



# **Town of Kernersville**

## **Request for Qualifications**

**For On-Call Construction, Engineering and Inspection Services**

**Issue Date:** October 14<sup>th</sup>, 2022

**Due Date:** November 18<sup>th</sup>, 2022

**Direct all inquiries concerning this RFQ before 11/16/2022 to:**

Doran Maltba

Public Services Director

[dmaltba@toknc.com](mailto:dmaltba@toknc.com)

The Town of Kernersville, North Carolina extends this Request for Qualifications (“RFQ”) to solicit a response in the form of a Statement of Qualifications (“SOQ”) from any interested party for **Construction, Engineering, and Inspection Services (CEI)** to include, but is not limited to the following:

- **Construction Administration**
- **Construction Engineering**
- **Field Inspections**

The Town will select an “on call” list of qualified firms to provide these services on an as needed basis. The list shall be effective for a period of two years and shall be renewable thereafter for another two years, at the discretion of the Town. Firms submitting RFQs may use subcontractors or other entities for portions of the work. If so, submit a summary of their qualifications with this submittal.

**Submittal of Qualification Requirements:**

Firms interested in being considered shall submit the following information in no more than ten (10) 8.5x11 inch page submittal:

- Company Name
- Address
- Phone Number
- Company contact/authorized representative
- Company’s status as a SDBE, minority or woman owned business
- Brief company history
- Resumes of Principal(s) or key personnel who may be assigned to work on the project(s)
- List and brief description of projects completed within the scope of the RFQ over the past three (3) years to include contact names and phone numbers for reference. Include which of the three (3) service areas the SOQ is for.

Submittals must be in Printable Document Format (.pdf) and delivered via email to [dmaltba@toknc.com](mailto:dmaltba@toknc.com) (Doran Maltba). All submittals will be opened and considered public record at the time of receipt.

**Communication:**

Communications between the Town and Firms during the question and answer period (10/14/2022 to 11/16/2022) are subject to public record and must be in writing in the form of emails to Public Services Director, Doran Maltba, [dmaltba@toknc.com](mailto:dmaltba@toknc.com); questions submitted via telephone will not be answered.

From the time the solicitation is due to the award date, all communications regarding the RFQ with any other Town staff, elected Town officials and evaluation committee members is strictly prohibited and doing so may result in the Firm’s proposal being rejected.

**Selection Process:**

The Selection Committee will evaluate the SOQs as presented and a minimum of two firms will be accepted for said work. Qualifications will be evaluated using the following criteria:

Proposer's Qualifications and Experience: 20 Points. Verifiable technical capacity, experience on similar projects and an outstanding record of successfully completed projects. Past performance on Town projects may be considered.

Personnel Qualifications and Experience: 20 Points. Proposer's principal(s) and key personnel show experience and educational background, certification and licensing that are deemed to meet project requirements.

Approach: 20 Points. Proposer's familiarity with, and understanding of the desired services and their ability to innovate upon and complete the work.

Workload / Ability to Meet Schedule: 20 Points. Number, location and experience of personnel assigned to the project and their projected workload and availability.

Quality of the Submittal: 20 Points. Overall quality of the submittal the requirements of the RFQ were addressed; the contents of the submittal was clear, concise and easily read; there is an absence of typographical errors.

**Reservation of Rights:**

No work is guaranteed under any contract herein with work assigned on an as-needed basis to be determined by the Town and its sole and absolute discretion. Contracts will be awarded based on negotiations with qualified firms for any given municipal project and may be subject to the approval of the Town Board of Alderman.

This RFQ does not commit the Town to award a contract, to pay any cost incurred in the preparation of a response to this request, or to procure or contract for services or supplies. The Town reserves the right to accept or reject any or all RFQs received as a result of this request, or to cancel in part or in its entirety this RFQ, if it is in the best interest of the Town to do so. The Town reserves the right to undertake such investigation as it deems necessary to verify the qualification of the firms.