

REQUEST FOR QUALIFICATIONS



For On-Call Engineering and Architectural Design Services

The City of Lowell, NC is seeking Consultants to provide
Qualifications for On-Call Engineering and Architectural Design Services.

Submittals to:

Tyler Cobb, City Manager

City of Lowell

101 W. First Street

Lowell, NC 28098

ENVELOPE MUST STATE CLEARLY THAT THE ENCLOSED SUBMITTAL IS FOR THE ON-
CALL PROFESSIONAL SERVICES R.F.Q.

Published August 7, 2025 by 5:00

P.M. Due September 8, 2025 by

2:00 P.M.

The term of the possible contract will run September 15, 2025 to June 30, 2028
with options to renew.

NO LATE SUBMITTALS WILL BE ACCEPTED FOR ANY REASON WHATSOEVER

INTRODUCTION

Lowell is a growing municipality located in Gaston County with approximately 3,700 citizens relying on its services. The City is responsible for managing city-owned streets and sidewalks, sewer treatment facilities, distribution and maintenance of water & sewer lines, maintenance of lift stations and pump stations, police & services, planning & zoning, parks, sanitation, downtown development, sanitation services, and admin services.

The City is seeking qualified firms to provide professional services on an “On-Call” basis to assist the City with engineering, architecture and design, and other professional services associated with the Public Works and other City Departments to help with capital improvement projects, other projects, and assist with the day-to-day engineering and architectural design work of the City.

PROJECT DESCRIPTION/ SCOPE OF WORK

The City of Lowell is seeking qualifications from qualified consulting engineering firms and architectural design firms to provide professional services including architecture, landscape architecture, engineering, surveying, and other professional services to support the Public Works and other City Departments. The City has identified the following categories for which firms may submit to provide services. Firms may elect to submit on one or multiple categories in a single Statement of Qualifications.

1. Public Water Distribution

Work under this category will include the typical professional services associated with public water distribution system projects including, but not limited to, distribution mains, transmission mains, booster stations, ground storage, and water storage tanks. These include but are not limited to project management, project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as-builts, project closeout, grant application and management, loan application and management, and other professional services as needed to meet the City’s goals.

2. Sanitary Sewer Collection

Work under this category will include the typical professional services associated with sanitary sewer collection system projects including, but not limited to, wastewater plant rehabilitation and engineering for conversion of existing wastewater treatment plant for connection with multi-jurisdictional provider(s), wastewater plant redevelopment, gravity mains, force mains, and lift stations, sewer extensions. These include but are not limited to project management, project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as-builts, project closeout, grant application and management, loan application and management, and other professional services as needed to meet the City’s goals.

3. Transportation

Work under this category will include the typical professional services associated with transportation projects including, but not limited to, roadways, sidewalks, multi-use paths, greenways, and parking. These include but are not limited to project management, project development and design, budgeting, and engineering analysis and studies, surveying, preliminary

design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as-builts, project closeout, grant application and management, loan application and management, and other professional services as needed to meet the City's goals.

4. Water Resources

Work under this category will include the typical professional engineering services associated with water resources projects including, but not limited to, stormwater pipes and culverts, stream and bank restoration/stabilization, dams, Best Management Practices (BMPs), stormwater/flooding management and mitigation, and erosion control management. These include but are not limited to project management, project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as-builts, project closeout, and other professional services as needed to meet the City's goals.

5. Administrative

Work under this category will include the typical professional engineering services of a general nature that may overlap with some or all of the other categories. Services under this category may include, but are not limited to, program management, engineering plan reviews, rate studies, system development fee studies, long range planning, GIS assistance, grants and loans assistance, grant application and management, loan application and management, PER & Enviro analysis, easements, CA/CO, delegated local permitting authority, and other professional services as may be needed to meet the City's goals.

6. Funding

Work under this category will include the typical professional engineering services of a general nature that may overlap with some of all of the other categories. Services under this category may include finding, applying for, managing, performing final reporting work, and other professional services as may be needed to meet the Town's goals with various agencies for funding sources. Sources and agencies may include but are not limited to USDA, GOLDEN LEAF, NC Commerce, NC DWI, EDA, ARPA, and others.

7. Facility Design

Work under this category will include the typical professional architectural design services of a general nature for City facilities that include, but not limited to the design of a new public works facility, new city hall and police department complex, and parks and recreation projects. Services under this category may include, but not limited to meeting with staff and stakeholders to evaluate usability issues, address ADA standards, perform existing conditions analysis, prepare construction specifications, develop construction cost analysis, construction administration, project tracking and record keeping, project design, and landscape architecture.

PROPOSAL REQUIREMENTS

All proposals shall include the following items:

- a) A cover letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services (max 2 pages).
- b) Executive Summary: Should address the highlights of the RFQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of the City. (max 2 pages).
- c) Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided by the consultant or consultant team in response to this RFQ. Also include information on any proposed sub-consultants. Note which team members were involved in referenced projects and time period involved in referenced, completed or current projects. Also highlight any projects performed for the City during the past 5 years (max 4 pages per category).
- d) Project Team & Project Management: Identify the proposed project team (including any sub consultants) and key personnel for the successful completion of projects in partnership with the City. Include brief resumes of the project team members including office location, years of experience, certifications, and education. Identify the project manager or primary contact and any other team leaders proposed, and briefly describe how projects will be successfully managed. It is expected that the team members proposed in the RFQ will be the ones that will actually work on projects for the City. Also describe the firm's quality assurance / quality control methods (max 3 pages per category).
- e) Project Schedule: Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract, and verify that proposed staff will be prepared for timely completion of projects under a potential contractual agreement with the City. Submittals should also include a description of the firm's ability to respond to rushed and emergency projects (max 2 pages).
- f) References: Project reference list describing at least four (4) projects completed within the past five years that represent the strengths and unique qualifications of the firm or team in the areas identified in the Scope of Work described in this document. The list should contain project titles, locations, cost of projects, start and end dates, name of project managers, and name, phone number, and email address of references. The contact person should be capable of speaking to the firm's and team's ability to finish projects within the project timeframe and the firm's demonstrated ability to respond to the proposed project (max 2 pages).
- g) Copy of firm's Equal Employment Opportunity Policy and statement regarding planned use of Historically Underutilized Businesses requested in RFQ.
- h) Any other information you feel answers the question "Why should the City of Lowell select my firm?" (max 1 page)

EQUAL EMPLOYMENT OPPORTUNITY POLICY & ENCOURAGEMENT OF HUB

The City of Lowell, NC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. The City of Lowell expects all contract service providers, subcontractors, and firms it works with to abide by the same.

It is the goal of the City of Lowell to facilitate the establishment, preservation, and strengthening of historically underutilized businesses, (i.e. small businesses and businesses owned by women and minorities), and to encourage their participation in the City's procurement activities. Toward that end, the City encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through

subcontracting, partnerships, joint ventures, and other contractual opportunities. All firms are requested to include a statement in its response to this RFQ to describe any planned use of such businesses in fulfilling this goal of the City.

EVALUATION OF PROPOSALS

RFQs must be limited to no more than the allowed pages for the number of categories the firm is submitting, with a minimum font size of 11 pt. A page is counted as a single side of an 8.5x11 piece of paper.

Section dividers are for section identification only and are not to be utilized for additional information space or they will be counted in the page limit. The proposal shall be submitted by an official authorized to bind the submitter to its provisions and who is authorized to negotiate the final scope of work and fees for inclusion in a later Supplemental Professional Services Agreement with the City.

Evaluation and selection of firms will be a Qualifications Based Selection (QBS) process in accordance with the Mini-Brooks Act (NCGS 143-64.31), 2 CFR 200, and 23 CFR 172. Price will not be considered in the QBS process. Proposals will be evaluated according to the following criteria:

1. Related project experience. (30%)
2. Project staff experience. (20%)
3. Methodology-understanding and approach to the project. (15%)
4. Proximity to City and Knowledge of City's system. (20%)
5. Availability and interest in providing Services. (10%)
6. References. (5%)

SUBMISSION DEADLINE and ADDRESS

Please submit five (5) sealed copies of the proposals, clearly labeled as "Statement of Qualifications for On-Call Engineering and Architectural Design Services to the City of Lowell no later than 2:00 p.m. July 7, 2023 at the following address:

Mr. Tyler Cobb

City of Lowell

101 W. First Street

Lowell, North Carolina 28098

All questions concerning the proposal requirements or project in general should be directed to

Tyler Cobb at tcobb@lowellnc.com

ADDITIONAL REQUIREMENTS

The City of Lowell reserves the right to reject any "Statement of Qualifications". The "Statement of Qualifications" shall be prepared at the sole expense of the consultants. All proposals shall be subject to public review and copying as a public record. After evaluation, the City may select one or more firms for

any of the categories. Each of the selected firms will enter into a master agreement covering the general terms of the contract. Upon identification of a project or task, the City will utilize the information submitted in the SOQ to select the most qualified firm. A task authorization against the master agreement will be used to define the scope and price of the work. The City of Lowell has a right to enter into agreements with the firm which, at the City's sole discretion, best satisfy the requirements, goals and objectives of the City. The City reserves the right to reject all SOQs and not enter into any contracts as part of this process.

TERM OF AGREEMENT

Each firm selected under this RFQ will be eligible for an initial term of three (3) years from the date of selection. The City has the sole option to extend the selected firm(s) term for one (1) additional three (3) year term. Therefore, the maximum length of time that a selected consultant is eligible to complete work under this RFQ is six (6) years. However, the City reserves the right to cancel this at any time and solicit new SOQ's. Firms that do not meet the City's performance expectations, routinely decline opportunities to participate in this program, or lose significant internal expertise submitted with the original Statement of Qualifications may be removed from the City's qualified consultant list.