



# Gaston County

Gaston County  
Board of Commissioners  
www.gastongov.com

## Public Works

## Board Action

File #: 23-480

Commissioner Keigher - Public Works - To Approve the Qualifications Based Selection of Ramey Kemp and Associates, Inc. and Authorize the County Manager to Execute a Professional Services Agreement to Provide Planning and Design Services for the Neal Hawkins Road Sidewalk (STIP# C-5606M)

### STAFF CONTACT

Dan Ziehm, PE - Public Works Director - 704-862-6795

### BUDGET IMPACT

No Additional County Funds Required.

### BUDGET ORDINANCE IMPACT

N/A

### BACKGROUND

The Gaston County Board of Commissioners approved Board Action 2019-125 to accept and appropriate Congestion Mitigation and Air Quality (CMAQ) Grant funding for the Neal Hawkins Road Sidewalk (C-5606M). The grant will provide funding for the design and construction of a sidewalk connection from Martha Rivers Park to Hawks Ridge Drive.

North Carolina General Statute (NCGS) §143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively "design services") to be based on qualifications and without regard to fee. The design fees for this CMAQ project will exceed the \$50,000 cap for exemption, thereby requiring the engineer to be selected through the qualifications-based process. In addition, the qualification-based selection (QBS) process is required to comply with Uniform Guidance (UG) selection requirements. When federal funds are involved, waiver of QBS can only be considered when total cost is below \$10,000 per Uniform Guidance.

Upon receiving authorization from NCDOT, a Request for Letters of Interest (LOI) for the project was publicly announced beginning on August 1, 2021. The RFLOI was added to NCDOT Connect page, HUBSCO and Gaston Gazette. Submittals were received on August 27, 2021 from eleven (11) firms. The local selection committee comprised of three (3) Public Works staff reviewed each of the LOI submissions and selected Ramey Kemp and Associates, Inc. (RKA) as the most qualified firm.

(Continued on Page 2)

DO NOT TYPE BELOW THIS LINE

I, Donna S. Buff, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows:

NO.	DATE	M1	M2	CBrown	CCloninger	AFrale	BHovis	KJohnson	TKeigher	RWorley	Vote
2023-365	10/24/2023	RW	KJ	A	A	A	A	A	AB	A	U

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A=AYE, N=NAY, AB=ABSENT, ABS=ABSTAIN, U=UNANIMOUS

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NCDOT reviewed the selection process and provided concurrence with the selection of Ramey Kemp and Associates, Inc. Approval of this Board Action by the Gaston County Board of Commissioners officially selects (RKA) as the designer of record for the project listed above. Further, approval of this Board Action authorizes the County Attorney to draft the necessary contract documents for the work and authorizes the County Manager, or her designee, to negotiate and execute said contract.

Funding from the current Public Works budget will be transferred into the specific project account for the Neal Hawkins Road Sidewalk Project to meet the required guidelines for auditing and reporting. No appropriation of additional funds is required.

**POLICY IMPACT**

N/A

**ATTACHMENTS**

NCDOT Concurrence in Selection



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

July 9, 2022

Ms. Cary Rodriguez  
Gaston County

RE: Concurrence with Consultant Selection Process  
Gaston County  
TIP #C-5606M; WBS Element: 43728.1.14  
Project Name: Neal Hawkins Sidewalk

Dear Ms. Rodriguez

This letter is to advise that the Department of Transportation concurs with the selection of Ramey Kemp, and their subconsultants – ESP Associates, Froehling and Robertson, and TELICS – as a result of your recent RFQ process on the subject project. The County should retain documentation related to evaluation and selection of the consultant(s) in the event of an audit. This letter also serves as your authorization to commence negotiations with this firm to perform the required Planning and Design services. We suggest that the ROW service cost be negotiated separately, once the scope of ROW services is known.

Following are directions to the estimate form that must be completed by the consultant as a part of the negotiation process. The Department will need to review the completed document to verify that it is within an acceptable cost range.

Planning and Design:

- Go to <https://connect.ncdot.gov>
- Click on "Doing Business"
- Click on "Consultants"
- Click on "Guidelines and Forms"
- Under Forms, select "NCDOT Scope and Manday Estimate Form"

**IMPORTANT:** Please use the links provided above and follow directions on forms for downloading, entering, and saving data to ensure that the formulas will work correctly. Do not use a previously saved version of the form as it may have been updated since your last use.

In addition, all consultants must have their rates updated in the Consultant Rate System (CRS) and those rates must match what is entered in the Manday Estimate form. Please work with your consultant to make sure they are aware of this requirement. Failure to have rates entered into CRS or when rates in the form do not match what is in CRS will delay review of the estimate. If your consultant needs more information about CRS, please direct them to the Forms and

*Mailing Address:*  
NC DEPARTMENT OF TRANSPORTATION  
PROGRAMS MANAGEMENT OFFICE  
1595 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1595

*Telephone:* (919) 707-6600  
*Fax:* (919) 212-5711  
*Customer Service:* 1-877-368-4968

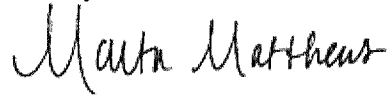
*Website:* [www.ncdot.gov](http://www.ncdot.gov)

*Location:*  
1020 BIRCH RIDGE DRIVE  
RALEIGH, NC 27610

Guidelines page of the Professional Services website: [Professional Services Management \(ncdot.gov\)](#).

After review by the County, please submit the form in EBS under activity type: PEF Tasks and Mandays for further review by the Department. If you have any questions, please contact Ms. Madeline Rawley at [mrawley@ncdot.gov](mailto:mrawley@ncdot.gov) or me at [mtmatthews@ncdot.gov](mailto:mtmatthews@ncdot.gov).

Sincerely,

A handwritten signature in black ink that reads "Marta Matthews". The signature is written in a cursive, flowing style.

Marta Matthews  
Local Programs Management Office