

**RESOLUTION 20-05
RESOLUTION ESTABLISHING CRITERIA FOR ENGINEERING FIRM SELECTION
FEMA PROJECTS**

WHEREAS, FEMA requires that local governments comply with federal procurement standards; and

WHEREAS, procurement standards are outlined in 2 C.F.R. § 200.318-200.326; and

WHEREAS, competitive proposal procedures for soliciting architectural and engineering (A/E) services are specifically outlined in the Federal Uniform Guidance and State Procurement Requirements for North Carolina Local Governments; and

WHEREAS, there must be a written method for conducting technical evaluations of proposals and selecting a contractor; and

WHEREAS, evaluation criteria and relative importance must be identified in the Request for Qualifications; however; price is not a factor in the initial selection of the most qualified firm.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Town of Holden Beach, approves the attached criteria in the selection and ranking of engineering firms for FEMA projects.

This 21st day of July 2020.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk

**CRITERIA FOR SELECTION AND RANKING OF ENGINEER FIRMS FOR PROJECTS FUNDED THROUGH
FEMA'S PUBLIC ASSISTANCE PROGRAM**

Item 1: General Qualifications and Availability 15 points

- a. Provide the following information:
 - Legal name of firm
 - Location of Office that will be conducting the work
 - Contact Persons
 - Date of firm formation
 - Legal business description (Individual, Partnership, Corporation, Joint Venture, etc.)
- b. Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the Town of Holden Beach Town Manager and staff. Project meetings will be required as necessary.
- c. Provide a statement of interest for the project including a narrative describing the firm's specific expertise and unique qualifications as they pertain to these projects.

Item 2: Proposed Staff 25 points

- a. Organizational chart for personnel (including sub-consultants) who are to work on this project including licensure information.
- b. Names and roles of key personnel proposed to work on this project and their office locations.
- c. Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
- d. Provide staffing size by areas of expertise.
- e. Provide current workload of prime firm.
- f. Provide staff availability to perform services.
- g. Provide the Project Managers experience with similar size/type projects. Project Manager shall demonstrate knowledge of similar Disaster Recovery Project.
- h. Provide the sub-consultants experience with similar size/type projects.

Item 3: Project Experience 40 points

- a. Provide an overview and brief history of the firm and sub-consultants.
- b. Services provided
 - Date of completion or project status
 - Final construction costs
 - Client name and contact person
 - History of meeting project schedules
 - History of accomplishing services within established budget, include planned versus actual.
 - Detail cost savings or cost increases.

Item 4: Project Approach 20 points

- a. Explain how the team will assess and design the project(s). Are there multiple or alternate design options, etc.?
- b. Provide an example of a typical project schedule.