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Request for Qualifications On-Call Professional Services

July 21, 2020

Introduction

The County of Camden (County) is conducting a qualification-based selection process for on-call professional services. Interested firms are invited to submit a Statement of Qualifications (SOQ) package for consideration no later than **10:00 a.m. August 4, 2020**. Firms may submit qualifications for any or all of the following categories:

- Water and Wastewater Treatment
- Environmental, Geotechnical, and Construction Services

The professional engineering services required for these types of projects would be an on-call as needed basis. At the sole discretion of the County, one or more consultants may be selected and awarded contracts under this RFQ. Anticipated projects designated as suitable for on-call services contract(s) will have an anticipated engineering cost no greater than \$50,000 and/or a construction cost no greater than \$125,000. On-Call Agreements will be set up on a not to exceed basis with individual task orders for each project. Task orders will be funded through existing County projects.

Scope of Services

The County intends to select one or more firms for each category listed above. Please see the scope of services that may be needed for each category listed below.

Water and Wastewater Treatment Scope of Services*

- Preliminary engineering
- Permitting and regulatory assistance
- Process troubleshooting and optimization
- Design of treatment facility improvements or rehabilitation
- Construction administration and oversight
- Other related services as needed

*Firms are not required to provide all services listed under a category to submit a statement of qualifications.

SOQ Requirements

The SOQ should follow the format outlined in this section.

- 1. Cover Letter:** A clear and concise introduction, which shall identify the firm's primary contact person for the SOQ, acknowledge receipt of any amendments to the RFQ, identify the categories and scope of services for which the firm is submitting qualifications, and summarize why the County should select your firm to provide on-call services for the categories of interest.
- 2. Firm Profile:** Provide the following information:
 - a. Brief history of the firm;
 - b. Location of the office(s) that may be utilized to provide on-call services to the County;
 - c. Number of employees (overall and for each identified branch office);
 - d. Type of ownership and parent company, if applicable, and any pending ownership changes;
- 3. Project Management Approach and QA/QC:** Briefly describe the firm's procedures and processes for project management and quality assurance and quality control throughout all phases of a project.
- 4. Qualifications and Experience:** At least four relevant projects completed by the firm. Include the following information for each listed project:
 - a. Project description;
 - b. Project start and completion dates (if ongoing, provide the current status and projected completion date);
 - c. Project construction cost;
 - d. Name, title, email address, and phone number of owner reference.
- 5. Project Team:** Provide an organizational chart that identifies all personnel, including sub-consultants, that will be directly involved in an on-call project. Provide a brief resume for each team member that includes office location, general qualifications (education, professional registrations, certifications, etc.), years of experience (with current firm and other firms), role for this project, and similar project experience. This section is excluded from the page count.

All pages shall be 8.5x11.

Questions concerning this RFQ should be submitted no later than **10:00 a.m. on July 27, 2020** in writing to:

David A. Credle, Public Works Manager
County of Camden, North Carolina
P. O. Box 190, 330 US Hwy 158 East
Camden, NC 27921
(252) 207-6874 ♦ dcredle@camdencountync.gov

Questions must be titled "Questions Regarding RFQ for On-Call Professional Services."

Evaluation Criteria & Selection Process

SOQs will be evaluated based on the following criteria:

1. Firm experience and reputation
2. Project approach and understanding
3. Qualifications and experience of the personnel assigned to this project
4. Office location of project team members

SOQs will be evaluated by selection committee(s) comprised of staff. Following initial evaluation of the SOQs, the committee(s) may conduct interviews with top candidates.

Contract Requirements

Selected firms will be invited to execute an on-call engineering services agreement that will terminate on July 1, 2023, unless terminated sooner in accordance with the terms of the agreement. Individual projects will be negotiated and executed as task orders appended to the on-call agreement. Selection as an on-call consultant and execution of an on-call agreement does not guarantee any amount of work or payment. To select a consultant for a given future project, the County, at its sole discretion, may use any of the following methods:

1. Select an on-call consultant at its sole discretion and negotiate a task order for the project;
2. Issue a project-specific RFQ to some or all on-call consultants and select an on-call consultant with which to negotiate a task order for the project;
3. Publicly issue a project-specific RFQ and select any qualified consultant (In this case, if the County selects an on-call consultant, the project may be executed as a task order under the on-call agreement or as a separate agreement).

Submittal Procedure

Proposals shall be bound and shall not exceed 20 single-sided pages or 10 doubled-sided pages, exclusive of the front and back covers, cover letter and resumes. The minimum font size is 10-point except for captions.

Proposers shall provide five hard copies and one electronic copy on a flash drive containing the proposal in a sealed envelope clearly marked: "Statement of Qualifications On-Call Professional Services."

Proposals shall be submitted in person and/or via US Mail by 10:00 a.m. on July 29, 2020 to:

David A. Credle, Public Works Manager
County of Camden, North Carolina
P. O. Box 190, 330 US Hwy 158 East
Camden, NC 27921
(252) 207-6874 ♦ dcredle@camdencountync.gov

The consultant shall bear full responsibility for all costs incurred in the development and submittal of the SOQ, including costs associated with interviews. All submissions shall become the exclusive property of the County of Camden and may be disclosed to third parties.