm's work represented by a Preliminary Engineering Report or other similar report (not included in the page count). (Digital copy is acceptable)

The City will review all submitted qualifications may select three firms to formally interview. The City will provide information requested during the proposal portion of selection, so that each firm can determine if its skills match well with the described needs of Oxford. Any requests for information must be made in writing by **October 5, 2020**. These requests should be directed to aratliff@oxfordnc.org and Darrell.smith@oxfordnc.org. Responses to questions will be provided to all firms by **October 9, 2020**.

DEADLINE:

Please return 3 copies of the general information requested and 1 copy of the requested example of the firm's work by **October 14, 2020 by 5:00 pm..** Please mail all materials to Amy Ratliff, P.E., City Engineer, City of Oxford, P.O. Box 506, Oxford, NC 27565. Electronic submittals of the example of the firms work can be E-mailed to aratliff@oxfordnc.org or via ftp or Dropbox method. For FedEx or UPS deliveries please send to 300 Williamsboro Street, Oxford, NC 27565.

Contact information:

If you have questions please email Amy Ratliff, PE, City Engineer at aratliff@oxfordnc.org or call 919-603-1113. Please copy Darrell Smith, Engineering Technician at Darrell.smith@oxfordnc.org or call him at 919-603-1112. I will be out of the office until October 5, 2020 and he may be able to assist with some questions prior to my return.