

REQUEST FOR QUALIFICATIONS
CDBG PROGRAM ENGINEERING SERVICES

COUNTY OF HYDE
CDBG-I PROJECT 18-I-3046

This is a Request for Qualifications to provide engineering services in connection with a proposed CDBG-1 Infrastructure Project in Engelhard, North Carolina. The county has submitted an application for \$1,200,000 in CDBG Infrastructure grant funds to the North Carolina Department of Environmental Quality, Division of Water Infrastructure. Based upon competitive negotiations, the County of Hyde will select one consulting engineering firm. Proposals will be solicited from all firms who wish to be considered for this project. Proposals submitted by the deadline established in the Instructions to Proposers will be reviewed and evaluated by the County of Hyde in accordance with the following selection criteria:

1. Firm's experience in municipal engineering, and specifically in Community Development projects;
2. Municipal engineering and CDBG project engineering qualifications and competence of key personnel assigned to the project;
3. Capability of the firm to perform the desired services within an acceptable time frame and within financial constraints;
4. Availability of a qualified resident inspector;
5. Evaluation of existing and anticipated additional workload of the firm during project development;
6. Hourly rates of personnel assigned to the project.

The County of Hyde will select the firm (ranked in order of qualifications) best qualified to perform the engineering services detailed in these instructions.

The County of Hyde will attempt to negotiate a fee with the number one ranked firm. If a mutually satisfactory fee is negotiated by the parties, it will be approved. If efforts to negotiate a fair and reasonable fee are unsuccessful with the number one ranked firm, negotiations will cease with that firm and begin with the second ranked firm. If the County of Hyde is unable to negotiate a satisfactory agreement with either of the firms, the county will select additional firms in order of their competence and qualifications and continue negotiations until a satisfactory agreement has been reached and approved by the County of Hyde.

SUBMISSION REQUIREMENTS

Please provide the following information in the proposal for engineering services:

1. Firm's legal name
2. Location of offices, addresses, email and telephone number, the principal(s) of the firm and their experience and qualifications
3. Water/Wastewater Experience. The specialized experience and technical competence of the staff to be assigned to the project with respect to water/wastewater improvements or related work, including resident inspector, description of firm's prior experience, including any similar projects (those funded by CDBG-1), size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least five references within the past five years.
4. Projected availability of design/inspection personnel assigned to the project over the next 12-month period. **The County of Hyde expects the selected Engineering Consultant to design and bid the project within 120 days following award of a professional services contract.**
5. The proposed work plan and schedule for activities to be performed.
6. Documentation of compliance with state and federal debarment/eligibility requirements.
7. Hourly rates for personal to be utilized on the project. **Include a table outlining the percentage of total work to be assigned to each pay classification of project team members.**

QUALIFICATION EVALUATION CRITERIA

Submissions will be evaluated according to the following factors:

- | | | |
|--|---|-----------|
| 1. Technical Approach/Project Schedule | - | 25 points |
| 2. Experience of Proposed Personnel | - | 25 points |
| 3. Prior Related Experience | - | 20 points |
| 4. Responsiveness to Client Needs | - | 15 points |
| 5. Fee Schedule | - | 15 points |

Upon completion of the review a recommendation will be made to the Hyde County Board of Commissioners for approval.

SCOPE OF ENGINEERING SERVICES

1. Preliminary Phase: Conduct necessary engineering surveys; prepare

designs, sketches, estimates, and documents; and provide preliminary consultation services to the County of Hyde

2. Design Phase: Prepare total project design and engineer's report for submittal to the County of Hyde; prepare drawings, specifications, and contract documents for the furnishing of all labor, materials, and equipment necessary for each of the projects described herein, including the preparation of such documents as may be required; obtain the approval of such agencies and legally constituted authorities having jurisdiction over the review of drawings, specifications, contract, and other required documents; and prepare specifications and contract documents for taking laboratory testing proposals.
3. Construction Phase: Administer the letting of all contracts relative to the project; advise and assist the County of Hyde in making the contract award; make necessary visits to the job sites to observe the progress and quality of the work and determine if the work is in accordance with the contract documents, plans, and specifications; be available to the contractor for interpretation of contract documents, plans and specifications; review shop drawings, diagrams, illustrations, catalog data, samples, test results, inspections, and other data which the contractor and/or laboratory submits for compliance with their contracts; prepare contract change orders that do not involve substantial changes in the general scope of the project; review contractor's application for payment and determine amounts due to contractors based upon the contract documents/prepare periodic reports required by federal, state, and local agencies; conduct final inspections of work for compliance with contract documents, plans, and specifications; and approve in writing final payment to the contractor.
4. As-Built Drawings: Upon completion of all construction and work involved, furnish the County of Hyde one set of reproducible as-built drawings and two sets of blue line as-built drawings for the project.
5. Resident Construction and Work Inspection: Furnish and maintain at the job site a competent Resident Inspector during periods of significant construction and work being done. Said inspector shall inspect all materials and workmanship, check all layouts of work, keep the necessary or required daily or weekly diaries or records, review estimates for payment to contractors, and provide liaison between the engineer and the County of Hyde.

ATTACHMENT A

PROJECT DESCRIPTION AND MAPS

1.0 – PROJECT AREA DESCRIPTION

The town of Engelhard is located in eastern Hyde County, North Carolina, along US Highway 264, which leads northeast 46 miles to Manteo (Dare County) and west 47 miles to Belhaven (Beaufort County). Hyde County is a Tier 1 Rural County with no incorporated towns as designated by the Secretary of Commerce.

The Engelhard Sanitary District operates an above-the-ground storage and treatment plant system, and spray irrigation facility that serves customers in the vicinity of and including the town of Engelhard. The Engelhard Sanitary District serves the public by collecting, treating, and disposing of wastewater. The current system services approximately 250 residential and 49 commercial customers.

The proposed project area is located approximately 3.2 miles west from the town of Engelhard, along and adjacent to US Highway 264. 26 sites containing units that are occupied by LMI individuals and served by an individual septic system were targeted for evaluation. The sites are located at Hycienda Heights and Mattamuskeet Village on US Hwy 264, and on 20 Green Hill Road, 32149 Hwy 264, 32261 Hwy 264, and 32276 Hwy 264, all in Engelhard, North Carolina. The Project Area Map is located in **Exhibit A**. At the time of the evaluation, each site was served by a subsurface wastewater treatment and disposal (septic) system. The purpose of the evaluation was to determine if the septic systems were functioning properly or malfunctioning. There were 54 units in the evaluation area. Units 1-14 and 19-30 are duplexes, each served by one septic system. Units 1 & 2 are office and maintenance buildings and were not evaluated. Units 31-46 made up the Mattamuskeet Village Apartments, which is served by one common septic system. Units 15-18 and 47-54 were individual residences, each served by its own septic system. Of the 26 sites, 20 evaluations of septic systems were conducted. Of the 20 evaluations that were conducted, 19 of the septic systems were determined to be malfunctioning. Problems identified by the occupants of the residences included sewage surfacing in the yard, pipes running from plumbing of the home to a nearby ditch, sewage backing up into the plumbing of the home or slow removal of water from sinks or toilets. This condition, if it continues will more than likely result in additional deterioration of septic systems and contamination of the groundwater endangering the health of the residents in the area and the potential closure of the Mattamuskeet Apartments Complex, which currently serves as the residences for elderly individuals with low to moderate income. The implementation of this project will allow these units to be hooked into and serviced by the Engelhard Sanitary District wastewater collection system and eliminate the current malfunctioning septic systems. The project will involve the installation of approximately 3,500 Linear feet of 8-inch force main along U.S. Hwy 264, 4-inch sewer force main along Hycienda Heights Way and on-site sewage pumping station to

extend public sewer service from the existing Engelhard Sanitary District to replace substandard septic tanks currently serving 13 duplexes, 6 single family housing units and one elderly care facility (16 units). The low to moderate income percentage of the project area is 96.47 percent, and the poverty level for the entire county is 22.4 percent.

1.1 – PROJECT SCHEDULE

The project schedule begins with the award of funds. From this point design will be complete within 120 calendar days and plans and specifications will be submitted for approval and permitting. Permitting is expected to be complete within 60 calendar days. Easements are expected to take 90 calendar days. Bidding of the project is expected to take 30 calendar days. Construction is expected to begin 60 days after bid opening and will be complete within 360 days. Final hook ups to the residences will be coordinated with the Engelhard Sanitary District. Project close-out will encompass another 30 days. See **Exhibit B** for a project schedule.

2.0 – PROJECT BUDGET

The project budget is herein outlined under **Exhibit C**.

EXHIBIT A



CDBG-1 Project Area - Exhibit A

EXHIBIT B

Milestone	Date
Attendance at the EA/ER Workshop	July 2019
Attendance at the Compliance Workshop	July 2019
Contract with DWI Executed	June 12, 2019
Engineering Report Submitted	October 15, 2019
Environmental Document & Request for Release of Funds Approved	March 13, 2020
Funding Approval Conditions Submitted	March 13, 2020
Environmental Document & Request for Release of Funds Approved	March 27, 2020
Engineering Report Approved	March 16, 2020
Bid and Design Package Submitted	September 16, 2020
Bid and Design Package Approved	January 15, 2021
Submit Itemized Bid Tabulation	March 15, 2021
Execute Construction Contracts	April 30, 2021
Compliance Plans	Date
Adopted Equal Opportunity & Procurement Plans	November 12, 2019
Adopted Section 3 Plan (Local Economic Benefit for Low and Very Low Income Persons)	November 12, 2019
Adopted Language Access Plan	November 12, 2019
Section 504 Self-Evaluation and Adopted Grievance Procedures	November 12, 2019
Adopted Residential Anti-Displacement and Relocation Assistance Plan	November 12, 2019
Adopted Citizen Participation Plan	November 12, 2019
Excessive Force Provision	November 12, 2019
Floodplain Certification – Map	November 12, 2019
Adopted Assessment of Fair Housing	April 10, 2020

EXHIBIT C

PROJECT BUDGET							
A. CDBG: Grant Amount Approved: Hyde County 18-I-3029						\$1,200,000	
Use of Funds	Total Cost	A. CDBG	B. Appalachian Regional Commission	C. Other Federal Funds	D. State/Local Funds	E. Private Funds	F. Other
C. Public Facilities and Improvements	\$	\$	\$	\$	\$	\$	
(9) Street Improvements	\$	\$	\$	\$	\$	\$	
(10) Flood and Drainage Improvements	\$	\$	\$	\$	\$	\$	
(11) Pedestrian Improvements	\$	\$	\$	\$	\$	\$	
(12) Other Public Facilities	\$	\$	\$	\$	\$	\$	
(13) Public Sewer Improvements	\$785,000.00	\$785,000.00	\$	\$	\$	\$	
(14) Public Water Improvements	\$	\$	\$	\$	\$	\$	
(15) Housing Rehab – water connections	\$	\$	\$	\$	\$	\$	
(16) Housing Rehab-sewer connections	\$325,000.00	\$325,000.00	\$	\$	\$	\$	
Planning	\$	\$	\$	\$	\$	\$	
Administration (10%)	\$90,000.00	\$90,000.00	\$	\$	\$	\$	
TOTAL	\$1,200,000.00	\$1,200,000.00					

The selected Consultant must comply with all requirements of the Federal and State CDBG Regulations (24 CFR Part 570 and 4 NCAC 19L), and all amendments thereto. Procurement contract procedures outlined in 24 CFR 85 and in the state CDBG implementation manual will also be followed.

The above information should be submitted no later than Friday, July 12 at 5:00 p.m. to Kris Cahoon Noble, County Manager, Hyde County, PO Box 188, Swan Quarter, NC 27885, or delivered to same at 30 Oyster Creek Road, Swan Quarter, NC 27885. For more information, contact Rosemary Johnson, Administrative Assistant at 252.926.4178.

Hyde County is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. Hyde County invites the submission of proposals from a certified Section 3 business concern.

Esta información está disponible en español o en cualquier otro idioma a petición. Póngase en contacto con Rosemary Johnson en 252.926.4178 o en 30 Oyster Creek Road, cuarto cisne, NC, de alojamiento para esta solicitud.