

**TOWN OF HOPE MILLS**  
**PUBLIC WORKS DEPARTMENT**

5770 ROCKFISH RD, HOPE MILLS, NC 28348  
Phone: 910-429-3387



**REQUEST FOR QUALIFICATIONS (RFQ), ENGINEERING SERVICES**  
**PRINGLE WAY**  
**ROADWAY AND DRAINAGE IMPROVEMENT PROJECT**

RFQ Issuance Date: September 13, 2022

Submission Deadline: September 30, 2022

Inquiries: Bruce Clark  
Deputy Director Public Works  
910-429-3380  
[bclark@townofhopemills.com](mailto:bclark@townofhopemills.com)

## **BACKGROUND AND INTRODUCTION**

This is a Request for Qualifications (RFQ) from qualified firms (Engineers) to provide design and engineering services for roadway and drainage improvements on Pringle Way, from Crenshaw Drive running north and then east to the end of the cul-de-sac.

The consultant scope of service includes Survey, Design, Engineering, Environmental Permitting, Bidding and Negotiating, and Limited Construction Phase Services as outlined herein.

**Proposals will be accepted at Hope Mills Town Hall at 5770 Rockfish Road, Hope Mills, NC 28348 office until 4 pm September 30, 2022.**

## **SCOPE OF SERVICE**

### **DESCRIPTION OF SERVICES**

The Town of Hope Mills is seeking a consultant to provide engineering services to prepare construction documents for the reconstruction of Pringle Way, from Crenshaw Drive running north and then east to the end of the cul-de-sac in Hope in Hope Mills, NC. The services shall include the following:

- Field reconnaissance
- Preliminary design
- Final design
- Bidding & Negotiation
- Construction Phase Services

### **PROJECT LIMITS**

The project extends along Pringle Way, from Crenshaw Drive running north and then east to the end of the cul-de-sac, a distance of approximately 1,660 LF.

### **DESCRIPTION OF IMPROVEMENTS**

The design services will include the following:

- Remove and replace the existing roadway
- Minor alteration of the horizontal geometry
- Installation/improvement of a closed stormwater drainage system
- Installation of pavement markings as needed
- Traffic Management

## **PRELIMINARY ENGINEERING**

### Preliminary Design

The CONSULTANT will prepare a preliminary roadway plan for the reconstruction/rehabilitation of Pringle Way. The CONSULTANT shall perform the following services:

- Evaluate the existing base course and if needed, develop corrective measures to ensure compliance with Town of Hope Mills Standards and Specifications.
- Design a typical roadway section.
- Define project limits, construction materials, and conceptual details.
- Identify drainage easements if required.

### Preliminary Estimate

A preliminary construction estimate will be prepared for use in budgeting the project.

## **FINAL ENGINEERING**

The CONSULTANT shall proceed with Final Engineering tasks as outlined below.

### Final Design - Plans and Specifications

The CONSULTANT shall prepare the 100 percent Design Submissions for review and comment by the Town. Comments shall be considered and incorporated during this task.

The pavement rehabilitation will include the base course as needed, and complete asphalt replacement. In the development of the final design documents and the preparation of the Contract Plans and Specifications, the CONSULTANT shall perform the following project tasks:

### Street Design - Provide design plans and calculations for:

- Construction/materials layout
- Alignment, grading and drainage
- Installation/improvement of a closed drainage system
- Typical sections
- Cross sections to identify property impacts and grading
- Construction details
- Traffic Management Plans

Utilities - Coordinate with municipal and private utility companies to establish relocation and/or modification procedures and schedule for existing utilities to be compatible with proposed improvements.

Construction Phasing - Develop traffic management plans that will permit access to adjacent properties during construction, and manage traffic through the construction zones.

## **PROJECT MEETINGS**

The CONSULTANT will attend project meetings with the Town and other groups as required for the project. Services include preparation, travel, attendance, supporting graphics and documentation in the form of meeting notes.

## **BIDDING AND NEGOTIATING**

The CONSULTANT shall assist the Town in advertising the project publicly. The CONSULTANT shall maintain a record of prospective bidders to whom Bidding Documents have been issued, attend a pre-bid conference, and receive and process deposits for bidding documents. The CONSULTANT will also issue addenda to interpret and/or clarify the bidding documents; assist the Town in determining the acceptability of alternatives proposed by contractors, attend the bid opening, prepare bid tabulation sheets, and assist the Town in evaluating bids or proposals. The CONSULTANT shall also assist the Town in selecting a contractor and awarding the construction contract.

## **CONSTRUCTION PHASE SERVICES**

The CONSULTANT shall provide construction phase services limited to interpretations and clarifications of the contract documents, shop drawing review, and field inspection to assess substantial completion and punch list items.

## **QUALIFICATIONS**

The consultant shall be qualified in the areas of roadway engineering, stormwater management, environmental permitting and construction administration sufficient to execute the project scope as outlined above.

**Proposal Format:** Proposals must not exceed a total of 20 pages, double-sided for 40 pages of print, including all resumes and qualifications. Proposals should be organized according to the following format.

1. Cover Letter – Consultant/team introductions, name and address of the contact person, names of other team members, availability, experience and role in the project team.
2. Experience in similar projects shall be included in this section.
3. Project Schedule - Propose a work schedule
4. Sealed and separate price proposal - The project will be awarded on a lump sum basis according to the phasing established in the scope. A schedule of professional rates shall also be attached for follow-on services as needed.

## **SUBMITTALS**

Submit one (1) hard copy and one (1) digital copy of proposals to: Hope Mills Public Works, Attn: Bruce Clark, 5770 Rockfish Road Hope Mills, NC 28348, Email: [bclark@townofhopemills.com](mailto:bclark@townofhopemills.com)  
Proposals are due by 4 pm on September 30, 2022. Proposals received after this time will not be considered. The Town of Hope Mills reserves the right to prepare a short list of eligible proposals that may require consultant/team interviews.

## **SCHEDULE**

The selected consultant should commence work within two (2) weeks of receipt of a Notice to Proceed.

## **SELECTION CRITERIA**

Proposals will be judged based on factors including but not limited to the following:

1. Understanding of the project objectives and work tasks.
2. Consultant qualifications including structure, organization, background, resources, personnel experience, demonstrated competence and performance ability in engineering, as well as demonstrated success on similar projects.
3. History of client satisfaction based on reference checks.
4. Clear, creative and reasonable project approach.
5. Personnel qualifications including education and experience of key team members assigned to the project.
6. Quality of presentation including graphics, verbal skills, time management and response to questions.
7. Adequacy of response to scope.
8. Value and competitiveness of the proposed fee for the Scope of Services offered (to be opened at the completion of the qualification evaluation).