



## **TOWN OF INDIAN TRAIL REQUEST FOR QUALIFICATIONS**

### **ON-CALL PROFESSIONAL SERVICES**

#### **OVERVIEW**

The Town of Indian Trail, North Carolina is seeking statements of qualifications from qualified private engineering firms to perform one or more of the following On-Call professional services. The scope of these services may include but not be limited to:

- Multimodal Transportation Planning & Engineering
- Hydraulics and Hydrology
- Environmental
- Land Development Plan Review
- Land Surveying
- Geotechnical

It is the intent to select up to three consulting firms for On-Call contracts for a period of one year with the option of a two year extension. The Town makes no guarantee as to the amount of work awarded through these On-Call contracts.

#### **TYPICAL SCOPE OF WORK**

The professional services provided under the proposed contract will vary with each assignment. The Town reserves the right to add or reduce the type and level of services provided.

#### **FORMAT FOR SUBMISSION OF QUALIFICATIONS**

All qualification packages shall be formatted as follows:

- Section I – Cover/Introductory Letter
- Section II – Evaluation Factors
- Section III – Supportive Information

#### **SECTION I - COVER/INTRODUCTORY LETTER**

The introductory letter should contain the following information:

- Expression of firm's interest in providing these services;
- Describe how the Town would benefit from selecting your firm;
- Statement regarding firm's possible conflict of interest; and,
- Summation of information contained in the qualifications package.

## **SECTION II - EVALUATION FACTORS**

This section should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/subconsultant qualifications and experience as related to these services;
- Unique qualifications of key team members; with emphasis on the Project Manager;
- Identify type, location, general description, and client contact person for similar work performed within last five (5) years;
- Understanding of project approach and any innovative approaches to consider;
- Office location where work will be performed. If work is shared between offices, estimate and describe the split of workload.

## **SECTION III - SUPPORTIVE INFORMATION**

This section should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classification, and location of the firm's North Carolina employees to be assigned to the advertised services;
- Indicate what percentage of the firm's business is private and what percentage is public;
- Anticipated DBE Participation – Specific DBE goals are not required as part of this agreement. However the firm is encouraged to report anticipated utilization of DBEs during the execution of work associated with this proposal;
- Any other supportive data relevant to the selection process for this RFQ.

## **EVALUATION CRITERIA**

The evaluation of firms submitting qualifications for this project will be based on the following considerations:

- Qualifications of the Firm, Project Manager, and Project Team, including proximity to the Town; (35%)
- Work history and references for similar past projects, other municipalities, and state agencies; (40%)
- Availability of the firm's staff to meet with and assist Town staff, and to attend evening meetings with local committees and Town Council; (25%)

## **SUBMISSION REQUIREMENTS**

Private engineering firms are invited to submit qualification packages to the Town of Indian Trail by 5:00 pm on **Friday, October 2, 2015**. Qualification packages received after this deadline will not be considered.

All submittals shall be emailed in PDF format identified as “**ON-CALL PROFESSIONAL SERVICES**”. Submittals should be limited to fifteen (15) pages inclusive of the cover sheet, on 8 1/2” x 11” sheets, single spaced, and one sided. Dividers, tabs, forms, etc. are not considered in the page count. Elaborate brochures and other promotional type materials are not desirable. It is anticipated that the selection process will be completed by **Friday, October 9, 2015**. Qualification packages and any questions should be emailed to Scott J. Kaufhold, P.E., Director of Engineering and Public Works at [sjk@engineering.indiantrail.org](mailto:sjk@engineering.indiantrail.org).

The Town of Indian Trail, by way of this RFQ, does not commit itself to award a contract or pay any costs incurred in the response preparation. The Town further reserves the right to accept or reject any of all responses received, and to cancel the entire RFQ solicitation.