

**REQUEST FOR QUALIFICATIONS: PROFESSIONAL LAND SURVEYING SERVICES RE-BID
TOWN OF TROY
FY 18/19 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

The Town of Troy received a \$750,000 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) grant administered by the Rural Economic Development Division (REDD), North Carolina Department of Commerce (DOC). The CDBG-NR grant represents approximately 100% of project funding that includes the following activities: project administration and the housing demolition and reconstruction of up to approximately four (4) sub-standard homes in the Town of Troy, each of which are approx. 900-1500 square feet in size, owned and occupied by local low-to-moderate income (LMI) residents, and located on properties approx. 1/3 acre in size. Surveying may be conducted as early as May 2022 and conclude as late as March 2023. There is no guarantee of the ability to group surveying together.

The Town of Troy is requesting surveying services primarily for surveying existing residential lots within the Town to plat existing lots for new housing sites. Interested surveyors are requested to submit a brief statement of qualifications including the following: (1) Technical approach, including timeframe for delivering product once authorization to proceed has been given; (2) Experience, including firm/individual's general background and resumes of individual/staff that will perform services; (3) Record of past performance, including CDBG experience, including three local government references including contact name, email, and phone number; (4) Fee Schedule; and (5) Documentation of whether the firm/individual is a Section 3/HUB/MWBE business.

The proposal shall be submitted in accordance with the following sections of this Request for Qualifications: a) problem statement, b) scope of work, c) project schedule, d) fee schedule, e) proposal content, f) criteria for award/evaluation, g) federal and state terms and conditions. The Town will use competitive procurement to select a firm/individual to provide surveying services. For more information contact: Greg Zephir, Town Manager; PH: 910-572-3661, or manager@troy.nc.us or Monica Chevalier, Grant Administrator, mchevalier@withersravenel.com.

Proposals should be submitted in a sealed envelope clearly marked with the description "Land Surveying Qualifications " or via email to manager@troy.nc.us with the subject line "Land Surveying Qualifications " to: Greg Zephir, Town Manager; 315 N Main Street, Troy, NC 27371; PH: 910-572-3661; TDD: 1-800-735-2962 (711); no later than **4:00pm, Friday, April 15, 2022.**

The Town is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, in the admission, access to, treatment or employment in the CDBG program and activities. Bids from qualified small, minority, female-owned, disadvantaged and historically underutilized businesses, and Section 3 business concerns (locally owned/operated businesses that provide employment or training opportunities to low-income individuals) are encouraged.

This information is available in Spanish or any other language upon request. Please contact the Town Manager's Office at 910-572-3661 or 315 N Main Street, Troy, NC 27371 for assistance. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con la Oficina del Administrador de la Ciudad al 910-572-3661 o 315 N Main Street, Troy, NC 27371 para obtener ayuda.

Greg Zephir, Town Manager



A. PROBLEM STATEMENT

The Town of Troy received a \$750,000 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) grant administered by the Rural Economic Development Division (REDD), North Carolina Department of Commerce (DOC). The CDBG-NR grant represents approximately 100% of project funding that includes the following activities: project administration and the housing demolition and reconstruction of up to approximately four (4) sub-standard homes in the Town of Troy, each of which are approx. 900-1500 square feet in size, owned and occupied by local low-to-moderate income (LMI) residents, and located on properties approx. 1/3 acre in size. Surveying may be conducted as early as May 2022 and conclude as late as March 2023. There is no guarantee of the ability to group surveying together.

B. SCOPE OF WORK

The Town is soliciting proposals from qualified professional land surveyors to provide complete professional land surveying of the CDBG Program. The Professional Land Surveyor shall provide boundary survey for approximately four (4) existing residential parcels located within the Town of Troy, as well as foundation surveys to plat the new houses to be constructed on these lots.

1. The Surveyors shall work with the Town, designated officials or their representatives, and a staff of procured attorneys to provide boundary surveys and written legal descriptions of the properties to be acquired.
2. It is the preference of the Town that the selected individual(s) or firms(s) have local knowledge of any legal ownership or title issues in the project area.
3. All survey information must be provided in both written and digital form (latest CAD or equivalent).
4. The individuals or firms selected shall assist the Town by providing written legal descriptions and boundary surveys for these residential properties in the Town.

C. PROFESSIONAL LAND SURVEYOR SELECTION PROCEDURES/PROJECT SCHEDULE

Proposals must be received by 4:00pm, Friday, April 15, 2022. Proposals may be hand-delivered, emailed, or mailed. If you choose to submit by email, be sure you send in time for receipt by deadline.

Submit proposals to: Town of Troy, Attn: Greg Zephir, Town Manager; 315 N Main Street, Troy, NC 27371; PH: 910-572-3661; TDD: 1-800-735-2962 (711) or by email at manager@troy.nc.us with subject line "Land Surveying Qualifications".

Proposals will be reviewed by a selection committee. After considering factors outlined in Section F, the firm will be selected, subject to negotiation of fair and reasonable compensation. The Professional Land Surveyor will be notified of the Town's selection. Contracts are contingent upon release of funds from REDD. The project is expected to commence immediately upon approval of the Professional Land Surveyor by the governing body.

Timeliness of Services: Work must be substantially complete and delivered to the Town within two (2) weeks of receipt of notice to proceed (it is possible that not all work will be authorized at the same time).

D. FEE SCHEDULE

For purposes of proposal evaluation and in accordance with G.S. 143-64.31, the Professional Land Surveyor is requested to submit an **hourly fee schedule** for all personnel to be involved in the project. The hourly rates should include fringe benefits, indirect costs, and profit. The Professional Land Surveyor's charge for reimbursable expenses should also be provided. The Professional Land Surveyor's hourly fee schedule should be applicable to all work. The fee schedule will not be the sole criteria for selection of the Professional Land Surveyor. (See Section F.)

- Indicate hourly rate fee schedule pertaining to property boundary survey, foundation survey, and any miscellaneous surveying services such as drafting, revisions, elevation certification, etc.
- Indicate if additional costs such as telephone, printing, postage, etc., are billed separately or are included in the hourly rates.

E. PROPOSAL CONTENT

The Professional Land Surveyor's proposal must contain the following:

1. **Technical Approach.** Describe the approach to be taken in addressing the proposed scope of work. This description is to include delineation of specific tasks to be undertaken in each project activity. Include a timeframe for delivering product once authorization to proceed has been given. Describe the management plan to be used, staffing configurations, and the like. This is to include a project schedule showing start and completion dates for all major tasks.
2. **Experience.** Include firm/individual's general background. Include a brief resume of the individuals/staff involved in the project will be required. Include any previous CDBG experience. Describe current work activities, capability of carrying out all aspects of CDBG related activities, and anticipated availability during the term of the project. Describe how the firm will address local needs. Please state previous CDBG program experience and any work with the Town of Troy.
3. **Record of Past Performance.** Provide previous experience, including CDBG experience, with contact person and phone numbers for each referenced job. Include three local government references including contact name, email, and phone number. Document compliance with state and federal debarment / eligibility requirements.
4. **Fee Schedule.** See Section D
5. **Section 3 and/or MWBE firm.** Include certifications if a Section 3 and / or a MWBE/HUB firm. Being a MWBE or Section 3 firm does not guarantee a contract. The selected firm must meet all other qualifications.

F. FACTORS FOR AWARDS/EVALUATION CRITERIA

The following factors will be used in evaluating Professional Land Surveyor's proposals and awarding of contract:

- | | |
|---|-------------|
| 1. Technical Approach/Understanding of Program. | (10 points) |
| 2. Experience of Proposed Personnel. | (10 points) |
| 3. Record of Past Performance. | (10 points) |
| 4. Fee Schedule. | (5 points) |
| 5. Section 3 and/or MWBE firm | (1 point) |

The Town reserves the right to waive informalities in any quote, to accept and/or reject any or all proposals in whole or in part with just cause, and to accept the proposal that will be in the best interest of the Town. The Town shall retain the Request for Qualifications (RFQ) and all related terms and conditions, addenda, exhibits and other attachments in original form in an archival copy. The Contractor shall provide all necessary facilities, materials, supplies, equipment, supervision, and personnel and other items and services to perform the work. All surveyors must have current certifications from institutions that are approved in accordance with current state and federal requirements. All individuals or firms must provide copies of state certification(s) with the proposal.

G. FEDERAL AND STATE TERMS AND CONDITIONS

The selected Professional Land Surveyor must comply with all the requirements of 2 CFR Part 200 and the NC CDBG Program. The selected firm shall certify that it has no knowledge of any circumstances that will cause a Conflict of Interest in providing professional services; and that no contingent fees have been paid for soliciting or securing this contract. Each Firm or Individual submitting a Proposal Response shall include a certification that it does not discriminate based on race, color, religion, sex, national origin, handicap, age or political affiliation in the admission, access to, treatment or employment in the CDBG program and activities. The selected firm will need to complete a debarment certification, an E-verify affidavit, and local insurance requirements.