



REQUEST FOR STATEMENT OF QUALIFICATIONS

PROJECT DESCRIPTION AND SCOPE OF WORK

The City of Mebane is soliciting proposals from qualified professionals to provide grant administration services for a new 1 MG elevated water storage tank.

The City of Mebane has received an Economic Development Administration (EDA) grant award in the amount of \$2,502,990 by the U.S. Department of Commerce Economic Development Administration for the construction of a 1-million-gallon elevated water storage tank. The proposed tank will be located at 1500 S Third Street in Mebane, NC and designed to match the overflow elevation of our existing elevated storage tank.

Grant administration services are being requested to assist the City in the administration and management of this project in compliance with all applicable requirements under the EDA Program. The EDA grant was awarded on June 7, 2022 with a start of construction no later than 18 months from date of grant award and a construction period of 18 months.

The regulations implementing EDA are contained in chapter III of title 13 of the Code of Federal Regulations (CFR) parts 305 and 314, and subpart A to part 307 and apply in full to this project. Grant administration services shall include, but are not limited to, standard task necessary for the implementation of the project in conformance with the following EDA compliance areas:

1. *Specific Award Conditions*
2. *Environment Review Compliance and Release of Funds and other Funding Conditions;*
3. *Equal Employment and Procurement Compliance;*
4. *Complaints and Grievance Procedures for Compliance Plans;*
5. *Labor Standards Compliance;*
6. *Completion of all required reports and documentation;*
7. *Assistance with Financial Reimbursements Forms; and*
8. *Setting up and managing official records.*

PROPOSAL CONTENT

The proposal must be organized in sections containing the following information:

- ▶ **Description of Firm.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project, as well as the name and contact information of the Project Manager.
- ▶ **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience. However, extensive descriptions of vaguely related projects are discouraged. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.

- ▶ **Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including any important subconsultants) and describe relevant related experience. Describe key personnel’s proposed roles and responsibilities on this project. Submittals must identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
- ▶ **Project Approach.** Describe the approach, management, and tasks that will be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. If applicable, discuss any unique aspects of the project, alternative approaches the City of Mebane might wish to consider or special considerations related to programmatic/funding requirements. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the project.
- ▶ **Project Schedule and Availability.** Provide a schedule of general project activities indicating the duration of each activity and of the total project. The schedule should reflect realistic activity durations and show availability to meet grant time frame requirements.
- ▶ **Cost Proposal.** In a separate sealed envelope, submit a cost proposal. Include a breakdown of the estimated hours for each task, an itemized list of other direct costs, the proposed total fee, rate schedule by job classification for the firm and subconsultants, proposed annual escalations effective January 1 of each year, and the structure (lump sum, time and materials, cost plus fixed fee) information to be submitted. Include the firm name and ‘Cost Proposal for Grant Administration Services, RFP 2023-01, ATTN: Kyle Smith’ on the front of the sealed envelope. The cost proposal submitted in a separate sealed envelope will not be opened by the City of Mebane until after the firms have been evaluated and ranked. After identifying the top ranked firm, the City of Mebane will open the top ranked firm’s cost proposal to begin negotiations with that firm.

ADDITIONAL INFORMATION

Questions regarding the project may be directed to Kyle Smith, Public Utilities Director at (919) 563-3401 or ksmith@cityofmebane.com. Questions must be submitted no later than 2:00 P.M. on July 15, 2022.

PROPOSAL DEADLINE

Three copies of the proposal, as well as one digital copy on flash drive (please use the firm’s name within the file name of the digital copy and compile all files into a single file for the digital submittal) must be received no later than 12:00 PM ET on Monday July 25, 2022 addressed to:

**Kyle Smith, Public Utilities Director
City of Mebane
106 E Washington Street
Mebane, NC 27302**

Proposals received after the deadline will not be considered. Proposals are limited to 16 pages printed front and back (8 pages of actual paper). The cover, introductory letter, and team member resumes will not be counted within the page limit.

SELECTION PROCESS

Proposals will be ranked on qualifications and the City of Mebane may choose to interview two of the top ranked firms.

However, at its discretion, the City of Mebane may dispense with interviews and select a firm to perform the work from the information submitted. Firms will be evaluated on the basis of the following factors:

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| ▶ Firm History and Capability to Perform Project | 10 Points |
| ▶ Relevant Project Experience | 10 Points |
| ▶ Qualifications of Project Manager and Key Project Team members | 10 Points |
| ▶ Familiarity with Area and Project | 10 Points |
| ▶ Project Approach and Schedule | 10 Points |
| ▶ Client references | 10 Points |

Selected references will be contacted.

A selection committee with at least 3 members appointed by the City of Mebane will assist with firm evaluations and rank the firms in order of most qualified based on the evaluation factors and weighting listed above. The combined score for each firm will then be made, and the firms listed in order of the most qualified will begin the final selection process.

The highest ranked firm will be selected for negotiations and the three highest ranked firms will be notified of the selection and ranking. The City of Mebane will then request that the highest ranked firm submit a scope of services and fee to the agency within 2 weeks after receiving notice of the selection. The agency will seek to negotiate a professional services agreement, a detailed scope of services, fee, schedule, etc. with the selected firm that is fair and reasonable. If unable to reach an agreement, the City of Mebane will terminate negotiations and resume the negotiations process with the second-ranked firm and open the second-ranked firm's envelope at this time, and so forth.

The chosen firm will be responsible for submitting E-Verify, Iran Divestment and Israel Boycott divestment affidavits, and statement of insurance at contract execution.