

## MEMORANDUM

To: All Interested Parties

From: John Smith, Director of Public Works  
Swamp County

Re: Request for Proposals  
The Rural Center Planning Grants Program  
Swamp County, North Carolina

Date: July 28, 2009

Swamp County intends to apply for funding through The Rural Center Planning Grants Program.

Swamp County intends to select a consultant to provide professional engineering services for the preparation and implementation of a planning grant. Services to be provided, proposal contents, evaluation of criteria and submission requirements are outlined in the attached "Request for Proposals."

**No compensation will be provided for preparation of the desired Planning Grant Application. If the grant application is funded by the funding agency, the selected consultant for completion of the grant application will also be selected for completion of services identified and state in the Planning Grant Application, and they will be compensated according to the granting agency's guidelines for consulting services.**

Please submit written notification to Swamp County should your firm be unable to respond at this time to our Request for Proposals.

Should you have any questions, please contact John Smith, Director of Public Works, 899-909-9999.

## I. REQUEST FOR QUALIFICATIONS – ENGINEERING SERVICES

SOLICITING AGENCY: Swamp County

PROJECT TITLE: The Rural Center Planning Grants Program

SERVICES SOLICITED: Professional Engineering Services for the preparation of and the implementation of the Rural Center Planning Grants Program project specified herein.

DEADLINE FOR SUBMISSION: 5:00 p.m. Tuesday, July 28, 2009

## II. PURPOSE OF SOLICITATION

Swamp County intends to apply for the Rural Center Planning Grants Program during the next funding cycle to be announced. The grant will provide up to a maximum of \$40,000 to assist in the planning for infrastructure projects that address a current critical public health / environmental need, or economic development need.

## III. SCOPE OF SERVICES

The following will outline in detail the services to be provided by the engineering consultant:

1. Prepare and submit on behalf of the County an Intent To Apply Form no later than the deadline yet to be announced by the Rural Center.
2. Prepare and submit on behalf of the County a completed Planning Grant Application that will include but is not limited to the following:
  - A) Planning Grant Application Form
  - B) Project Description
  - C) Project Justification
  - D) Documentation of Critical Need
  - E) Project Budget and Documentation of Other Funding Sources
  - F) Project Schedule
  - G) Certification of Minority Business Enterprise Percentage Goal
  - H) Conflict of Interest Form
  - I) Priority Points attachments as required
  - J) Bonus Points
3. Prepare documentation as required by The Rural Center for adoption by the County Commissioners and attend the Commissioner's Meeting to present those items for consideration.

#### IV. EVALUATION CRITERIA

Award of a contract for engineering services for this project shall be made to the responsible individual or firm whose proposal is most advantageous to Swamp County. Special consideration will be given to experience, technical ability, familiarity with the services to be provided reputation, and quality of work.

Proposal evaluation will be based on five evaluation factors, to be raised on a point system. The County will select the most qualified individual or firm based on points awarded and attempt to negotiate with that consultant.

1. Previous engineering experience on Rural Center Grant Projects and the success of the project. (25 Points)
2. Ability to carry out projects on schedule and to complete projects as approved by The Rural Center. (25 Points)
3. Experience of the firm's proposed Project Manager and project staff on previous Rural Center Projects. (25 Points)
4. Understanding needs of the County and responsiveness of firm elements in Requests for Proposals. (20 Points)
5. Hourly Fee Schedule (for evaluation purposes only) (No lump sum quotes) (5 Points)

#### V. PROPOSAL CONTENTS

If you are interested in performing the services defined herein, please submit your Statement of Qualifications on or before **5:00 pm, Tuesday, July 28, 2009.**

Your proposal must specifically address each of the following items:

1. A listing of previous Rural Center experience.
2. Provide your proposed staff plan by listing each individual who will work on the project. Provide a brief explanation of the specific function of each individual and the role each will play in carrying out the project and the Rural Center experience of each individual. A resume for each individual to be assigned to the project should be attached.
3. Describe how the firm is prepared to respond to local needs and preference. Include any special knowledge of local area needs.
4. Hourly Fee Schedule (for evaluation purposes only) (No lump sum quotes).

VI. LOCATION TO MAIL OR DELIVER PROPOSAL TO:

Mail to: John Smith, Director of Public Works  
Swamp County  
PO Box 100  
Cypress Knot, NC 99999

Deliver to: John Smith, Director of Public Works  
56 Toad Rd.  
Swamp County Administration Building  
Cypress Knot, NC 99999

VII. GRANTEE DISCLOSURE REQUIREMENTS

The total estimated cost of The Rural Center Planning Grants Project is \$40,000.00. Swamp County is an Equal Opportunity Employer. Local, minority, female owned, and small businesses are encouraged to submit proposals. Swamp County reserves the right to reject any or all applications.