

# REQUEST FOR QUALIFICATIONS

Town of Haw River

## AMERICAN RESCUE PLAN ACT Professional Services – Civil Engineering Services

### INTRODUCTION

The Town of Haw River is requesting qualified professional engineering firms to submit a statement of qualifications to provide engineering services for preparing plans and construction documents to install new sanitary sewer meter(s) to measure the flow from City of Graham collection system and to assist the Town with preparing of bid documents to allow the Town to replace all existing residential and commercial water meters two-inches (2") in size or less with radio read devices.

### BACKGROUND

The Town of Haw River seeks to install sewer meter(s) on existing City of Graham collection lines flowing to the Lang Street Pump to allow the Town to quantify the amount of total flow from the Graham collection system and allow the Town to invoice the City based on the meter readings. Gavel & Dorn Engineering, PLLC performed a Sub-Basin Flow Metering Study dated September 2021. Information within the report substantiated inflow is entering the Town's sanitary sewer collection system. The Town also seeks to replace all residential and commercial water service meters to reduce the labor of reading all meters monthly and to improve the efficiency from reading meters to billing. The projects are to be financed using funds allocated from the American Rescue Plan Act (ARP). Expenditures shall comply with requirements of the ARP Act.

### OBJECTIVES

The Town intends to hire a professional engineering firm to assist the Town with the following Capital Improvement Projects. These tasks will include, but are not limited to:

#### Sewer Meter Project:

- Review Report prepared by Gavel & Dorn Engineering, PLLC.
- Engineer is to hire an Engineering sub-consultant (unless firm has inhouse expertise) to provide recommendations on locations as to where metering devices are to be installed.
- Provide surveying services as needed to determine slopes of pipes in vicinity of where City of Graham collections lines enter into the Town's collection lines.
- Prepare construction drawings of where manholes and meters will be installed.
- Assist Town with integrating controls and communicating with Town's SCADA system.
- Prepare Construction Documents and assist Town with Bidding project and recommending a contract to be awarded to the lowest responsive/responsible bidder.
- Assist Town with all Construction Observation and Contract Administration of the Project.
- Assist Town with maintaining documents as required to comply with ARP Act.

#### Water Meter Replacement Project:

- Review available meter selection criteria and recommend possible options to the Town.
- Assist Town with integrating controls and communicating with Town's SCADA system and billing system.
- Prepare Bid Documents and assist Town with bidding the project.
- Assist Town with all Construction Observation and Contract Administration of the Project.
- Assist Town with maintaining documents as required to comply with ARP Act.
- Construction Closeout.

### **ADDITIONAL INFORMATION**

The selected consultant should be prepared to meet the Liability Insurance requirements of the Town. Project scope, duration, and terms shall be negotiated with the selected consultant.

### **CONTENTS OF RESPONSE**

This Request for Qualifications is intended to provide consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the response should respond to information presented in this Request for Qualifications. The Town will require **one (1) original and two (2) copies** of the responses from all interested firms. All responses shall not exceed 10 (8½" x 11") pages and must contain the following information:

1. Cover.
2. Cover Letter.
3. Table of Contents.
4. Background information about the Consultant Firm.
5. A proposed project schedule identifying length of time required for each phase of the work.
6. A description of the background, experience, and qualifications of the project team including identification of the project manager, project engineer, and other key team members. Include an organizational chart showing the proposed project personnel and office location.
7. Similar projects completed by the firm.
8. Other Grant Funded and General Sanitary Sewer or Water Projects completed by the Consultant Firm.
9. Other Town of Haw River Projects.
10. References.
11. Resumes of all Key Team Members.

The Cover, Cover Letter, Table of Contents, and Resumes of Team Members will not be counted in the page limit. Printing on both sides of each page is allowed and encouraged.

### **METHOD OF SELECTION**

Responses will be reviewed by the Town for the purpose of identifying and recommending those individuals offering, in total, the highest qualifications and experience with this type of project. The individuals or firms recommended may also be interviewed by members of the evaluation team for the express intention of recommending a final short list of individuals or firms, however, such is not required. It is anticipated that a notice to proceed will be issued in mid to late February 2022.

The responses will be evaluated on various criteria including, but not limited to the following:

1. Qualifications, background, and prior experience of the firm and the proposed project team in executing similar projects.
2. Previous Experience with Grant Funded Projects.
3. Previous Experience with the Town of Haw River on sewer projects and large infrastructure projects.
4. Team member roles, experience, and office location.
5. Content, technical approach and understanding of the scope of the project.
6. Other items contained within the RFQ.

**SUBMITTAL**

Please submit your Qualifications in a sealed envelope or package, to be received by the City **no later than 3:00 PM, Friday, January 28th** to the attention of:

**Sean Tencer, Town Manager  
Town of Haw River  
P.O. Box 103  
Haw River, NC 27258**

In the interest of fairness to all submitting firms, proposals received after the scheduled receipt time stated above will not be accepted and will be marked "LATE". All submittals received become the property of the Town and will not be returned. Faxed or e-mailed documents will not be accepted. Early submission of Qualifications is welcomed and appreciated.

**CONTACT PERSON**

In the event clarification or additional information is needed, contact:

Sean Tencer, Town Manager  
(336) 578-0784  
[stencer@townofhawriver.com](mailto:stencer@townofhawriver.com)

Email is the preferred method of communication for questions or clarifications.