



June 7, 2019

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES**

Design, Bidding, Construction Administration and Resident Observation for  
Kinston Street Drainage Improvements

In accordance with NCGS 143-64.31, the City of Washington (hereafter referred to as 'Owner') request a Statement of Qualifications (hereafter referred to as 'SOQ') from interested civil engineering firms and individuals (hereafter referred to as 'Firm') for initial preliminary cost estimates, formulations of projects scope, compilations and submissions of Golden LEAF required paperwork, plans and specifications, bidding, construction administration and resident observation for the Kinston Street Drainage Improvements Project. It is the intent of the Owner to request reimbursement from Golden LEAF for associated engineering and construction activities.

**Project Description:** In October of 2018, the City of Washington commissioned a Drainage Study on the Kinston Street drainage basin. This study was performed due to the area experiencing flooding during short, intense rainfall events. The study identified undersized drainage pipes in the area of Kinston Street, Wilson Street and 3<sup>rd</sup> Street. The study also identified pipes with reverse grade within that same area

The owner wished for the Firm to evaluate the alternative options suggested in the drainage study and design the drainage improvements best suited for the area to aid in preventing future flooding. During the course of these assessments, other street and utility deficiencies may be discovered by the owner's staff which requires attention from the firm.

**Project Schedule:** The project schedule will be developed within the selected Firm. It is the intent of the Owner to pursue necessary repairs as soon as possible to prevent further damage from upstream flooding.

**Statement of Qualifications Content:** The SOQ should include the following information:

1. Name, address, year established, type of ownership, number of employees, and an organizational chart. List multiple offices, if applicable, and at which office work will be performed.
2. Identify personnel on the project team including a description of each member's responsibilities and experience with similar projects.
3. Sub-consultant information including company name, address and contact person. Identify the sub-consultant's role in the project and experience with similar projects.
4. General approach and methodology for making necessary repairs.
5. Past local experience with the Owner.
6. Project description and cost summary of at least three (3) similar projects. The project summary should include references including contact information.
7. Standard hourly rate schedule and any other information the respondent believes to be relevant to the Owner's selection effort. *No fees for services performed shall be submitted as part of the SOQ package. The Owner will make selection using qualified-based selection.*

**Evaluation Criteria:** The SOQ will be evaluated based on the information provided by the Firm and contact with references. Selection of the qualified Firm will be based on the following scoring system:

|                                                            |            |
|------------------------------------------------------------|------------|
| Interest and Availability in Providing Services            | 15         |
| Project Team Related Experience                            | 35         |
| Project Approach and Methodology                           | 25         |
| Other Similar Projects and References                      | 15         |
| Local Experience and Other Information Beneficial to Owner | 10         |
| <b>Total</b>                                               | <b>100</b> |

The SOQ should be limited to 12 single-sided pages with a minimum font size of 12.

Three (3) hard copies of the SOQ should be submitted by Friday June 21, 2019, 2:00pm to:

City of Washington  
Attn: Adam Waters  
P.O. Box 1988  
102 W 2<sup>nd</sup> Street  
Washington, NC 27889  
(252) 975-9332  
[awaters@washingtonnc.gov](mailto:awaters@washingtonnc.gov)

Site visits should be scheduled with sufficient prior advance notice.

The Owner encourages Disadvantaged Business Enterprises to participate. The Owner is an equal opportunity employment provider and does not discriminate on basis of race, color, nationality, origin, gender, religion, age, or disability in employment or provision of services. The Owner reserves the right to accept or reject any or all submittals, to wave technicalities, and to take whatever action is in the best interest of the Owner and its citizens

END OF DOCUMENT