

REQUEST FOR QUALIFICATIONS

Town of Haw River

LANG STREET PUMP STATION REPLACEMENT 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 the Lang Street Pump Station Replacement project. The Lang Street Pump Station was constructed in 1980, is adjacent to the Haw River, and is within the existing 100-year floodplain. The existing pump station features (2) submersible 250 GPM pumps and the proposed pump station will include an entirely new pump station with (2) new 700 GPM pumps.

BACKGROUND

The Town of Haw River has applied for and been awarded a low interest loan from the State Water Infrastructure Authority. The loan is funded through a State Reserve Project Loan and is for \$1,500,000 at zero interest.

OBJECTIVESLang Street

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

- Grant Administration.
- Preparation of Engineering Report to NC DWI Standards.
- Final Design of the Project.
- Completion of Bid Documents including Specifications and Design Drawings for the project.
- Bidding and Recommendation of Award.
- Construction Observation and Administration.
- Construction Closeout.

ADDITIONAL INFORMATION

The selected consultant should be prepared to meet the Liability Insurance requirements of the City. 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 be printed front and back and shall not exceed 10 (8½" x 11") pages of print (5 pages of paper) 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 Projects.

9. Other Town of Haw River Projects.
10. References.
11. Resumes of Key Team Members.

The Cover, Cover Letter, Table of Contents, and Resumes of Team Members will not be counted within the page limit.

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 early November 2017.

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 2:00 PM, Friday, October 20th** to the attention of:

**Jeff Earp, 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 City and will not be returned. Faxed or e-mailed documents will not be accepted. Early submission of Qualifications is welcome and appreciated.

CONTACT PERSON

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

Jeff Earp, Town Manager
(336) 578-0784
jearp@townofhawriver.com

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