



Request for Qualifications

Municipal Engineering Services for the Town of Ocean Isle Beach, NC

RFQ Circulation Date:

August 7, 2017

Submission Deadline:

August 25, 2017

**TOWN OF OCEAN ISLE BEACH
3 WEST THIRD STREET
OCEAN ISLE BEACH, NC 28469
(910) 579-2166
www.oibgov.com**



Project Overview

The Town of Ocean Isle Beach, “Town”, is soliciting proposals from qualified consultants to provide municipal engineering services on a general and on-call basis to perform such work as required as the “Town Engineer”. This work primarily consists of: street and roadway construction/reconstruction projects, drainage improvement projects, site plan review, and water and sewer projects.

Key Dates:

August 7, 2017

Release of RFQ

August 25, 2017

Proposal Due Date

Submittal Process

Sealed proposals must be received **no later than 2:00 pm Friday, August 25, 2017** via mail or hand delivery. Please submit three (3) copies of your proposal. One of the three copies should be unbound so that copies can be easily made. Please include one additional digital copy of the proposal on a flash drive or CD/DVD. **No late, incomplete, fax, or emailed proposals will be accepted.**

Selection of a consultant will be made at the discretion of the Town based upon demonstrated competence and qualification for municipal engineering services. The Town reserves the right to accept or reject any and all proposals. All submissions or parts thereof become property of the Town.

Mail or Hand Delivery:

**RFQ for Municipal Engineering Services
Town of Ocean Isle Beach
Attn: Daisy Ivey
3 West Third St.
Ocean Isle Beach, NC 28469**



Scope of Work

The consulting firm or team shall provide a range of municipal engineering services necessary for the following services:

- Street and roadway construction/reconstruction projects
- Drainage projects
- Site plan review
- Water and/or sewer projects

The list above is not considered to be all-inclusive. Please provide additional services that may be beneficial to the Town.

Contractual Requirements

The consultant will be paid on a monthly basis upon receipt of proper invoices and progress reports. Payments will be made on a reimbursement basis for services actually performed.

Selection Criteria

Selection criteria may include, but not necessarily be limited to, the following:

- Qualifications and experience of the consultant in providing municipal engineering services.
- Thoroughness of the proposal regarding the tasks addressed in the “Scope of Work” and any additional services that may be provided.
- Knowledge of local, state, and federal design and inspection standards as they pertain to water, sewer, streets, sidewalk, and drainage, as well as to operations within public rights-of-way.

Proposal Content

Proposals shall include the following:

- A cover letter signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with the Town. The cover letter should also



identify the person who will be responsible for regular communication with the Town.

- A brief history of the consulting firm including:
 - Organization (including an organizational chart), size, and office locations.
 - Description of the range of services provided, relevant work experience, capabilities and expertise which qualify the consultant to provide the service. Relevant work experience should include services with municipalities undertaken within the last five years. Each provided project should include the name, title, and telephone number of a representative that the Town may contact to discuss their experience.