



REQUEST FOR QUALIFICATIONS

Professional Engineering Services for Backup Power Generator for Agriculture Building Pender County Government Burgaw, North Carolina

I. INTRODUCTION

Through this Request for Qualifications (RFQ), Pender County Government is soliciting Statements of Qualifications (SOQs) from firms to provide professional engineering services for a Backup Power Generator for the Agriculture Building. This building is served by Duke Energy Progress and currently does not have either a permanent stationary unit or a temporary/portable unit. The project goal is to connect a suitable generator to provide emergency power for this building.

II. REQUEST FOR QUALIFICATIONS SUBMITTAL PROCEDURES

A. Project Contact for Questions:

All questions related to this RFQ shall be submitted in writing to the following person(s) by Friday, August 9, 2019 not later than 4:00 PM.

Allen Vann
Director of Facilities & Fleet Services
Pender County Government
210 South Bennett Street
Burgaw, NC 28425
Phone: 910-259-1228 | Mobile: 910-386-2605
Email address: avann@pendercountync.gov

III. CRITERIA FOR QUALIFICATION STATEMENT

- A. Firms shall submit (5) five written copies to the physical delivery address as specified in the RFQ and one electronic copy of the signed proposal on a CD, DVD, or flash drive in PDF format. Please limit Qualification Statement to 10 pages excluding team resumes. Firms submitting Qualification Statements are encouraged to carefully check them for conformance to the requirements stated herein. Qualification Statements that do not meet all of the below listed requirements, or are sent to any address other than those shown below, will be disqualified. No exception will be granted.
- B. The physical delivery address is: Allen Vann, Director of Facilities & Fleet Services, Pender County Government, 210 South Bennett Street, Burgaw, NC 28425.
- C. Firms submitting Qualification Statements to perform the Engineering Services will be evaluated based upon the firm's experience, knowledge and familiarity in engineering services for the typical scope of work as defined in this Request for Qualifications, by demonstration with previous project experience, and references.

IV. EVALUATION CRITERIA

A. Qualifying Statements shall include:

1. Firm name, address, telephone number, fax number, email address, and contact person(s).
2. Qualifications and experience of personnel who would be performing engineering services for the project(s) by providing:
 - a. A list of projects demonstrating experience/understanding of similar projects to include:
 - i. a summary of the scope and type of engineering performed,
 - ii. the owner of the project, and
 - iii. the name, number and email of a reference for the project.
3. Project approach
4. Project schedule

B. The following criteria will be deemed necessary for selection:

1. The firm must meet the following insurance requirements. Workers Compensation may be waived if firm has no employees.
2. General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate. Pender County Government must be additional insured.
3. Workers Compensation \$500,000/\$500,000/\$500,000.
4. Auto Liability Insurance \$1,000,000 per occurrence combined single limits applicable to claims due to bodily injury and/or property damage.
5. Professional Liability not less than \$1,000,000 per loss.
6. A firm wishing to be considered must be properly registered with the Office of the Secretary of State.

C. The selection of an engineering firm will be handled in accordance with the following process:

1. Submission by the firm of a Qualification Statement by no later than Wednesday, August 14, 2019 at 4:00 PM.
2. Pender County Government will select one firm to provide the engineering services based on the criterion stated in this notice and other relevant materials that may be submitted by applicants.
3. Upon determining the most qualified firm, Pender County will request a cost estimate for the scope of work included herein. The cost will be considered prior to awarding a contract with the selected firm.

V. NOTIFICATION

The selected firm will be notified by telephone and/or email.

Pender County Government reserves the right to reject any and all Proposals.

Any questions concerning this advertisement should be directed to Allen Vann, Director of Facilities & Fleet Services, at avann@pendercountync.gov.