

Request for Qualifications/Proposals Professional Engineering Services

The NCRPC requests qualification statements from engineering firms interested in preparing PERs for infrastructure projects for disadvantaged communities in the NCRPC region. A firm may be selected by one or all communities participating, but may be limited to working with three communities due to time constraints. The NCRPC is currently taking applications from towns for this service and engineering firms are encouraged to have towns with a need for this service to reach out to Deb Ohlde.

The projects may involve a phased approach depending on size and selection for the PER service does not guarantee selection for design and construction services. The qualification statement should include:

- a.) The specialized experience and technical competence of the firm with respect to water, sewer, and/or street infrastructure improvement projects. You may note that you wish to be considered for one type of project only.
- b.) The capacity and capability of the firm to perform the work in a reasonable time. PERs must be completed by May 1, 2025.
- c.) The past record of performance of the firm with respect to such factors as quality of work, control of costs, and ability to meet schedules. References will be checked.
- d.) The firm's proximity to and familiarity with the area where the project is located. This includes the firm's past work with the community.
- e.) References from previous clients of related work with the firm within the past three years.

Ability to complete the work on a designated date as necessary, plus c) above, shall receive primary consideration. Please see the scoring matrix attached. For more information, contact Deb Ohlde at the NCRPC, communitydevelopmentadvisor@ncrpc.org or 785-275-2499

Qualification statements must be received, electronically, by noon on January 8, 2025.

The NCRPC is an Equal Opportunity Employer and invites the submission of qualifications from minority- and women-owned firms.

RATING FORM FOR PROCUREMENT OF ENGINEERING FIRMS

Listed below are the categories being used by communities to select the firm to complete their PER for the purpose of providing an assessment, recommendations and design services for their infrastructure project.

Date of Rating: _____

| <u>General Review Category</u> | <u>Maximum Pts. Possible</u> | Firms | | | |
|--|------------------------------|--------------|-------|-------|-------|
| | | _____ | _____ | _____ | _____ |
| A. The specialized experience and technical competence of the firm with respect to the specific infrastructure project. | 10 | | | | |
| B. The capacity and capability of the firm to perform the work in question within a short period of time. A PER will need to be done by May 1, 2025. | 15 | | | | |
| C. The past record of performance of the firm with respect to such factors as quality of work, control of costs, and ability to meet schedules. The community will check references. | 25 | | | | |
| D. The firm's proximity to and familiarity with the area where the project is located. Community's past experience with the firm. | 15 | | | | |
| TOTALS | 65 | ===== | ===== | ===== | ===== |

This rating form will be used by the City after review of Qualification Statements. The City will tentatively select the firm with the highest rating and invite that firm to present a contract with fees for the services to be rendered. If the city decides to interview the top two firms, interview scores of up to **10 points will be used**.