

REQUEST FOR QUALIFICATIONS

Town of Yanceyville Asset Inventory and Assessment Water Distribution and Sewer Collection System

Introduction

The Town of Yanceyville is requesting qualified professional engineering firms to submit a statement of qualifications to provide engineering and surveying services for an NC Division of Water Distribution and Sewer Collection System Infrastructure Asset Inventory Assessment grant that was funded in the spring of 2022 funding cycle.

Background

The Town of Yanceyville maintains a water distribution and sewer collections system and provides services to residents within the Town Limits. The Town applied for and was awarded funding for Asset Inventory and Assessment (AIA) for their water and sewer system in the spring of 2022. The AIA application includes mapping of the water and sewer infrastructure well as updating system capacities and preparing maps of both systems. Additionally, the engineering firm should be able to provide contract administration for a CCTV project that would provide the Town with detailed information about the oldest sewer mains within the Town of Yanceyville.

Objectives

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/Loan Administration
- GPS or Survey Mapping of Water and Sewer Infrastructure
- Review of As-Builts confirming collections and distribution system material type and age
- System Evaluations
- CCTV Inspections of collection system

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 the electronic submittal of the responses from all interested firms. All responses shall not exceed 10 (8½" x 11") printed pages of text and must contain the following information:

1. Cover
2. Cover Letter
3. Table of Contents
4. Background Information about the Consulting Firm
5. 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 water or wastewater projects
9. Other Town of Yanceyville Projects
10. References
11. Resumes of key team members

The Cover, Cover Letter, Table of Contents, and Resume of Team Members will not be counted within the page limit. Responses are to be less than 15 megabytes in size or need to be hosted on an outside file-sharing service. The engineering firm is responsible for confirming that the outside file-sharing service was received and accessible by the town.

Method of Selection

Responses will be reviewed by the Town management staff for the purpose of identifying and recommending, to the Town Council, 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 shortlist of individuals or firms, however, such is not required. It is anticipated that a notice to proceed will be issued in the Spring 2023.

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. (20%)
2. Previous experience with similar projects. (20%)
3. Previous experience with the Town of Yanceyville. (20%)
4. Team member roles, experience, and office location. (20%)
5. Content, technical approach, and understanding of the scope of the project. (10%)
6. Other items contained within the RFQ. (10%)

Submittal

Please submit your Qualifications by electronic submittal, to be received by the Town no later than 2:00 PM, February 28th, to the attention of:

Kamara Barnett, Town Manager, Town of Yanceyville townmanager@yanceyvilenc.gov

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

CONTACT PERSON:

Kamara Barnett, Town Manager, Town of Yanceyville townmanager@yanceyvilenc.gov

Email is the preferred method of communication for questions or clarifications. Questions asked after February 21st, at 5:00 PM will not be answered.

Discretion and Liability Waiver

The Town of Yanceyville reserves the right to reject any and all proposals, to waive any irregularities in the proposal, to revise the scope of the project, and to award the project to the consultant they believe to be the most qualified to perform the work. If a contract is not able to be negotiated, the Town reserves the right to terminate all negotiations and select one of the other finalists or issue a new RFQ.

The Town reserves the right to request and obtain, from consulting firms submitting proposals, supplementary information or request clarification of information submitted as may be necessary for Town staff pursuant to the selection criteria contained herein.

The Town does not compensate for the cost of proposal preparation, and all materials submitted with the proposal become the property of the Town.

The Town reserves the right, through this RFQ, to contract engineering services for the design and construction administration of any alternative process that is identified, as the result of this study, with the firm selected for this RFQ or enter into an agreement with another consulting engineering firm.