



REQUEST FOR STATEMENTS OF QUALIFICATIONS PROFESSIONAL ENGINEERING AND RELATED SERVICES FOOTHILLS REGIONAL COMMISSION

Commission Overview

Foothills Regional Commission is the council of governments for the Isothermal Region which includes Cleveland, McDowell, Polk, and Rutherford Counties in Western North Carolina. The Commission serves its members and their citizens by fostering regional collaboration and providing professional and technical expertise. The Commission houses the region's Area Agency on Aging, Housing Programs, Rural Planning Organization, Workforce Development Board and provides services through its Economic & Community Development and Workforce Development programs and Technical Assistance programs.

Project Categories

Various projects that services could be needed include but are not limited to:

- Preliminary Engineering Studies and reports
- Design, including field surveys, plan, and specification preparation
- Permitting (NCDEQ, NCDOT, USACE, FEMA, etc.)
- Construction Services including bidding, contract administration, and observation
- Asset and records management (GIS, web hosting, etc.)
- Environmental Engineering
- NEPA
- Disaster Recovery
- Economic development
- Land surveying
- Designing concepts and renderings
- Long Range & Strategic Planning
- Transportation
- Land development and planning
- Water resources planning
- Such additional civil engineering services as may be needed

Selection Process

Review and Selection of Firms will be a Qualification Based Selection process in accordance with the Mini-Brooks Act (GS 143-64.31). Price is not a consideration in the qualifications-based selection phase. Key factors in the selection process include but are not limited to:

- Engineering experience in the categories above
- Availability of qualified staff
- Proficient customer service and communication
- Evidence of good project management with regards to schedules and budgets

Foothills Regional Commission is an equal opportunity employer and encourages submittals from small, minority, women-owned, and historically underutilized firms.

Submittal Requirements

The following information should be submitted with the maximum page number noted:

- Letter of Interest/Statement of Qualifications (5 page maximum) that states the firm's interest, expertise in multiple of the categories listed above and how the firm can fulfill that role, when the firm was founded, number of employees (including proposed sub-consultants).
- A list of staff/sub-consultants that includes areas of expertise, certifications, tenure with the firm, and overall experience (10 page maximum, limit of 1 page per staff member/sub-consultant).
- Related project experience includes at least five recent examples with client/reference contact information, brief project description, and initial and final project budget (max 2 pages per project).
- Maximum LOI SOQ submittal document size is 20 pages, excluding firm work examples.
- A sample of the firm's work in a Preliminary Engineering Report, typical construction plan, sheets, details, etc. is an additional 20 page maximum.

A group of Foothills Regional Commission Staff will evaluate each submittal and may review past performances and references to help evaluate each. This is a separate RFQ from the previously released Disaster Response RFQ and is for non-disaster related projects.

Submittal Deadline and Selection Schedule

Submittals open December 4th and the deadline for addendums is December 11th.

The deadline for submittals is January 6th and the selection will be made by January 13th.

Submittals should be directed to:

Alan Toney, Community and Economic Development Director
838-351-2331
atoney@foothillsregion.org

Physical Address

Foothills Regional Commission
111 W Court St,
Rutherfordton, NC 28139

Mailing Address

Foothills Regional Commission
PO Box 841
Rutherfordton, NC 28139