



 JOHN BALLARD DAVID EDWARDS

 MAYOR TOWN MANAGER

 TOWN COUNCIL

 RUSSELL SIKES FRED DAVIS LEWIS EVANS J.F. HARWARD CHIPPER LONG

**REQUEST FOR QUALIFICATIONS**

**WASTEWATER SYSTEM IMPROVEMENTS ENGINEERING SERVICES**

**TOWN OF WADESBORO, NC**

1. **GENERAL**

The Town of Wadesboro issues this Request for Qualifications (RFQ) to secure engineering services in connection with the recently funded Wastewater Pump Station Project for the Town’s wastewater system. The Town anticipates that this project will take approximately two years to complete.

1. **SUBMISSION REQUIREMENTS**

Please provide the following information in the RFQ response for engineering services:

* 1. Firm’s legal name.
	2. Location of offices, addresses, email and telephone number, the principal(s) of the firm and their experience and qualifications.
	3. Water/Wastewater Experience. The specialized experience and technical competence of the staff to be assigned to the project with respect to water/wastewater 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. Projected availability of personnel needed for this effort over the next 24 - month period.
	5. A proposed work plan which defines the approach to the work and a schedule for activities to be performed.
	6. Hourly rates for personnel to be utilized on the project.
1. **QUALIFICATION EVALUATION CRITERIA**

The Town of Wadesboro will utilize 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 AIA- related work. Include at least three references within the past three years.

* 1. 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.

# Related Experience on Similar Projects: Assessment of the firm and assigned professionals in working with similar AIA projects.

* 1. 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 criterion are shown below:

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| --- | --- |
| **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 |

1. **SCOPE OF ENGINEERING SERVICES**

The selected firm will provide comprehensive Engineering services and collaborate with the Town and its staff. Wadesboro is seeking assistance with services anticipated to include, but are not limited to:

1. Design
	1. Complete all design and specifications for a formal bid process.
	2. Obtain all permits and approvals for construction.
	3. Prepare bid documents and hold pre-bid conference.
	4. Refine cost estimates during design to confirm adherence to budget.
2. Contract Administration and Construction Inspection, as required.
	1. Open and verify bids.
	2. Conduct pre-construction conferences.
	3. Provide regular construction inspection of project work.
	4. Conduct monthly on-site progress meetings.
	5. Respond in a timely fashion to Requests for Information
	6. Process change orders.
	7. Review and approve pay requests from contractors.
	8. Perform final inspections, certifications, startups and closeout of projects.
3. **DEADLINE FOR SUBMITTAL**

The above information should be submitted no later than 12:00 Noon on **December 22, 2022,** to:

**David Edwards, Town Manager**

**Town of Wadesboro**

**124-126 E. Wade St.**

**PO Box 697**

**Wadesboro, NC 28170**