

**Request for Qualifications  
Engineering-Related Subconsulting Services  
State and Federally Funded Projects**

**I. Problem Statement:**

WithersRavenel is requesting statements of qualifications (SOQs) from qualified firms to provide on-call multi-disciplined professional engineering-related support services for state and federally funded projects for which WithersRavenel is submitting statements of qualifications and/or is already under contract. WithersRavenel needs a variety of subconsultants across the state of North Carolina. This is a process that is intended to qualify all subconsultants at one time in accordance with American Rescue Plan Act (ARPA) requirements, rather than on a per project basis, which would otherwise be required.

**II. Proposal Parameters:**

- A. Submission requirements.** All submissions must be presented in accordance with the requirements, format, and guidelines described in this RFQ.
- B. Deadline:** Qualifications must be received by **4:00 PM, Friday, September 9, 2022**. Proposals may be hand-delivered, emailed (PDF), or mailed. If you choose to submit by email, be sure you send in time for receipt by deadline. Due to email file size limitations, firms may provide access to a File Transfer site in their electronic submittal sites for file download of the SOQ. Submit proposals to:

Kim Griggs, Utilities Project Coordinator  
Withers Ravenel  
115 MacKenan Drive  
Cary, NC 27511  
919-469-3340  
[kgriggs@withersravenel.com](mailto:kgriggs@withersravenel.com)

- C. Addenda:** All questions, requests for interpretation, and comments shall be prepared in writing and submitted to Kim Griggs via email at [kgriggs@withersravenel.com](mailto:kgriggs@withersravenel.com) by **5:00 PM, Thursday August 25, 2022**. If the answer affects the RFQ, the information will be incorporated into an addendum and distributed by email.
- D. Award:** Award(s) will be made to firm(s) whose submission is determined to be most advantageous to WithersRavenel, taking into consideration the evaluation factors set forth in *“Section V: Evaluation Criteria.”*
- E. Term:** The initial contract duration shall be for approximately four (4) year period, with the option of extending the agreement annually for a period of up to two (2) years. Anticipated annual contract amounts for on-call subconsulting services will be dependent upon specific needs for supplemental engineering services, available funding, and individual project requirements. No work is guaranteed under any contract with work assigned on an as-needed basis to be determined by WithersRavenel in its sole and absolute discretion. It is the intent of WithersRavenel to establish a task order-based approach for the provision of engineering-related services. The task order agreement(s) term shall be for the time required to complete the individual project scope of Services. WithersRavenel reserves the option to renew the agreement(s) annually for agreed upon terms, conditions, and rates.

**F. Disclaimer of Federal Compliance:** If project funding is from a federal source, whether in whole or part, the provisions of 2 CFR 200 may be applicable. Additional federal terms and conditions may apply and will be added to agreement(s) and/or task order(s) as required. The selected firms/individuals shall also be knowledgeable State & Federal permit regulations.

**G. Deliverables:** The selected firm(s) shall be capable of providing all necessary equipment and support personnel of the requested services in a timely manner. Deliverables shall be in a format requested by WithersRavenel, and developed and designed in accordance with recommended standards, practices, and procedures. Work to be performed will be authorized by WithersRavenel and shall be invoiced accordingly.

### **III. Scope of Services:**

The selected firm(s) will provide support services for WithersRavenel's various state and federally funded projects. Types of projects include, but are not limited to water, sewer, stormwater, street, and transportation infrastructure, parks, and public facilities and related assets. The quantity and duration of projects depend on the WithersRavenel's clients' requirements and needs for these support services. Services shall include, but are not limited to, standard tasks necessary to perform the following engineering-related tasks:

- Closed circuit television (CCTV) and sanitary sewer cleaning services
- Land and easement acquisitions and negotiations (Uniform Relocation Act, as applicable)
- Analytical engineering/architectural studies, reports, plans
- Field survey, land surveying, geomatics (such as SUE, remote sensing, LiDAR, easement mapping)
- Engineering design for public works infrastructure and public facility projects (including but not limited to civil, environmental, geotechnical, electrical, architectural, structural).
- Permitting, testing, modeling, mapping, and estimating
- Flow monitoring services
- Construction services including bidding, management, and inspection/observation
- Funding applications and administration, including financial analysis and management
- Condition assessments (such as life cycle investigation, analysis and recommendation(s) for repair/replacement/ expansion of municipal infrastructure components)
- Ground water well services
- Laboratory testing

### **IV. Submission Requirements:**

RFQ response submissions must include at a minimum:

1. Individual/firm's legal name, firm registration information, address, email, and telephone number. Indicate which engineering-related support service(s) the firm intends to provide to WithersRavenel.
2. Experience and Qualifications:
  - a) The specialized experience and technical competence of the staff to be made available to the projects
  - b) Description of firm's prior experience with municipal work
  - c) Up to three (3) references within the past five (5) years
3. Firm Capacity and Capability:
  - a) Description of the current capacity and capability of the firm

b) Firm’s anticipated staff availability through December 2026

4. Technical Approach to Undertake the Work:

- a) Standard proposed work plan including methods and deliverables
- b) General corresponding schedule/timeframe for work plan activities

5. Documentation of compliance with state and federal debarment/eligibility requirements:

- a) Federal debarment status
- b) State debarment status
- c) M/WBE/DBE/HUB status

ARPA funds must be obligated by December 2024 and expended by December 2026, so time is of the essence. Please keep SOQ submittals as brief and to the point as possible, up to a maximum of 5 total pages, where the cover and cover letter do not count towards the page limit.

**V. Evaluation Criteria:**

Submissions will be evaluated per the following factors/points:

1. Experience and Qualifications	35
2. Firm’s Capacity & Capability	30
3. Technical Approach to Undertake the Work	30
4. M/WBE/DBE/HUB status	3
5. Submitting Requirements of the RFQ	2

A group of key WithersRavenel staff will evaluate each SOQ submittal based on upon review of qualifications, which may also include follow-up interviews, reference checks, past performance, etc. WithersRavenel anticipates making agreements with multiple firms across the state of North Carolina for geographical proximity to clients, and specialized services required per project. Negotiated fair and reasonable firm compensation is contingent upon clients’ individual project budgets approval(s) of WithersRavenel service(s). It is the intent of WithersRavenel to finalize the selection process and distribute service agreements by October 2022.

This subcontract may be subject to federal provisions. WithersRavenel is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, handicap, age, or familial status, and encourages proposals from small, minority, female-owned, and historically underutilized businesses. *This information is available in Spanish and any other language upon request. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Kim Griggs al 919-469-3340 o en 115 MacKenan Dr, Cary, NC 27511, de alojamiento para esta solicitud.*

Utilities Department  
WithersRavenel