

REQUEST FOR QUALIFICATIONS – TOL 2020-002

July 1, 2020

The Town of Louisburg requests a Statement of Qualifications from qualified engineering firms for professional services associated with the design and construction of an access road for the Louisburg Industrial Park. The Town was recently awarded funding through the North Carolina Department of Commerce Industrial Development Fund (IDF) to design and construct the access road. The proposed road will consist of approximately 1,165 tons of pavement and 5,150 linear feet (LF) of curb and gutter.

Services will include, but not be limited to, preparing an Engineering Report and, survey and design of the road construction, obtaining necessary permits and approvals, bid phase services, construction administration and construction observation and project close-out services.

Firms interested in being considered for this work should submit their qualifications to:

**Jonathan Franklin, Town Administrator, Louisburg, NC
at jfranklin@townoflouisburg.com or at 919-497-1004.**

For consideration, **three (3) copies** of the response to this request for proposal must be submitted to the Town of Louisburg by **5:00 PM, July 31, 2020**.

SOQ Organization: To facilitate the town's objective review of the SOQs from different Consultants, the Consultants are requested to organize the main document using a standardized format. Each SOQ should contain the following:

- A cover letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services.
- Table of Contents, with page numbers
- Information on the following topics:

Executive Summary: Should address the highlights of the SOQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of the Town.

Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided by the consultant in response to this Request. Also include information on any proposed sub-consultants. Also highlight any projects performed for the Town of Louisburg during the past 5 years.

Project Team & Project Management: Please identify the proposed project team (including any subconsultants) and key personnel for the

successful completion of projects in partnership with the Town. Please include an organizational chart and brief resumes of the project team members. Also, please identify the project manager or primary contact and any other team leaders proposed, and briefly describe how projects will be successfully managed. It is expected that the team members proposed in the SOQ will be the ones that will actually work on projects for the Town. Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract, and verify that proposed staff will be prepared for timely completion of projects under a potential contractual agreement with the Town. Also describe your quality assurance / quality control methods.

References: Please provide the name, telephone number, and address of at least **three references** in organizations within North Carolina for whom your firm provided professional services and whom the Town of Louisburg may contact regarding your firm's performance on their projects.

SELECTION: Selection of consultants will be made based upon the qualifications of the firm and ability to meet the project schedule when presented. Qualification statements will be evaluated by a selection committee on the following basis for the project under consideration:

- Firm Experience and Capability – Firms will be evaluated with respect to their experience with projects funded through or administered by the State of North Carolina and familiarity with the project area (30 points)
- Qualifications of Design Team – Firms will be evaluated on the qualifications and experience of the firm's proposed project team (35 points)
- Project Approach – Firms will be evaluated on the overall understanding of the project and their technical approach to meeting the project objectives (25 points)
- Customer Service – Firms will be evaluated on their approach to maintaining open lines of communication and being responsive to the Town during all phases of the project (10 points)

If the Consultant wishes to submit additional information in support of or to strengthen the SOQ, such information may be submitted separately in Appendices. **SOQs must be limited to no more than 15 numbered pages, excluding the cover page, cover letter, table of contents, resumes, and section dividers.**

The Town of Louisburg reserves the right to select the firm that best meets its needs and negotiate a final Scope of Work that reflects the work to be done within the time and budget constraints provided by the Funding Agency. Based upon the number of proposals received, the Town may subsequently request oral presentations as a part of the selection process. All firms submitting a proposal will receive notification once the contract has been awarded.