



LOUISBURG

NORTH CAROLINA

Charming Since 1779

REQUEST FOR QUALIFICATIONS PROFESSIONAL ENGINEERING CONSULTING SERVICES

September 15, 2022

The Town of Louisburg, chartered in 1779, is a growing town in Franklin County, North Carolina, with a population of approximately 3700.

Louisburg is the county seat of Franklin County and is located in the geographic center of the County. With only a 25 minute drive to Raleigh, 40 minute drive to Durham, and 50 minute drive to Chapel Hill, Louisburg has access to some of the best Healthcare, Academic, Cultural, and Entertainment resources in North Carolina and the east coast of the United States!

The purpose of this Request for Qualifications is for the procurement of civil engineering and consulting services as needed by the Town of Louisburg. The Town will receive written qualifications statements until **5:00 p.m. on October 20, 2022. Submittals must be addressed Town Clerk, and hand delivered to the Town Hall, 110 W. Nash St. Louisburg, NC 27549. Submittals received after the above time and date will not be considered and will be returned to the offeror unopened.**

Scope of Services

The selected firm(s) will provide comprehensive Civil Engineering services and collaborate with Town and its staff. The Town of Louisburg is seeking assistance with Civil Engineering services for assistance in cleaning out approximately 6,450 linear feet of vegetative debris in the Tar River from the wastewater outfall to the water plant. Services will include:

- Plan and specification preparation
- Permitting (NCDEQ, NCDOT, USACE, FEMA, etc)
- Construction services, including cost estimating, bidding, contract administration, and construction observations.



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Evaluation Criteria

Statements of qualifications will be evaluated on the following criteria:

Experience and Performance References from Similar: Responders shall list previous and/or current experience with stream debris removal.

Experience with Federal, State, and Other Funding Opportunities: The selected civil engineering firm will be knowledgeable and proficient in aiding the Town of Louisburg with applying for and managing common Federal and State funding sources. Demonstrating the ability to assist communities in obtaining other types of funding, which in turn will aid in the development of a sustainable program, will be favored.

Qualifications and Availability of the Specific Individuals to Provide Services: Responders shall detail the qualifications and experience of the individuals who will perform and supervise services for the Town of Louisburg. Responders shall provide resumes of each individual and/or team member expected to be involved with projects for the Town.

Selection Process

After each Statement of Qualifications has been screened, they will be ranked in priority order and the two or three highest ranked responders will be asked to attend interviews. The Town will select one responder from the interview process to begin negotiations. If a contract cannot be successfully executed with the leading candidate, the Town will begin negotiations with the second ranked candidate and so on until a contract has been successfully executed. Should the Town determine, in writing and at its sole discretion, that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror without interviews.

Submittal Requirements

Responders shall submit seven (7) copies of the Statement of Qualifications to the address listed above. The submittal shall address each of the evaluation criteria listed above. Each responder is cautioned not to submit responses in any other manner than that listed above. Any contact or submittal that does not follow the above instructions will be rejected. Statements of Qualifications should be prepared simply and economically, providing a straightforward, concise description of the responder's ability to meet the requirements of the RFQ, keeping the submittal to a maximum of 25 printed pages. Pages may be printed front/back. Emphasis should be on completeness and clarity of content.



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The Town of Louisburg, NC is an Equal Opportunity Employer and will not discriminate on the basis of race, color, religion, sex, national origin, age, or handicap. Minority and female-owned firms are encouraged to participate. The Town reserves the right to reject any or all Statements of Qualifications and to conduct business with the most responsive responder in the best interest of the Town.

Offers must certify that they do not or will not maintain or provide for their employees any facilities that are segregated on the basis of race, color, creed or national origin.



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