



**REQUEST FOR QUALIFICATIONS FOR  
PROFESSIONAL ENGINEERING SERVICES  
FOR THREE STORMWATER INFRASTRUCTURE  
PROJECTS IN  
SHELBY, NORTH CAROLINA**

The City of Shelby is requesting Statements of Qualification from interested and qualified firms to provide engineering services for three stormwater projects in Shelby, North Carolina.

**PROJECT BACKGROUND**

The City of Shelby offers assistance to property owners for stormwater projects on private property (outside the public right-of-way). Each fiscal year, projects are selected based on an established criteria and available funding. The purpose of this Request for Qualifications is to obtain expert professional, technical, and advisory services for designing three stormwater infrastructure projects on private property in the City of Shelby, NC. The selected consultant will provide design, bid, contract administration, and construction oversight throughout the projects.

**PROPOSAL CONTENT AND EVALUATION**

Each submittal from a qualified consultant received in response to this request will be judged as a demonstration of the consultant's capabilities and qualifications. Only those consultants who supply complete information as required by this request will be considered for evaluation.

Your proposal must be received via email no later than 10:00 AM, August 24, 2018. The proposals must be sent to the following contact:

Mr. Layne Owen, PE, Civil Engineer/Stormwater Manager  
Email: [layne.owen@cityofshelby.com](mailto:layne.owen@cityofshelby.com)

Include in your proposal the following specific items, which will assist in the evaluation of all proposals:

- 1) Corporate Qualifications
  - a) Brief history of firm
  - b) Previous experience of similar projects
  - c) Resumes of key personnel available for this project
  - d) Location of office to perform work
- 2) Performance on Previous Similar Projects
  - a) On-time/in-budget performance on projects
  - b) At least three (3) references with telephone numbers
- 3) Present work load
  - a) Key staff assignments through project period
  - b) Present project commitments compared to present staffing assignments
- 4) EEO policy of the firm
- 5) Supplemental information that you feel is important for us to consider your firm.

Proposals shall be limited to a maximum of eight (8) pages, not including a cover page or cover letter.

**DO NOT INCLUDE A PRICED PROPOSAL**

## SELECTION AND EVALUATION

City staff will review all submittals, evaluate required criteria, select a consultant and enter into negotiations with the selected firm.

Each of the criteria listed in this outline will be evaluated on how fully each submittal meets the requirements, and each will be ranked. Particular emphasis will be placed on the consultant's past successful completion of similar projects shown by work summaries of the firm and individuals to do the work, and by references.

## SELECTION CRITERIA

The contract will be awarded to a qualified consultant. Minimum standards for qualifications are:

- 1) Having the necessary experience and staff to perform conventional surveying.
- 2) Having the necessary experience and staff to design stormwater infrastructure projects including grade, drain, and pavement design to carry out this work.
- 3) Having an adequate past record of performance on similar projects, verifiable through references.
- 4) Having familiarity with the City of Shelby and the surrounding area.
- 5) Having the financial and personnel resources for the performance of the contract, or the ability to obtain such resources.
- 6) Being an Equal Opportunity Employer and being otherwise qualified by law to enter into a contract such as this.
- 7) The consultant's proximity to the City of Shelby.

After selection of a consultant, a contract will be prepared based on a negotiated Scope of Services and final cost. Should the negotiations be unsuccessful with the number one ranked firm, negotiations will cease with that firm, and negotiations will begin with the number two ranked firm. This process will continue until a satisfactory contract is completed.

## CONTRACT REQUIREMENTS

The final consultant will be required to complete a Service Contract, which will incorporate the submittal and work schedule as a part of the contract. In addition, it will be necessary for the successful consultant to provide proof of insurance to include professional liability, workers compensation, employer's liability, general liability, and auto liability on a certificate of insurance prior to commencing work.

## INCURRING COSTS

The City of Shelby is not liable for any cost incurred by the consultant in the preparation or presentation of a response to this request.

## RIGHT OF AWARD OR REJECT

It is understood that all submittals will become part of the public's file on this matter, without obligation to the City. The City of Shelby reserves the right to accept and/or reject any and all submittals.