

# Town of Milton Request for Qualifications



## Professional Engineering Services

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**RFQ EXTENSION Issue Date:** August 14<sup>th</sup> 2025

**Proposal Due Date:** August 22<sup>nd</sup>, 2025 by 5pm

**Project Period:** 1 month

**RFQ Contact:** Hope Stuart, Environmental Planner PTRC

**Email:** [hstuart@ptrc.org](mailto:hstuart@ptrc.org)

**Phone:** 336-904-0300 EXT 3011

*IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THE PROCUREMENT, PLEASE CONTACT THE PIEDMONT TRIAD REGIONAL COUNCIL AS SOON AS POSSIBLE*

## GENERAL

The Town of Milton in partnership with the Piedmont Triad Regional Council is seeking proposals from certified engineering firms to complete a preliminary engineering report to submit toward a USDA Emergency Community Water Assistance Grant. This report is essential for documenting and identifying the relocation of a waterline destroyed by a recent storm to restore water to various residents. This solicitation acknowledges the use of federal funding for the contract. Funding is contingent upon compliance with all terms and conditions of the funding award.

## BACKGROUND INFORMATION

The Town of Milton currently maintains a very fragile water system. The original water line was washed out along a creek after a recent storm. The Town of Milton is plans to relocate the waterline to be place along Racetrack Road. Communication with NCDOT in process.

## SCOPE OF SERVICES- Preliminary Engineering Report

- ☐ Project Description & Components
- ☐ Existing Conditions
- ☐ Alternative Solutions
- ☐ Preliminary Environmental Impact Assessment
- ☐ Recommended Solutions & Proposed Improvements
- ☐ Proposed Project Estimates- with reference to BABA/Davis Bacon and other 2CFR 200 Uniform Guidance necessary
- ☐ Project Schedule
- ☐ Design and confirm Project Map with easements identified
- ☐ On-site waterline location confirmation and assessment
- ☐ Follow federal compliance within all terms and conditions of a USDA funding award

**Preliminary Engineering Report must be completed by September 19<sup>th</sup> or ASAP**

## NOTICES & STANDARDS

- A. **General:** This request for proposals does not commit The Town of Milton to enter into agreement, to pay any costs incurred in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project. The Town of Milton reserves the right to issue further Requests for Proposals (RFPs), as needed, and solicit responses from firms not selected as part of this process.

The selected firm as part of its preconstruction services, will assist with developing a strategy for the best approach for the successful completion of the project. This grant requires a firm to create requests for reimbursement for the Town's final approval and signature.

B. **Selection and Evaluation Criteria**, in accordance with procurement standards set forth in 2 CFR 200 (Uniform Guidance): In general, the PTRC and the Town of Milton will be seeking to select a firm that possesses the following minimum qualifications:

1. A min. of three (3) years of civil engineering services
2. Demonstrated financial and personnel capacity to undertake a project of this magnitude.
3. Knowledge and understanding of USDA Federal contract requirements
4. Must be a licensed certified engineer to complete the project

C. **Consultant/Contractor Selection:**

The most responsive bidder will be evaluated and selected based on the following

1. **Demonstrated Experience:** Consideration toward those with prior experience in performing similar work over the past five years or more, to include the company's technical and organizational resources available for implementing a preliminary report (30 points).
2. **Capacity/Scheduling:** Demonstrated capacity to complete the project with understanding of project. Team member roles and experience listed. To include proof of Engineering License in North Carolina (20 points).
3. **Planning and Design:** Describe activities the selected firm will undertake to develop and finalize the report, feasibility options, analyzing and documenting environmental impact, and aligning construction with relevant permits if needed (30 points).
4. Previous **Experience working with Small Towns** (5 points)
5. **Financial and Legal:** Provide details on legal issues arising within the past 5 years. (Pass/Fail).
6. **References:** Provide 2-3 references, may be included in capacity/scheduling above (15 points).

**Total available points: 100**

**Rating and Selection Team:**

A selection committee has been established to review and evaluate all documentation submitted in response to this RFQ. The committee will conduct a preliminary evaluation of all documentation to determine that interested firms are qualified to perform the required services. Following a review of the qualified submittals, the selection committee will rank the firms based on the criteria identified above. If a contract cannot be negotiated with the highest ranked firm, negotiations with that firm shall be terminated and negotiations shall be initiated with the next highest ranked firm.

It is the Town of Milton's intent to make a selection in a timely manner following the submittal date. The Town of Milton reserves the right to reject any or all qualifications or to waive any and all formalities and the right to disregard all non-conforming or conditional qualifications and to enter into a contract with the firm or firms that will serve in the best interest of the Town. The Town of Milton is not legally required to enter into a contract as a result of this RFQ. All deliverables will become the property of the Town.

#### **ANTICIPATED SCHEDULE FOR SELECTION PROCESS**

<b>RFQ Issue Date</b>	August 14th, 2025
<b>Questions Submitted by</b>	August 21 <sup>st</sup> , 2025
<b>RFQ Submittal Due Date</b>	August 22 <sup>nd</sup> , 2025 by 5pm
<b>Review of RFQs and Selection of Short List of Qualified Firms</b>	August 25 <sup>th</sup> - 26 <sup>th</sup>
<b>Selection of firm, Contracting</b>	August 27 <sup>th</sup>
<b>Recommendation and Board Approval</b>	TBD

**Submission Guidelines:** Each response should contain the following:

A. Cover letter on company letterhead by a member of the firm with authorization to contract professional services. To include company name, mailing address, phone number and email address.

B. Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided.

C. Team & Project Management: Identify the proposed project team and key personnel: Include a brief resume of the engineer to include years of experience, certifications and education. Be sure to include experience with producing engineering reports for similar projects.

D. Project Schedule: Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract with verification of project completion within timeframe proposed.

E. Terms and Conditions of the Contract: The PTRC proposes to enter into an agreement utilizing standard design build contracts. This information will be provided to the selected consultant(s) during contract and scope negotiations.

F. References: Project reference list describing at least two (2) projects completed within the past five years that represent the strengths and unique qualifications of the team. The list should contain project titles, locations, start and end dates, name of project managers, and name, phone number and email address of references.

G. Legal: List and describe any litigation, arbitration, or claims by your firm against any project owner because of a contract dispute in the past 5 years. List any claim filed against your firm from projects that have occurred within the past 5 years.

H. Format: RFQ responses must be submitted electronically and be 12pt font size and limited to no more than 5 pages excluding the cover page and cover letter.

I. Insurance Requirements: **A copy of the firm's Certificate of Insurance (COI) and completed W-9 will be required at the time of selection. Consultant must meet the Liability Insurance requirements of the Town of Milton.**

#### **General Requirements**

- a) If selected, the consultant(s) shall be registered through the NC Department of the Secretary of State.
- b) At the time of execution of contracts to Proceed, the selected contractor shall furnish the performance bond in the amount of 100% project cost.
- c) Insurance Requirements: Proposals shall include information certifying that the consulting firm can provide the following minimum insurance coverage prior to execution of a professional services agreement. **A copy of the firm's Certificate of Insurance (COI) will be required at the time of selection. A copy may be provided along with submittal and will not count against the page limit.**
- d) This solicitation acknowledges the use of federal funding for the contract. Funding is contingent upon compliance with all terms and conditions of the funding award.

#### **Insurance**

#### **Minimum Amount**

- |   |             |
|---|-------------|
| (a) Workers' Compensation and Employers Liability | \$500,000   |
| (b) General Liability                             | \$500,000   |
|   | \$1,000,000 |

(c) Automobile Liability	\$1,000,000
(d) Umbrella	\$1,000,000
(e) Professional Liability	\$1,000,000

## **SUBMISSION DATE- August 22<sup>nd</sup>, 2025 by 5pm**

Submittals after this deadline will not be considered. Proposals shall be submitted electronically in PDF format to **Hope Stuart at [hstuart@ptrc.org](mailto:hstuart@ptrc.org)**.

Firms submitting proposals are encouraged to carefully check them for conformance to the requirements stated above. If submittals do not meet these requirements, they will be disqualified. **No exception will be granted.**

***Submissions will be notified after received.***

The Piedmont Triad Regional Council is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses.

### **E-Verify Requirements Apply to Public Contracts**

Under North Carolina law, the E-Verify requirement applies to private employers doing business in this state that has 25 or more employees working in this state. If contractors are individuals who are self-employed (i.e., one employee), or with a business with less than 25 employees, that individual/business is not subject to the E-Verify requirements.

It is the Piedmont Triad Regional Council's responsibility to comply with E-Verify, the successful consultants will be required to submit the completed E-Verify affidavit on the following page at execution of this contract.

### **Debarment, Suspension, Ineligibility and Voluntary Exclusion**

The Contractor shall comply with the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Governmentwide Debarment and Suspension (Non procurement)," 2 C.F.R. 180. These provisions apply to each contract at any tier for a federally required audit (irrespective of the contract amount) and to each contract at any tier that must be approved by an U.S. or State of North Carolina Department official irrespective of the contract amount. As such, the Contractor shall verify that its principals, affiliates and subcontractors are eligible to participate in this federally or state funded contract and are not presently declared by any Federal or State department or agency to be:

- a. Debarred from participation in any federally or state assisted award;
- b. Suspended from participation in any federally or state assisted award;
- c. Proposed for debarment from participation in any federally or state assisted award;
- d. Declared ineligible to participate in any federally or state assisted award;
- e. Voluntarily excluded from participation in any federally or state assisted award;
- f. Disqualified from participant in any federally or state assisted award.

### **Iran Divestment Act**

As provided in G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State.