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George F. Goosmann, III, Mayor
Fran G. Cogburn, Mayor-Pro Tem
E. Glenn Kelly, Commissioner
Doris P. Loomis, Commissioner

Jonathan B. Kanipe,
Town Manager

REQUEST FOR QUALIFICATIONS **October 17, 2019**

Town of Biltmore Forest On-Call Municipal Stormwater & Engineering Services

DUE NOVEMBER 5, 2019

1. PUBLIC NOTICE

Pursuant to N.C.G.S. 143-64.31, the Town of Biltmore Forest is soliciting statements of qualifications from firms to provide professional consulting services related to on-call stormwater management & engineering services.

Overall functions of these services can include stormwater program advisory; stormwater modeling; stormwater facilities/infrastructure design; natural channel (stream restoration) design; GIS services; surveying; environmental services; stormwater rates studies and CIP development and other associated financial services; funding application assistance; infrastructure assessment (as needed); plan review (as needed); review of engineering standards/specifications and stormwater ordinances; stormwater inventory management; attendance at stormwater & other engineering related meetings (as needed), and construction phase services (bidding, administration, and observation (RPR) services).

Responses are due by 5:00 PM on Tuesday, November 5, 2019. Information related to this solicitation is available via the Town's website at www.biltmoreforest.org or may be obtained by contacting the RFQ contact.

2. RFQ COORDINATOR

Any questions, concerns, or request for information regarding this RFQ shall be directed in writing to:

Jonathan Kanipe, Town Manager
355 Vanderbilt Road // PO Box 5352
Asheville, N.C. 28803
(828) 274-0824

3. RFQ SCHEDULE

Provided below is the anticipated schedule of events. The Town reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this project.

October 17, 2019	RFQ Announced
October 29, 2019	Last day to submit written requests for information/clarification
November 5, 2019	Submissions due by 5:00PM; evaluation of qualifications begins
November 12, 2019	Projected Award Recommendation

4. RFQ SUBMISSION

Timely delivery is at the risk of the Respondent. Submittals received after the deadline will be rejected. All items required for a responsive proposal shall be included. Responses must be enclosed in a sealed envelope or package.

- The envelope or package must clearly show the name and address of the responding firm, and the phrase: "Request for Qualifications: Stormwater & Engineering Services." Submissions must adhere to the format and content requirements established.

5. BACKGROUND & SCOPE OF SERVICES

The Town of Biltmore Forest seeks a qualified engineering firm to assist with the management and implementation of the Town's stormwater program. Services shall be on an as-needed basis.

6. EVALUATION CRITERIA

The Town will consider and evaluate qualification packages in accordance with N.C.G.S. 143-64.31. Qualification packages will be evaluated by Town staff. Evaluation criteria include, but are not necessarily limited to, the following, listed in relative order of importance:

- A. Demonstrated experience of the firm in stormwater management design and construction for North Carolina municipal clients.
- B. Key personnel experience in stormwater management design and construction for North Carolina municipal clients.
- C. Conveyed understanding of the Town of Biltmore Forest's needs.
- D. Submittal's completeness, relevance, and readability.

7. SUBMITTAL FORMAT

Interested firms must submit three (3) bound original copies and one (1) USB-drive containing a digital copy of the complete response package in PDF format.

8. SUBMITTAL CONTENT

A. Table of Contents

B. **Statement of Interest:** Statements shall be bound with and at the beginning of the response package. At minimum, please provide the following information:

- i. A statement expressing interest;
- ii. A statement detailing you or your firm's capacity to perform the work. Include any attributes that uniquely align you or your firm to be a successful partner; present your understanding of the Town's needs;

b. Firm Description:

- i. Firm name, address, web address, telephone and type of organization;
- ii. Contact person (provide direct phone number and email address)
- iii. Number of years in business under current name;
- iv. Services provided/areas of expertise;
- v. For firms with multiple offices, provide general information on the firm's branch locations
- vi. List any previous names of firm and years of business under each name;
- vii. Provide a certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm.

c. Key Personnel:

- i. Provide a simple organizational chart identifying the names and titles of the person(s) that will be assigned to lead this project, supporting staff, and sub-consultants that will be engaged;
- ii. Provide resumes of personnel that will be working on project (including those of any sub-consultants) including their education, qualifications, certifications, accreditations, and project history of each;

C. **Qualifications and Experience:** List projects where your firm has provided relevant and similar professional services.

D. **References:** List three (3) references.

E. Methodology, and Approach

Describe your firm's methodology and approach to providing the services required and why you feel they establish a high level of quality assurance, and quality control in the review process of municipal civil engineering projects.

9. ENGAGEMENT

Upon selection of a Respondent(s), the Town and Respondent(s) will confirm the scope of work, responsibilities, required deliverables, and negotiate a fee and/or billing rates for

services. Upon successful negotiations, a recommendation of award shall be presented to the Board of Commissioners. Upon approval, a Stormwater & Engineering Service Agreement(s) will be executed by and between the selected Respondent(s) and the Town for services.

10. GENERAL TERMS & CONDITIONS

- A. All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its contents shall be borne by the Respondent. The Town assumes no responsibility for these costs whether or not an agreement or contract is awarded.
- B. All questions and requests for information shall be submitted in writing as established in the RFQ Schedule. Verbal and other interpretations or clarifications will be without legal effect.
- C. The Town reserves the right to waive informalities and irregularities, obtain clarification and/or additional information from any firm or individual concerning its submission. The Town also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- D. The Town reserves the right to negotiate terms with other respondents should negotiations be terminated with the first selected Respondent.
- E. Any agreements or contracts will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the stakeholders involved, as recommended by the evaluating staff, and approved by the Town of Biltmore Forest.
- F. This RFQ does not commit the Town to make a recommendation of award or commit the Town to enter into an agreement or contract.
- G. Submittals and any other documents received from a Respondent in response to this request are public records and subject to public inspection and copying.