

REQUEST FOR QUALIFICATIONS (RFQ)
(Advertisement)

The City of Greenville, North Carolina is seeking **Request for Qualifications (RFQ)** from qualified firms interested in providing on-call grant application and administration services for the Department of Engineering. Services will include grant identification, application, administration, and reporting for various capital projects. The complete RFQ can be accessed on the City's website at www.greenvillenc.gov.

The award of a contract under this solicitation may be paid or reimbursed with federal funding. Funding is contingent upon compliance with all terms and conditions of funding award. All prospective contractors shall comply with all applicable federal laws, regulations, executive orders, FEMA requirements and the terms and conditions of the funding award. In addition, vendor submitting proposals shall be responsible for complying with state law and local ordinances.

The City of Greenville has adopted a MWBE Policy, which requires a good faith effort to meet 4% MBE and 4% WBE goals. Goals must be met separately by HUB certified firms.

Interested firms are invited to submit proposals (in the required quantity and format) by 2:00 p.m., Thursday, September 29, 2022, to the following address:

Ms. Lisa Kirby, PE
City of Greenville
Engineering Department
1500 Beatty Street
Greenville, NC 27834

September 8, 2021

To Whom It May Concern:

Subject: **Request for Qualifications** from Firms for Engineering Grant Administration
On-Call Services

The City of Greenville, NC, is seeking proposals from qualified firms interested in providing on-call grant application and administration services for the Department of Engineering. Services will include grant identification, application, administration, and reporting for various capital projects.

Interested firms are invited to submit proposals as outlined in the enclosed “**Request for Qualifications.**” Questions regarding the **Request for Qualifications** should be directed to Daryl Norris, P.E., Civil Engineer III, at (252) 329-4350 or dnorris@greenvillenc.gov.

Sincerely,

A handwritten signature in cursive script that reads "Lisa Ann Kirby".

Ms. Lisa Kirby, PE
City of Greenville
Engineering Department
1500 Beatty Street
Greenville, NC 27834

Enclosure

cc: Daryl Norris, PE, CFM, CPSWQ – Civil Engineer III

REQUEST FOR QUALIFICATIONS (RFQ)
FOR ENGINEERING GRANT ADMINISTRATION ON-CALL SERVICES

Engineering Department
City of Greenville, NC
September 2022

I. Overview and Purpose

The City of Greenville, NC, desires to obtain grant application and administration services for the Department of Engineering. The Department desires to supplement its existing professional engineering staff to accomplish its mission of developing and administering various types of state, federal, and private grant funding opportunities for Capital Improvement Projects.

The selected firm(s) will provide assistance to the city with grant identification, application, administration, and reporting for various capital projects; total compensation for the contract shall not exceed \$300,000. Initial term of the contract shall be two years from date of execution with an option for a one-year extension. The contract will consist of task orders not yet determined. As a potential funding opportunity and eligible capital project is identified a task order will be scoped and executed.

II. Scope of Work (Consultant Responsibilities)

Typical types of work could include, but are not limited to, the following:

- Grant research and identification of potential funding sources.
- Writing and submitting letters of interest for projects.
- Writing and submitting grant applications for projects.
- Developing project budgets for applications.
- Development of Cost Benefit Analysis as required by grant programs.
- Coordination with project partners.
- Planning level design & GIS services for project applications.
- Grant administration and reporting.
- Coordination with funding agencies.
- Meetings in-person and virtual with city staff, partners, design consultants, and funding agencies.
- Site visits as necessary for collection of data or photographs for applications.

III. Deliverables

Deliverables will be determined based upon each task order, and may include, but not be limited to:

- Letters of Interest
- Grant Applications
- Planning level design plans
- GIS Maps

- Digital files
- Engineering reports
- Schedules
- Project Budgets
- Meeting minutes

IV. Conflict of Interest:

Each proposer shall affirm that no official or employee of the firm or team is directly or indirectly interested in this proposal for any reason of personal gain. Due to the nature of this on-call contract, this statement shall be affirmed with each individual task order that is executed under the contract.

V. Supervision of Consultant

The on call consultant will be under the supervision of the City of Greenville's Director of Engineering or her designee.

VI. Minority Business Enterprises and Women's Business Enterprises

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (MWBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) **goal** for the participation of MWBE firms in supplying goods and services for the completion of this project. All firms submitting qualifications and/or proposals agree to employ "good faith efforts" towards achieving these goals and supply other information as requested in the "MWBE Professional Services Forms" included in Appendix A. Failure to complete the MWBE forms may be cause to deem the submittal nonresponsive.

Questions regarding the City's MWBE Program should be directed to the MWBE Office at (252) 329-4462.

VII. Equal Employment Opportunity Clause

The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin or ancestry. By submitting qualifications and/or proposals, the firm is attesting that they are an Equal Opportunity Employer.

Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

VIII. E-Verify Compliance

By submitting a proposal, BIDDER acknowledges that compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes is required by the Contractor and its Subcontractors by North Carolina law and the provisions of the Contract Documents. The BIDDER represents that the BIDDER and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Article 2 of Chapter 64 of the North Carolina General Statutes requires employers, that transact business in the State of North Carolina and employ 25 or more employees in the State of North Carolina, to electronically verify the legal employment status of an employee through the federal E-Verify program after hiring the employee to work in the State of North Carolina.

IX. Iran Divestment Act

As a result of the Iran Divestment Act of 2015 (Act), Article 6E, N.C. General Statute § 147-86.55, the State Treasurer published the Final Divestment List (List) which includes the final companies and persons engaged in investment activities in Iran and will be updated every 180 days. The list can be found at <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>.

By submitting the Proposal, the Contractor certifies that, as of the date of this bid, it is not on the then current List created by the State Treasurer. The Contractor must notify the Department immediately if, at any time before the award of the contract, it is added to the List.

As an ongoing obligation, the Contractor must notify the Department immediately if, at any time during the contract term, it is added to the List. Consistent with § 147-86.59, the Contractor shall not contract with any person to perform a part of the work if, at any time the subcontract is signed, that person is on the then-current List.

During the term of the Contract, should the Department receive information that a person is in violation of the Act as stated above, the Department will take action as appropriate and provided for by law, rule or contract.

X. Proposal Requirements

All proposals are limited to 12 pages inclusive of the cover letter, and shall be typed on 8-1/2" x 11" sheets, single spaced, one sided, with a minimum font size 11. MWBE documentation and resumes are excluded from the 12 pages and do not count towards the established page limit. In order to reduce costs and to facilitate recycling, binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. Proposals containing more than 12 pages will not be considered.

Proposal Format:

- Cover Letter
- Briefly describe why your firm is interested and should be considered for this project. Also, provide contact information for any questions or additional requests for information that may arise during the review of your proposal.
- Consultant Background
 - Provide the following information for the lead consultant and any proposed sub-consultants: Firm names, background, history, number of years in business, size of firm, number of employees dedicated to this project and their proposed responsibilities to this project. Please include applicable professional registrations of team members as well as any specialized experience in applicable areas.
- Experience
 - List a minimum of three recent successful grant applications completed by your firm or team. The list should include project name, a brief description of the project, brief description of services your team provided, funding source and amount awarded, total project budget, client name and client contact information.
- Project Approach
 - Briefly outline your technical and procedural approach for the project. Also, describe key issues and potential problems. Please provide a description of the degree or level of involvement in the process for the team members identified above.
- Equal Employment Opportunity Statement
 - The City of Greenville does not discriminate in administering any of its programs and activities. The consultant awarded the contract for work on this project is required to insure that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, sex, religion, age, national origin or handicap. (Please include a copy of any EEO policy or statement adopted by your firm).
- Availability - address availability of staff to handle the project
- Hourly Rate Schedule - Provide a unit rate fee schedule.
- Please provide necessary MWBE documentation which is provided in this RFQ. This documentation is not included in the 12-page requirement for the RFQ.
- Resumes for key staff highlighting applicable experience. This documentation is not included in the 12-page requirement for the RFQ.

XI. Consultant Selection Criteria

Criteria for the selection of the Consultant will include, but not necessarily be limited to:

- Quality of response to the RFQ;
- Approach chosen and description of how Consultant and/or team will meet City's intent for the service (i.e. quick response time for grant applications and requests for additional information);
- Applicable experience of Consultant and/or team proposed by the Consultant;
- Qualifications of individual(s) proposed for the duties.

XII. Proposal Submission and Deadline

Interested firms are invited to submit four (4) hard copies and one searchable PDF electronic copy of its response to this RFQ no later than **2:00 p.m. on Thursday, September 29, 2022**, to the following address:

Ms. Lisa Kirby, PE
City of Greenville
Engineering Department
1500 Beatty Street
Greenville, NC 27834

Proposals should be placed in an envelope with “City of Greenville Engineering Grant Administration On-Call Services” on the outside.

Each firm submitting a proposal shall agree to comply with all applicable state, federal and municipal laws, rules, regulations and ordinances governing this project, including any other requirements that may be dictated by state or federal agencies participating in project funding.

The City of Greenville reserves the right to reject any or all proposals.

For questions regarding this Request for Qualifications, contact Mr. Daryl Norris, PE at (252) 329-4350.