

**Town of Elizabethtown  
Second Request for Proposals for  
Professional Surveying Services**

**CDBG-NR – Grant #19-C-3126**

The Town of Elizabethtown has received a Community Development Block Grant-Neighborhood Revitalization (CDBG-NR) award in the amount of \$750,000 by the NC Department of Commerce (NCDOC) for the 2020 CDBG-NR Project. The original project addressed housing needs for three (3) units and the rehabilitation of one Town-owned park.

The amended project still addresses housing needs for three (3) families and the park rehabilitation was replaced with a sidewalk and street lighting project.

The Town of Elizabethtown in connection with CDBG Grant #19-C-3126, as amended, is seeking competitive surveying proposals for a new sidewalk and street lighting improvement project on Dunham Street, (approximately 1,025 feet) between Martin Luther King, Jr. Drive and US Highway #701. Surveyor should be familiar with CDBG Grant requirements, and follow all guidelines, as provided or as necessary for CDBG projects.

The Town Board of Commissioners are soliciting requests for qualifications for professional surveying services to assist the Town and Town's engineer in design of a street lighting and sidewalk project. All work for this project will be conducted to ensure compliance with all federal requirements and regulations under the North Carolina CDBG-NR Program. Surveying payment terms will be negotiated with the selected firm. The fee for surveying services will be paid with CDBG funds.

**Scope of Services:**

- Surveying, field staking, highway ROW in preparation for project planning and development;
- Locating property corners and working with property owners to avoid conflicts;
- Acting as an extension of the Town and explaining project as needed;
- Preparing metes and bounds descriptions for easement acquisitions, as needed, for individual parcels (three or four);
- Work with Attorney selected to prepare easements documents for signature;
- Surveying easements and staking easements for individual properties
- Surveying all utility conflicts for directional boring of conduit and wiring;
- Providing topo map information for project area as requested;
- Providing reproducible plan drawings to the Town at completion of the project;
- Submitting approved "as-built" drawings to the Town to note any approved construction changes;
- Survey to be done in digital format;

**Submission Requirements:**

1. Individual or Firm Information: The consultant or firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. Vertical Construction Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to vertical construction improvements or related work, description of firm's prior experience, including any similar projects (in particular, those funded by CDBG), size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least five (3) references within the past five years;
3. Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules, description of firm's current work activities, capability of carrying out all aspects of CDBG related activities, and firm's anticipated availability during the term of the project;
4. The proposed work plan and schedule for activities to be performed; and
5. Documentation of compliance with state and federal debarment/eligibility requirements.

#### **Proposal Evaluation Criteria:**

Proposals for surveying services will be evaluated by a Selection Committee. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

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| 1. General Qualifications, Competence and Reputation of Firm<br>And Personnel..... | <u>25</u> points |
| 2. Firms Capability to Meet Time and Project<br>Budget Requirements.....           | <u>20</u> points |
| 3. Present and Project Workload of Firm.....                                       | <u>15</u> points |
| 4. Related Experience on Similar CDBG Projects.....                                | <u>15</u> points |
| 5. Recent and Current Work for the Entity Issuing the RFQ .....                    | <u>25</u> points |

Upon completion of the review, the Committee will make its recommendation to the Town Board of Commissioners for approval to negotiate a contract price.

Respondents may review the CDBG-NR application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting Town Hall during regular office hours.

#### **General Comments:**

1. Any cost incurred by respondents in preparing or submitting proposals for the project shall be the respondent's sole responsibility.

2. All responses, inquiries, or correspondence relating to this Request for Proposals will become the property of the Town when received and will be subject to the open records law of the State of North Carolina.
3. The Town reserves the right to refuse any or all proposals received.
4. The Town reserves the right to select a Firm without holding interviews.

**Contract Award:**

The above information should be submitted no later than May 1st, 2023 at 2:00 p.m. to Assistant Town Manager Pat DeVane, Town of Elizabethtown, PO Box 700, Elizabethtown, NC, 28337 or delivered to same at 805 W. Broad Street. Please submit three (3) hard copies and one (1) electronic copy of your firm's written proposal no later than the deadline stated above. No proposal will be accepted after this time, and no faxed submissions will be accepted. Firms are solely responsible for ensuring timely delivery of any proposals to the Town by the deadline stated. For more information, contact Pat DeVane, Assistant Town Manager, at 910-862-2066, email address of [pdevane@elizabethtownnc.org](mailto:pdevane@elizabethtownnc.org).

The Town of Elizabethtown is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 business concerns.

This information is available in Spanish or any other language upon request. Please contact Juanita Hester at 910-862-2066 or at 805 W. Broad St., Elizabethtown, NC for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Juanita Hester al 910-862-2066 en 805 E. Broad St, Elizabethtown, NC de alojamiento para esta solicitud.

Date: April 17th, 2023

Sylvia Campbell, Mayor

