

**REQUEST FOR QUALIFICATIONS
CITY OF WASHINGTON, NC**

**ENGINEERING SERVICES FOR
SANITARY SEWER REHABILITATION IMPROVEMENTS
Project CS370521-06**

A. GENERAL

The City of Washington (City) has received funding from the North Carolina Department of Environment and Natural Resources, Division of Water Infrastructure, Clean Water State Revolving Fund (NCDENR/DWI/CWSRF) to rehabilitate portions of its sanitary sewer collection system. The purpose of the project is to reduce inflow and infiltration through a combination of rehabilitation methods, including the following: line approximately 20,650 linear feet of 8-inch to 12-inch lines, 900 LF of point repairs, 300 LF of pipe replacement, approximately 400 vertical feet of manhole lining, replace 4 manholes, and replace 5 manhole frames and covers. The preliminary opinion of probable cost for the project is \$2,000,000.

The City is soliciting Statements of Qualification from engineering consultants interested in providing services for the project. The City intends to select a qualified consultant to provide preliminary engineering services; engineering design services; 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. Preliminary Engineering Services:

- a. Develop Engineering Report and Environmental Information Document (ER/EID) utilizing NCDENR/DWI required template.
- b. Assist City obtain NCDENR/DWI approval of ER/EID.

2. Design Engineering Services:

- a. Perform required corridor and site surveys including topographic, boundary and utility coordination as required.
- b. Prepare construction documents, including drawings and technical specifications
- c. Prepare contract documents.
- d. Arrange and coordinate any required soil borings.
- e. Update cost opinion.
- f. Prepare required permitting applications anticipated to include only DOT Encroachment Permit.
- g. Assist City with response to questions/comments and revisions to plans/specifications required for acquisition of permit(s).

3. **Bidding & Construction Services:**
- a. Assist City with advertisement of the project for solicitation of bids.
 - b. Attend & moderate pre-bid conference.
 - c. Issue addenda as appropriate.
 - d. Conduct bid opening.
 - e. Evaluate bids received and make recommendation for construction contract award.
 - f. Provide assistance in award of construction contract.
 - g. Conduct preconstruction conference.
 - h. Provide routine construction contract administration.
 - i. Review compliance with Davis-Bacon Act and conduct interviews with workers.
 - j. Conduct shop drawing review.
 - k. Perform at least monthly site visits to observe progress and quality of the work.
 - l. Provide determinations of whether the work is in substantial accordance with the contract documents, plans and specifications.
 - m. Provide interpretation of the contract documents, plans and specifications.
 - n. Develop and process construction contract change orders and work change directives.
 - o. Review and process contractor's applications for payment.
 - p. Conduct Final Inspections to insure compliance with contract documents, plans and specifications.
 - q. Provide written approval of final payments to contractors.
 - r. Furnish reproducible record drawings and CAD Files in AutoCad format.
 - s. Provide engineering supervision of Resident Project Representative.
 - t. Provide part-time or full-time Resident Project Representative, as determined by the Owner.

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 with sanitary sewer collection rehabilitation including pipeline lining and/or replacement similar to the proposed project. Include general project description, types of engineering services performed and client contact information. Indicate how the project was funded (grant, local, loan, etc.), including name of applicable funding agencies.
- 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 sanitary sewer evaluation and/or rehabilitation project experience.

8. Brief project approach, including the effects of the project on the existing City of Washington Sewer Collection 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 level of service considered most advantageous to the City.
2. The City will select the consultant considered best qualified to provide the desired level of service, with consideration for the long-term interest of the City'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 City's needs, the City shall negotiate a fair and reasonable fee with the consultant for the desired level of service.
4. Proposals will be reviewed and evaluated by City staff familiar with the existing facilities, in accordance with the following criteria:
 - a. General Qualifications, Competence & Reputation of Firm *(40 points)*
 - Age, size, staff qualifications and stability of firm
 - Projects to illustrate competence in applicable sanitary sewer rehabilitation engineering
 - Demonstration of understanding of funding requirements
 - Availability of staff to handle the project
 - Reputation with previous clients
 - b. Experience of Involved Staff *(40 points)*
 - Experience with similar type improvements
 - Key personnel – roles and experience
 - Subconsultants, if any
 - c. Ability to Address Local Needs *(40 points)*
 - Grasp of project requirements
 - Design approach/methodology
 - Familiarity with City of Washington's existing water and wastewater systems, other utilities, soil conditions, etc.
 - Completed similar project(s) in the local area
 - d. Availability *(20 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 *(10 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 proposal must be received by July 22, 2015 at 5:00 P.M. in the City of Washington Public Works Office. Facsimile and electronic submissions are not acceptable.
2. Proposals need to be in sealed envelope marked "Statement of Qualifications for City of Washington, Engineering Services for Sanitary Sewer Rehabilitation".
3. Proposals may be mailed or hand delivered to:
Allen Lewis, Director of Public Works
City of Washington
102 East Second Street
P. O. Box 1988
Washington, N.C. 27889-1988
4. Questions should be addressed to:
Allen Lewis, Director of Public Works
City of Washington, N.C.
alewis@washingtonnc.gov
(252) 975-9302

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

G. ALL AWARDS PURSUANT TO THIS PROCUREMENT MAY BE CONTINGENT UPON RECEIPT AND APPROVAL OF GRANT OR LOAN AGREEMENT DOCUMENTS. NO FUNDS WILL BE OBLIGATED UNTIL APPROPRIATE DOCUMENTS ARE EXECUTED AND APPROPRIATE CONDITIONS ARE SATISFIED.