



**TOWN OF
GREEN LEVEL
NORTH CAROLINA**

November 29, 2023

THE TOWN OF GREEN LEVEL, NC
Is seeking Proposals from Qualified Firms for this
Request for Qualifications (RFQ)
for Professional Engineering & Grant Services

HISTORY

Green Level, NC was originally the Ruby Dew community starting in the 1930's. The Town was a small tobacco farming community that was heavily populated by African Americans. Based on the 2020 census, the population of Green Level is approximately 2,541 of which 11.3% of the Town's residents are either veterans or retirees. In 1990, the residents of the community officially became a municipality called Green Level. The Town has a Mayor-Council form of government. The Town Manager serves as the Chief Executive Officer of the Town and leads day-to-day operations.

The Town continues to grow and prosper. With the Bedford Hills subdivision, which was completed in 2019, the Town added 250 single family homes to the community. Additionally, the Town is aggressively looking for businesses and industry that would benefit the residents and economic growth in Green Level.

RFQ Published: Wednesday, November 29th, 2023, by 5:00 P.M. EST

Proposals Due: Wednesday, December 20th, by 5:00 P.M.

The term of the potential agreement is anticipated to commence on January 15, 2024, for a term of three years, ending on January 15, 2027. There will be an option to renew with the Firm or Firms selected by the Town twice for the term of one (1) year each renewal, totaling a possible two years.

NO LATE SUBMITTALS WILL BE ACCEPTED FOR ANY REASON

RFQ CONTACT

Barrett Brown, Town Administrator

336.578.3443 ext. 221

bbrown@greenlevelnc.com

RFQ OVERVIEW

The Town of Green Level, NC is seeking assistance for general engineering and grant administration services needed to support the Town’s existing and future projects. These include water, stormwater, roads, sidewalks, culverts and grant management and application writing services. Services will include but are not limited to engineering design, permitting, land surveying, and administration associated with both the projects and the grants. Experience working with grant funding agencies and with both the State of North Carolina statutes and ordinances as well as Federal Uniform Guidance will enhance the submission’s value.

INTRODUCTION

The Town of Green Level, North Carolina, is soliciting proposals to provide general on-call engineering, grant administration and other services for the Town. Qualified firms that can demonstrate 1) experience working with North Carolina's local governments and 2) state and federal grants and loans are encouraged to respond. Services will be conducted as needed and include, but are not limited to, engineering services; state and federal grant administration services; bidding and construction services; and other activities noted within this RFQ's Scope of Work.

The Town encourages proposals submitted by small, minority, veteran-owned and woman-owned firms. Proposers must be licensed to practice engineering in the State of North Carolina and be members in good standing with the North Carolina State Board of Examiners for Engineers and Surveyors.

ANTICIPATED RFQ SELECTION SCHEDULE

The Town anticipates the following general timeline for its selection process. **The Town reserves the right to modify this schedule.**

RFQ Activity	Date Due	Time Due
RFQ Advertisement Date	Wednesday, November 29, 2023	By 5:00 PM EST
RFQ Questions Due from Firms	Wednesday, December 6, 2023	By 5:00 PM EST
RFQ Answers Due from the Town	Wednesday, December 13, 2023	By 5:00 PM EST
Proposal Due Date and Time	Wednesday, December 20, 2023	By 5:00 PM EST
As needed, Interviews with Firms	Thursday, December 28, 2023	9:00 AM – 4:00 PM EST
Anticipated Decision Date	January 4, 2024	N/A
Town Council Presentation	Thursday, January 11, 2024	Regular Board Meeting

SUBMITTAL REQUIREMENTS

Four copies of the completed submittal must be delivered by UPS, FedEx, Courier or by a Firm Representative in-person to:

Green Level Town Hall
2510 Green Level Church Road
Green Level NC 27217

All submission packets must be received **no later than 5:00 PM EST** on **Wednesday, December 20th, 2023**.

The envelope, package or box containing the four copies of the submission must be clearly marked:
“Green Level Engineering and Grant Services RFQ Submission.” Make certain to retain a tracking record for the submission if sent by delivery service or courier.

EVALUATION AND SELECTION PROCESS

Evaluation and selection of a Firm or Firms will be a Qualifications Based Selection, a process that is in accordance with the Mini-Brooks Act (NCGS 143-64.31). Price will not be used or considered in the qualifications-based selection phase. A variety of factors will be used in this selection process, including, but not limited to:

- Specific engineering experience in the categories and items noted in the anticipated Scope of Work Services To Be Performed
- Availability of qualified staff to perform the work with experience that adheres to all federal, state, and local regulations, policies and other crosscutting requirements including the EPA National Environmental Preservation Act, for example
- Prior performance including relevant activities, project delivery, schedules, timelines and other cost or qualification factors
- Effectively communicating and coordinating throughout the project cycle and providing excellent customer service and demonstrated ability to work within budget and on schedule

The selected firm(s) should have demonstrated knowledge and experience with a variety of funding sources including DEQ Department of Water Infrastructure, GoldenLEAF, USDA Rural, FEMA FMA and BRIC, NC Commerce, EDA, IJJA/IRA, ARPA and any other funding source that will assist the Town in achieving its vision and goals. The selected firms should demonstrate significant understanding with state and federal regulations and requirements under NC Statutes and the Federal Uniform Guidance (2 CFR Part 200), permitting, environmental and historic preservation reviews,

codes, ordinances and all other activities and practices that may be relevant to various projects outline in this RFQ's SOW.

No work is guaranteed, and work will be assigned on an "as needed" basis to be determined by the Town of Green Level at its sole and final discretion. The Town will work with one Firm at a time for any one project.

Should RFQ negotiations fail after the selection or selections are made, price negotiations will be terminated with the selected firm and begin negotiations with the next firm in the ranking order, and so forth.

The Town of Green Level is an Equal Opportunity Employer and welcomes submission of proposals from small, minority and women-owned firms, including NC DOA Historically Underutilized Businesses.

SCOPE OF WORK SERVICES (SOW)

The selected firm or firms will assist with potential preliminary and subsequent post-award work including funding application writing and justification; grant management and reporting; analytical reports for environmental, historic preservation, ingress/egress, easements, wetlands; engineering design; surveying; GIS mapping, Asset Inventory and Asset Management Plans; CA/CO; feasibility studies; cost benefit analyses; buildings and infrastructure management; construction management; stormwater assessment, planning and construction; roads, sidewalks and culvert assessment and preliminary or final cost estimations.

- Engineering services as needed: This may include design, surveying, cost estimation, cost analysis, easements and property research, right-of-way surveying descriptions, drinking water service or roadway assessments, Town-owned facility and infrastructure management; hydrological or hydrographic surveys and GIS mapping and data. Management of construction work including on-site inspections and regular reporting should be anticipated. It is important to document any past issue resolution undertaken with vendors, contractors or state or federal agencies while designing or managing construction projects. Preparation of property maps suitable for recording may be a requirement.
- Engineering analysis, studies, design, and construction plans and all specifications related to water systems, town-owned roads or culverts, facility upgrades or retrofits and stormwater projects. This may include designs for distribution systems, transfer stations, testing and treatment. Projects may include mitigation and resiliency upgrades including maintenance plans. Stormwater management projects could include stabilization or restoration projects, traditional and innovative stormwater runoff system design, culvert retrofits, watershed assessments, floodplain management, traditional and innovative practices including Blue or Green or Green/Grey Infrastructure as may be required by state or federal grants or loans.
- Services may also include data management, asset inventories with age/condition, water

analysis, future conditions modeling and reporting required to meet Federal, State, and local requirements for compliance according to all state and federal requirements. Asset Inventory and Asset Management Plans are anticipated in the future provided funding is available and as required by State and Federal agencies.

- Identification of hydrological issues: Analysis, design, and construction plans and specifications for any requested stormwater restoration projects using innovative climate and environmental techniques where possible as may be required by state or federal grants or loans.
- GIS Mapping is anticipated with detailed reports to justify funding along with engineering design and construction plans and specifications for water, road, stormwater, sidewalks culverts and other locally-owned facility projects is anticipated. Geotechnical and specialty testing services and inspections may be needed for certain projects and expertise in these areas is required.
- Preparation of estimated costs, quantities, risks, schedules and probable construction cost estimates for any of the tasks noted above will be expected to be performed.
- Preparation of contract bid documents and management of the bid process for projects. Firms should demonstrate an understanding of the Construction Bidding Process. Construction administration and oversight may also be required for some projects.
- Project management, construction administration and construction site inspection and reporting services associated with water, roads, culverts and stormwater construction projects. This may include providing residents information and receiving input from the community, other vendors, project representatives, construction inspectors and specialty testing or construction inspectors, project administrators, and project administrative services.
- Project management for federal and state grants and loans, grant application writing, data-based justification of funding requests, awarded grant program and project management and all related grant administrative tasks, including state and federal agency reporting associated with any grant or loan funded project that may include, but is not limited, to water services, stormwater planning or construction activities, building and infrastructure facility mitigation activities, roads and culvert improvements and Town resiliency or other planning or construction projects. Grant application writing is anticipated over the term of this agreement.
- Support to comply with structural or water-based mitigation, resilience and environmental justice activities including plans and associated federal and state requirements research and review of past plans, federal or state planning meeting attendance, preparation and review of proposals or requests for assistance from state and/or federal agencies and supporting relevant stakeholders including those non-profit or NGO's that presently or may, in the future, work with the Town.
- Preparation of required regulatory permit/certification applications, including supporting engineering, environmental and historic preservation documentation. This may include requirements pursuant to the NC Drinking Water Act, State Environmental Policy Act, State Historic Preservation Office Regulations, facility and structural codes and ordinances, easements and ingress/egress activities, NC PWS rules, NC PFAS rules, NC Erosion & Sedimentation Control Act, and other laws and regulations applicable to water, stormwater, roads, culverts and water diversion, retention, and surface water resources projects.

RFQ PROPOSAL SUBMISSION REQUIREMENTS

RFQ submissions should not exceed more than 40 pages and must include at a minimum:

1. **Firm Overview-** History, background and geographical location of professional engineering firm including firm's legal name, address, email, and telephone number.
2. **Technical Approach:** The proposed approach in which the professional engineering firm will carry out a typical project as part of an on-call agreement and any intent to use subcontractors. Also include a description of the Firm's current work activities.
3. **Project Team:** Qualifications of personnel and specific capabilities of identified team members.
4. **Firm Principal:** The person who will be responsible for all work undertaken and who will serve as the Town's single point of contact if needed.
5. **Experience:** Specific experience as defined in the SOW; specialized experience related to the SOW; technical competence of the Project Teams; and a description of the Firm's prior experience, including any similar projects, size of community, location, total 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.*
6. **Project Team:** Provide contact information (names, phone, e-mail, physical location) of all program and project managers along with their experience and projects of similar type, scale and complexity and how long they have been with the proposing Firm.
7. **Firm Capabilities:** Provide information that demonstrates the present capacity of the Firm's project team defining their ability to perform activities noted in the scope of work. Also include any specialized services that may be of interest to the Town that the Firm offers, which may complement the work outlined in the SOW.
8. **Past Performance:** Define the Firm's past record of performance with respect to accuracy of cost estimates, quality of work performed, examples of cost controls and the Firm's ability to meet schedules and deadlines.
9. **Documentation of Compliance:** Provide evidence of compliance with the State of North Carolina and Federal debarment systems and any other eligibility requirements noted within this RFQ.

QUALIFICATION EVALUATION CRITERIA

Evaluation Criteria	Scored from 1-10	Total
Firm's technical ability to do the SOW	10	
Demonstrated ability to meet timelines and budget requirements	10	
Experience of personnel	10	
Knowledge and experience applying for and managing state and federal grants and loans	10	
Project References (preference for local government references)	5	
Minority or Women-Owned or NC DOA HUB	5	
Total Possible Score	50	

All statements of qualifications shall become the property of the Town and the Town reserves the right to request additional information it feels necessary to make a qualified judgement on a firm's ability to perform the work. The Town of Green Level reserves the right to reject all qualifications.

EQUAL EMPLOYMENT OPPORTUNITIES

The Town of Green Level is an Equal Opportunity Employer and invites and encourages submission of qualifications from small, minority, women, and disabled business enterprises and NC DOA Historically Underutilized Businesses (HUB). Selected Firms that subcontract with these underutilized businesses will be provided additional consideration.

The Town does not discriminate in administering any of its programs and activities. The engineering firm awarded the agreement for work will be required to ensure that no person shall be denied employment, fair treatment or be discriminated against based on race, sex, religion, age, national origin, or handicap.

CONTRACTING

Any contract or service agreement developed for work shall be construed and enforced in accordance with the laws of the State of North Carolina and the Federal Uniform Guidance, as applicable.

CONDITIONS AND TERMS

The Town of Green Level expects to select a professional engineering firm from the proposals submitted but reserves the right to request substitutions of firms. The Town also reserves the right to

reject any or all responses to the RFQ, to advertise for new responses, or to accept any response deemed to be in the best interest of the Town.

A response to this RFQ is not to be construed as a contract or an indication of a commitment of any kind on the part of the Town, nor does any proposal received by the Town commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final agreement. The Town reserves the right under any service agreement to dismiss any or all a project team when, in the Town's opinion, the project is not moving forward as scheduled or is hindered in any way by the actions or personalities of the selected Firm or Firm's team.

FEDERAL FUNDING REQUIREMENTS

If the source of funds for this agreement is federal grant, cooperative agreement or loan funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable) and will be included in the Agreement to be signed by the Firm or Firms selected for this RFQ:

- Equal Employment Opportunity (41 C.F.R. Part 60);
- Conflicts of Interest; Gifts and Favors (37 C.F.R. Part 401)
- Termination for Cause and Convenience (2 C.F.R. Part 200, Appendix II, ¶B)
- Davis-Bacon Act (40 U.S.C. 3141-3148);
- Copeland Anti-Kickback Act (40 U.S.C. 3145);
- Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708);
- Clean Air Act (42 U.S.C. 7401-7671q.)
- Federal Water Pollution Control Act (33 U.S.C. 1251-1387);
- Debarment and Suspension (Executive Orders 12549 and 12689);
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352);
- Procurement of Recovered Materials (2 C.F.R. § 200.322);
- Record Retention Requirements (2 CFR § 200.324)
- Buy America Clause - Domestic Preference for Procurements (2 CFR 200.322)

AGREEMENT AND AWARD

Upon completion of proposal submission review, and after any interviews the Town deems necessary, and after negotiations with a Firm or Firms, the Town will make its recommendation to the Town Council for approval. The Agreement is anticipated to commence on Monday, January 15, 2024.