



CITY OF MARION
USDA-Funded Community Building Park Storm Drain Project
Request for Qualifications for Engineering Services

The City of Marion is seeking USDA funds to finance the rehabilitation/replacement of approximately 300 LF of an existing storm drainage system through the City's Community Building Park. The City is planning to finance up to 100% of the total project related expenses. The City is seeking professional engineering services for two phases of the project: Phase 1 being the preparation of a Preliminary Engineering Report (PER) and Environmental Report (ER) (if required) in accordance to USDA guidelines to support the USDA application process. If funding is approved, Phase II will consist of final design, approval, bidding, construction inspection and contract administration through the final certification on the project.

Qualifications packages must be submitted in hard copy by 10:00 am on September 14, 2018 to the attention of: Julie Scherer, Assistant City Manager/Finance Director, 194 North Main Street, PO Box 700, Marion, NC 28752.

Please limit your proposals to 20 pages (not including front or back covers, table of contents and cover letter) and the proposals should be clearly marked to indicate the project title.

Interested firms should submit three (3) copies of their Statement of Qualifications, including:

- a. Description of engineering services provided on previous projects with comparable scope and complexity.
- b. Listing of specific personnel who would serve on the firm's project team with names and titles.
- c. References from at least three (3) owners for which engineering services were provided on similar projects.
- d. Familiarity with the project and surrounding area.
- e. Description of relevant experience with the water system improvement projects and USDA-funded projects.
- f. Discussion of team availability.
- g. Proposed project timeline.

Awards will be made to the responsible and qualified firm whose qualifications are aligned with the City's project and strategic objectives and adherence with the anticipated project timeline. The City reserves the right to accept a firm that is most advantageous to the City.

Information concerning the project or the proposal package, should be requested in writing through an email request to Julie Scherer, jscherer@marionnc.org.