

**REQUEST FOR QUALIFICATIONS
TOWN OF ELLERBE
MAIN STREET / US 220 WATERLINE REPLACEMENT
Project No.: VUR-D-ARP-0056**

December 8th, 2022

A. GENERAL

The Town of Ellerbe issues this Request for Qualifications (RFQ) to secure engineering services in connection with a recently funded Drinking Water Viable Utility Reserve (VUR) upgrade project for the Town's water distribution system. Funding includes funds from the American Rescue Plan Act and as such will be required to meet all program regulations and requirements. The Town anticipates that this project will take approximately two years to complete.

B. SCOPE OF PROJECT

The engineer selected will provide the services needed to complete the following:

The proposed project includes the replacement and installation of approximately 6,520 LF of 6-inch and 8-inch water mains along Main Street (US-220), W. Ballard Street, W. Church Street, and W. Page Street. It is anticipated that the project construction value will be approximately \$3,481,000.

The Engineer will be providing the following minimum services. This list is not intended to be all-inclusive, but to describe the scope of services.

1. Design
 - a. Complete all design and specifications for a formal bid process.
 - b. Obtain all permits and approvals for construction.
 - c. Prepare bid documents and hold pre-bid conference.
 - d. Refine cost estimates during design to confirm adherence to budget.

2. Contract Administration and Construction Inspection, as required.
 - a. Open and verify bids.
 - b. Conduct pre-construction conferences.
 - c. Provide regular construction inspection.
 - d. Conduct monthly on-site progress meetings.
 - e. Respond in a timely fashion to Requests for Information
 - f. Process change orders.
 - g. Review and approve pay requests from contractors.

C. SUBMISSION REQUIREMENTS

Please provide three (3) bound and one digital copy of the response which meets the following criteria:

1. Identification - provide the firm's legal name.
2. Location - provide information on the office, address, email and telephone number, of the office that will service this project.
3. Utility System Experience - Provide information on the specialized experience and technical competence of the staff to be assigned to the project with respect to municipal utility improvements or related work; description of firm's prior experience, including any similar projects; size of community served; names of local officials knowledgeable regarding the firm's performance on related work. Include at least three references within the past three years.
4. Availability - Provide information on the projected availability of personnel needed for this effort over the next 24-month period.
5. Work Plan - Provide a proposed work plan which defines the approach to the work and a schedule for activities to be performed.
6. Hourly Rates - Provide hourly rates list for personnel to be utilized on the project.

D. QUALIFICATION EVALUATION CRITERIA

The Town of Ellerbe will follow the qualifications-based procurement regulations outlined **NCGS 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying Services.**

The following criteria in evaluating the responses received:

1. Qualifications, Competence and Reputation of Firm and Personnel: Overall assessment of the firm's qualifications and reputation; Assessment of the ability and competence of the firm to conduct the work; Evaluation of the specialized experience and technical competence of the staff to be assigned to the project and the qualifications of those persons; Specific experience with respect to related work. Include at least three references within the past three years.
2. Firm's Capability to Meet Time and Project Budget Requirements: The capacity and capability of the firm to perform the work outlined, including any specialized services, within the period of the project.
3. Related Experience on Similar Projects: Assessment of the firm and assigned professionals in working with similar water projects.
4. Recent and Current Work for the Town: Evaluation of the town's prior experience with this firm.

Summarized evaluation criteria and points assigned to each criteria are shown below:

Criteria	Points
Qualifications, Competence and Reputation of Firm and Personnel	40
Firm's Capability to Meet Time and Project Budget Requirements	20
Related Experience on Similar Projects	30
Recent and Current Work for the Town/Familiarity with Locality	10
Maximum Total Points	100

E. DEADLINE FOR SUBMITTAL

The above information should be submitted no later than 12:00 noon on **WEDNESDAY, JANUARY 4, 2023** to Mayor Brenda T. Capel, Town of Ellerbe, 108 Page St, Ellerbe, NC 28338.

The Town of Ellerbe is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, and historically underutilized businesses.