



**REQUEST FOR LETTERS OF INTEREST &  
STATEMENTS OF QUALIFICATIONS**

**ON CALL PROFESSIONAL SERVICES**

**CITY OF CLINTON, NORTH CAROLINA**

**DATE POSTED: AUGUST 1, 2018**

**SUBMITTALS DUE: AUGUST 31, 2018**

### **City Demographic and Infrastructure Overview:**

The City of Clinton has a population of approximately 8,639 and is located approximately 60 miles southeast of Raleigh, NC. Clinton is the county seat for Sampson County and serves as a small commercial center for Sampson and Duplin Counties. We have diverse industrial base consisting of local and national companies. The city is a full service municipality and currently operates and maintains 50 miles of streets, 90 miles of water distribution system, 85 miles of sewer collection system, a 5.0 MGD Sewer Treatment facility, and a 2.5 MGD Water Treatment Facility, which is completing a 1.0 MGD expansion. Our largest employer and sewer customer is Smithfield Foods, with a permitted 1.5 MGD discharge into the City's sewer collection system.

### **Professional Service Categories:**

The City of Clinton is seeking Letters of Interest/ Statement of Qualifications (LOI/SOQ) from firms to provide professional civil engineering and related consulting services including, but not limited to:

1. Feasibility studies and reports: development of preliminary project scope schematics, cost estimates
2. Grant writing: support services including development of project narrative applications and grant administration
3. Land Use Planning: Master Plans, review and drafting of revisions to Ordinances, Land Use Plans, Rezoning, etc.
4. Cost Estimating: (preliminary through bidding)
5. Building Architecture: preliminary concepts, programming, permits, const. documents & admin. (new & up fit.)
6. Facility Systems Engineering: facility condition assessment, design, of b structural, MEP, HVAC, building envelope, commissioning.
7. Municipal Civil Engineering: water/wastewater treatment, distribution & collection, storm drainage/ management, transportation, roadway, sidewalks, structural, geotechnical.
8. Landscape Architecture: planting plans, irrigation, hardscapes, etc.
9. Environmental: Phase 1 & 2 surveys, abatement, remediation/ mitigation
10. Construction Services: bidding, SUE, CEI, testing, inspection and administration)
11. Disaster Response and Recovery: support monitoring, documentation for FEMA reimbursement (major events)
12. Surveying/ Geomatics: field surveys, GIS base drawings, staking, easements rights of way,
13. Asset and records management: GIS mapping asset data, work order systems, etc.
14. Permitting: NCDEQ, NCDOT, USACE, FEMA, etc.
15. Information Technology: GIS Database development and maintenance, Asset Management, IT support, etc.

### **Selection Process:**

Evaluation and Selection of firms will be a Qualification Based Selection process in accordance with the MiniBrooks Act (GS 143-64.31). Price will NOT be considered in the qualifications based selection phase. The City anticipates selecting multiple firms to provide these services, on a wide variety of projects requiring expertise and experience in the services categories listed above. A group of key City staff will evaluate each LOI SOQ submittal, based on the specific submittal information requested, and may also utilize interviews, reference checks, past performance, etc. to evaluate and rate each submittal. Multiple firms will be selected encompassing the services in the categories listed above.

Factors that will be considered in the selection of qualified firms includes, but not limited to:

- Specific experience in the categories outlined above
- Availability of qualified staff to perform the work
- Previous performance with respect to project delivery, particularly schedules and budgets.
- Familiarity and experience working with municipalities of similar demographics.
- Approach to providing excellent customer service, through effective and consistent communication, coordination, and management of projects, especially schedules and budgets.

### **Submittal Format Requirements:**

The following information shall be submitted via email in PDF format as outlined below:

- A Letter of Interest (LOI) (2 pages maximum) that states the firm's interest and expertise in one or more of the specific categories listed above that briefly describes which services that are provided by the firm, when the firm was founded, number of employees, office locations, including any proposed sub-consultants with like information. This letter shall list the service categories that it provides, and wishes to be considered for, and shall attach a separate SOQ
- For each if the categories listed please provide a discipline specific SOQ shall be submitted that a prospective firm wished to be prequalified for, and shall include the following major components:
  - A list of key staff /sub-consultants proposed for project assignment including the Principal in Charge, Project Manager/, Construction Administrator, Sub-Consultants, etc. This should include overall experience, tenure with the firms/subs, certifications/ license's, and areas of expertise. (5 pages maximum per category.)
  - Related Project Experience comprised of five recently completed municipal projects, including client/reference contact information, brief project description, initial & final project budget, construction costs & fees (5 pages maximum per category.)
- Due to email file size limitations, firms may provide access to an FTP site in their electronic submittal sites for file download of the Letters of interest (LOI and the desired Statement of Qualifications (SOQ).
- **Electronic submittals via email are due no later than FRIDAY AUGUST 31, 2018, at 2:00 pm. Do NOT submit hard copies.**

### **Selection Schedule and Process:**

It is the intent of the City to finalize the selection process as quickly as possible. Based on the number of submittals received, staff will evaluate and distribute the submittals to key staff for review. Firms may be short listed for interviews update all respondents as soon as possible

### **Master Agreement and Specific Project (Task Order) Assignments:**

At the conclusion of this LOI/SOQ selection process, the City intends to select multiple firms to enter into Master On-Call Service Agreements for An initial three year period, with the option of two one year extensions. Once specific projects are identified, the City will negotiate with the selected firm(s), to establish a scope and fee under a Task Order for specific project assignments. The city will only consider one consultant at a time for any specific project, and should negotiations fail, to terminate negotiations with selected firm and begin negotiations with another firm. The City reserves the right to assign additional tasks to the selected firms, based on the City's need, and the firm's availability, as well as past and current performance of the firm(s).

### **Questions and Submittal Contact Information:**

Questions regarding this Request for Letters of Interest and Statement of Qualifications and subsequent electronic submittals shall be directed to:

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