

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
RELATED TO WATER TREATMENT PLANT IMPROVEMENTS**

A. GENERAL

The Town of Oriental intends to build improvements to its Water Treatment Plants consisting of constructing and implementing recommendations identified. The Project is intended to accomplish but not limited to the following with the Oriental Water Treatment System: 1) Complete an Asset Inventory Assessment with hydraulic model and GPS, 2) identify areas that have flow, pressure, hydrant, or valve replacement issues, 3) SCADA to monitor plant and adjust plant treatment numbers. 4) Determine the most appropriate and economical way to adjust pressure and flow if necessary.

The Town is soliciting Statements of Qualification from engineering consultants interested in providing civil engineering services for the Project. The Town intends to select a qualified consultant to provide preliminary engineering services; engineering design services; permitting assistance; bidding; construction contract administration, and; construction observation services for the project with a general scope of services as listed below.

B. SCOPE OF SERVICES

1. Predesign Engineering Services.

- a. Prepare preliminary engineering reports if needed.

2. Design Engineering Services:

- a. Prepare construction documents, including drawings and technical specifications
- b. Prepare contract documents.
- c. Update cost opinion.
- d. Prepare any required regulatory approval/permit/encroachment applications and assist Town with submission.
- e. Assist Town with response to questions/comments and revisions to plans/specifications required for acquisition of approvals, permits and encroachments.

3. Bidding & Construction Services:

- a. Assist Town with advertisement of the project for solicitation of bids.
- b. Attend & moderate pre-bid conference.
- c. Respond to bidder/vendor inquiries as required.

- d. Issue addenda as appropriate.
- e. Conduct bid opening.
- f. Evaluate bids received and make recommendation for construction contract award.
- g. Provide assistance in award of construction contract.
- h. Conduct preconstruction conference.
- i. Provide routine construction contract administration.
- j. Conduct shop drawing review.
- k. Perform at site visits to observe progress and quality of the work.
- l. Provide interpretation of the contract documents, plans and specifications.
- m. Provide determinations of whether the work is in substantial accordance with the contract documents, plans and specifications.
- n. Develop and process field orders, work change directives, and construction contract change orders.
- o. Review and process contractor's applications for payment.
- p. Conduct Final Inspections to insure compliance with contract documents, plans and specifications.
- q. Issue Certificate of Substantial Completion.
- r. Provide written approval of final payments to contractors.
- s. Furnish reproducible record drawings and CAD Files in AutoCad format.
- t. Provide Resident Project Representative as needed.
- u. Provide engineering supervision of Resident Project Representative.
- v. Assist with processing applications, reimbursement requests, and other tasks associated with grants and other project financing.

C. CONTENTS OF QUALIFICATIONS

- 1. Name of firm.
- 2. Person authorized to provide information and negotiate contracts.
- 3. Location of offices. If more than one, indicate office from which work will be performed.
- 4. Brief history of firm.
- 5. Firm employment profile.
- 6. Project experience. Provide a maximum of ten (10) projects demonstrating water plant treatment/pretreatment experience similar to the proposed project. Include general project description, types of engineering services performed and client contact information.
- 7. List of key personnel to be directly involved in the project, as well as a brief description of their responsibilities. Include a brief resume for key personnel, including specific relevant project experience.
- 8. Brief project approach, including the effects of the project on the existing public water system operation.

9. Hourly rate schedule for project personnel, including travel, overhead and miscellaneous expenses. In accordance with NCGS 143-64.31, DO NOT INCLUDE Lump Sum or Not-to-Exceed price for services.

D. EVALUATION CRITERIA

1. Consultant selection shall be conducted in accordance with NCGS 143-64.31. Statements of Qualification received by the deadline and prepared in accordance with RFQ instructions will be reviewed to determine the scope and level of service considered most advantageous to the County.
2. The Town will select the consultant considered best qualified to provide the desired level of service, with consideration for the long-term interest of the Town's efforts based on demonstrated competence and qualifications without regard to fee other than unit price information.
3. After selection of the best qualified consultant to meet the Town's needs, the Town shall negotiate a fair and reasonable fee with the consultant for the desired scope and level of service.
4. Proposals will be reviewed and evaluated by Town staff familiar with the Project, in accordance with the following criteria:
 - a. General Qualifications, Competence & Reputation of Firm *(25 points)*
 - Age, size, staff qualifications and stability of firm
 - Projects to illustrate competence in water plant treatment process engineering
 - Availability of staff to handle the project
 - Reputation with previous clients
 - b. Experience of Involved Staff *(50 points)*
 - Experience with similar type improvements
 - Key personnel – roles and experience
 - Subconsultants, if any
 - c. Ability to Address Local Needs *(50 points)*
 - Grasp of project requirements
 - Design approach/methodology
 - Familiarity with concerns particular to Pamlico County
 - d. Availability *(25 points)*
 - Ability to provide access to qualified project team members on a continual basis
 - Ability to commit available resources (current workload) to the project
 - e. Hourly Rate Schedule *(50 points)*
 - Do not include a lump sum or not-to-exceed price
 - Rates indicative of experience and capabilities

E. SUBMISSION INFORMATION

1. Three (3) copies of the Statement of Qualification must be received by 12:00 p.m. (noon), -----20 in the office of the Town Manager for the Town of Oriental. Facsimile and electronic submissions are not acceptable.
2. Statement of Qualification must be in a sealed envelope marked "Statement of Qualifications for Engineering Services for Treatment Improvements".
3. Proposals may be mailed or hand delivered to:
4. Questions should be addressed to:

F. SMALL AND/OR MINORITY FIRMS ARE ENCOURAGED TO SUBMIT QUALIFICATIONS.