

Mayor

James V. Bender, Jr.

Commissioners

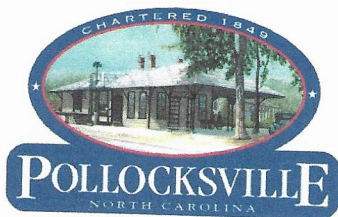
Maria Robles

Nancy Barbee

Vic Bryan

Sherry W. Henderson

Ellis Banks



314 Main Street

P.O. Box 97, Pollocksville, NC 28573

252-224-9831 Fax 252-224-0423

admin@townofpollocksville.com

Town Clerk & Finance Officer

Toni Floyd

Utilities Operations

Johnnie J. Chadwick, Jr.

Public Works

Robby Tew

The Town of Pollocksville has received a Community Development Block Grant- Infrastructure (CDBG-I) award in the amount of \$2,000,000.00 by the North Carolina Department of Environmental Quality (NCDEQ) for relocation of the town's Sanitary Sewer Pump Station No. 2, located at 111 East Street, with completion expected by December 19, 2027.

Contingent upon this award, the Town of Pollocksville Board of Commissioners is soliciting requests for qualifications for professional engineering services to assist the Town of Pollocksville in both a) developing a final engineering report, and b) subsequent engineering design and bid package services and construction inspection services, of this project in compliance with all applicable federal requirements and regulations under the CDBG program. Payment terms will be negotiated with the selected firm. The fee for professional engineering services will be paid with CDBG funds.

Scope of Work:

Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the CDBG program and NCDEQ compliance areas:

1. Preparing and approval of the engineering report prior to the Release of Funds

Upon the Release of Funds, the following scope of work is required:

1. Preparing the final design and construction bid package in conformance with applicable regulations and requirements;
2. Ensuring compliance with Buy America, Build America (BABA) requirements;
3. Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed;
4. Conducting the pre-construction conference;
5. Surveying, field staking, on-site supervising of construction work, and preparing inspection reports;
6. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body;
7. Providing reproducible plan drawings to the Town/City/County upon project completion;
8. Conducting final inspection and testing;
9. Submitting certified "as-built" drawings to appropriate authorities; and
10. Preparing an operation and maintenance manual (if applicable).

Submission Requirements:

RFQ submissions must include at a minimum:

1. Individual or Firm Information: firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. 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 (in particular those funded by CDBG), size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least five references within the past five years;
3. Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; description of firm's current work activities, capability of carrying out all aspects of CDBG related activities, and firm's anticipated availability during the term of the project;
4. The proposed work plan and schedule for activities to be performed; and
5. Documentation of compliance with state and federal debarment/eligibility requirements.

Qualification Evaluation Criteria:

Submissions will be evaluated per the following factors:

1. Qualifications, Competence and Reputation of Firm and Personnel
points or % 20
2. Firm's Capability to Meet Time and Project Budget Requirements
points or % 25
3. Present and Project Workload of Firm
points or % 20
4. Related Experience on Similar CDBG projects
points or % 15
5. Recent and Current Work for the Entity Issuing RFQ
points or % 20

Upon completion of the review, the Committee will make its recommendation to the Town of Pollocksville Board of Commissioners for approval to negotiate a contract price.

Respondents may review the CDBG-I application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Town of Pollocksville offices during regular office hours.

Contract Award:

Once the most qualified firm is selected, a cost for the engineering report will be negotiated separately from the cost for engineering design/bid package and inspection services. Contracting for these two activities shall occur separately and costs/payments associated with each will be clearly defined. Contracts executed for engineering design/bid package and construction inspection services shall be contingent upon the Release of Funds and Funding Conditions.

The above information should be submitted no later than 2:00 pm on January 2, 2025 to the Town of Pollocksville at 314 Main Street, PO Box 97, Pollocksville, NC 28573. For more information, contact Toni Floyd, Town Clerk at 252-224-9831.

The Town of Pollocksville is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, veteran owned businesses, historically underutilized businesses, and certified/registered Section 3 businesses concerns.

This information is available in Spanish or any other language upon request. Please contact Toni Floyd at 252-224-9831 or at 314 Main Street, Pollocksville for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Toni Floyd al 252-224-9831 o en 314 Main Street, Pollocksville de alojamiento para esta solicitud.

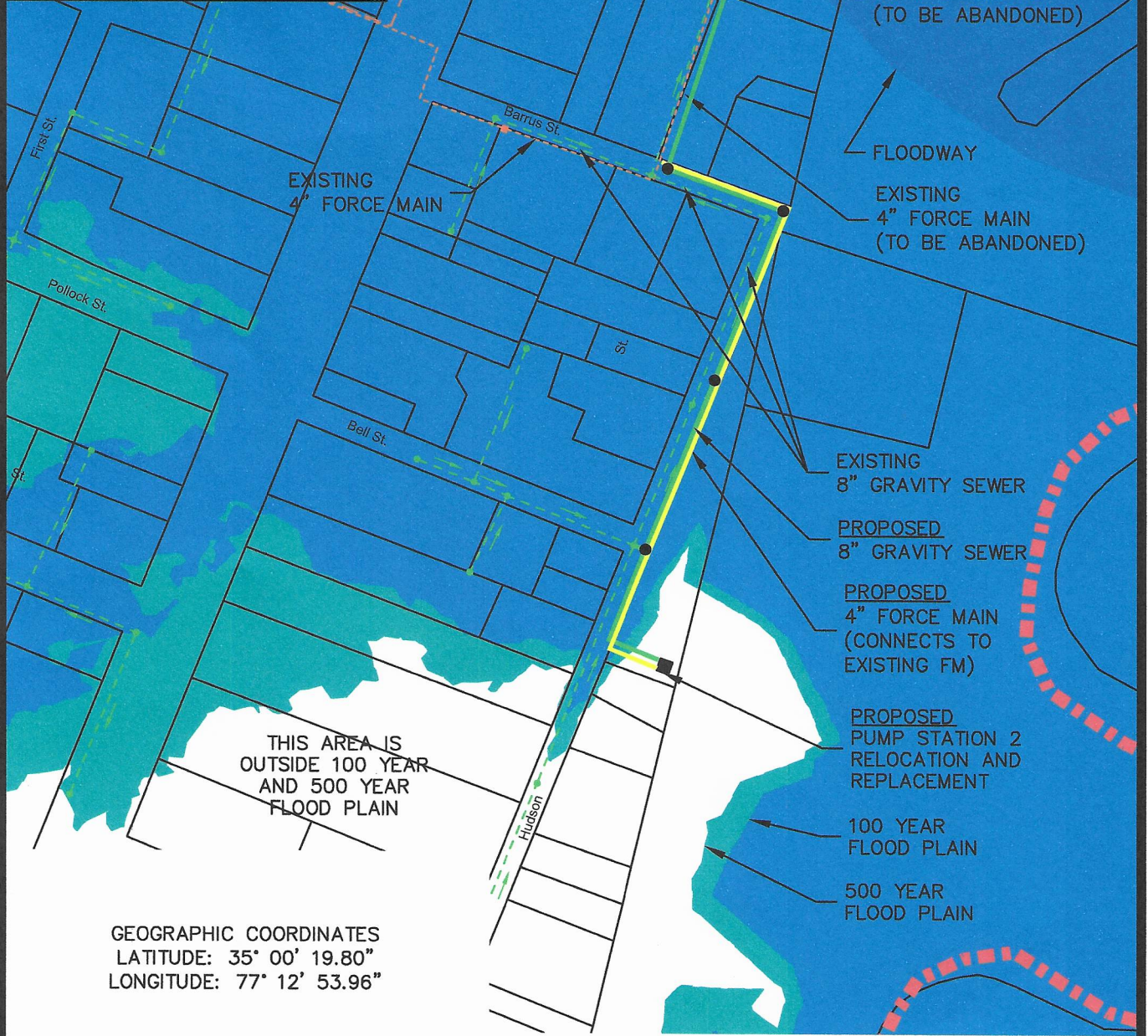
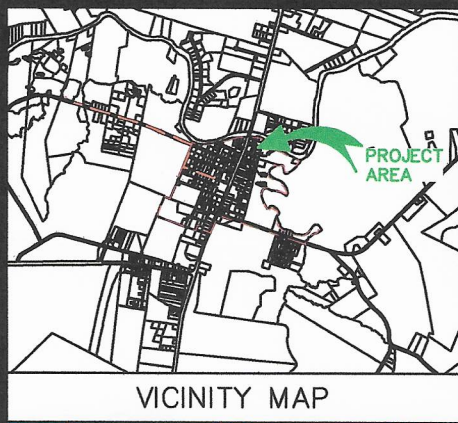
Date:

12/5/2024

Authorized Representative:

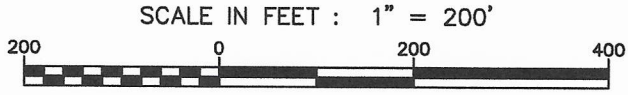
[Signature]





GEOGRAPHIC COORDINATES
 LATITUDE: 35° 00' 19.80"
 LONGITUDE: 77° 12' 53.96"

- FEMA 500 YEAR FLOOD PLAIN
- FEMA 100 YEAR FLOOD PLAIN
- FEMA FLOODWAY



PROJECT MAP
TOWN OF POLLOCKSVILLE
2024 CDBG-I APPLICATION
PUMP STATION NO. 2 IMPROVEMENTS

McDAVID ASSOCIATES, INC.
 Engineers • Planners • Land Surveyors
 3714 North Main Street, Farmville, NC 27828
 Telephone: (252) 753-2139

Scale : 1" = 200' DWG Name.: Project Map.dwg
 File Path : W:\DBxx_gen\B4x_eng\B4x_LD\2024-0307-3225

8a. Project Budget (for Construction Projects and Pre-Construction Planning Grants Only)

		Division Funding Requested	Other Secured Funding Source(s)	Total Cost Amount	
Indicate construction costs by line item (e.g., linear feet of different-sized lines)					
Construction Costs					
Pump Station No. 2 Wet Well/Valve Vault	1	LS	\$400,000.00	\$0.00	\$400,000.00
Duplex Pumps and Rail System	1	LS	\$75,000.00	\$0.00	\$75,000.00
Backup Generator	1	LS	\$100,000.00	\$0.00	\$100,000.00
Automatic Transfer Switch	1	LS	\$25,000.00	\$0.00	\$25,000.00
Pump Station Silework and Fencing	1	LS	\$115,000.00	\$0.00	\$115,000.00
4" Force Main	900	LF	\$45,000.00	\$0.00	\$45,000.00
Demolition Existing PS Structure	1	LS	\$100,000.00	\$0.00	\$100,000.00
8" Gravity Sewer	1,200	LF	\$144,000.00	\$0.00	\$144,000.00
Precast Manhole	5	EA	\$50,000.00	\$0.00	\$50,000.00
Pavement Repairs	900	SY	\$90,000.00	\$0.00	\$90,000.00
Borrow	5,000	CY	\$150,000.00	\$0.00	\$150,000.00
Service Transfer	4	EA	\$12,000.00	\$0.00	\$12,000.00
Tie-in Existing Sewer	1	LS	\$10,000.00	\$0.00	\$10,000.00
Soil Testing	1	AL	\$5,000.00	\$0.00	\$5,000.00
Electrical Allowance	1	AL	\$10,000.00	\$0.00	\$10,000.00
Construction Stakeout	1	AL	\$6,000.00	\$0.00	\$6,000.00
		Construction Administration	\$61,100.00	\$0.00	\$61,100.00
		Construction Observation	\$108,000.00	\$0.00	\$108,000.00
		<i>Contingency (10% of construction costs):</i>	\$132,500.00	\$0.00	\$132,500.00
		Construction Subtotal:	\$1,638,600.00	\$0.00	\$1,638,600.00
Engineering Costs					
Engineering Design			\$153,500.00	\$0.00	\$153,500.00
Permitting			\$5,000.00	\$0.00	\$5,000.00

Land Surveying Costs	\$6,000.00	\$0.00	\$6,000.00
Other:	\$0.00	\$0.00	\$0.00
	<i>Engineering Subtotal:</i>	<i>\$0.00</i>	<i>\$164,500.00</i>
Administration Costs			
Planning (pre-construction costs)	\$0.00	\$0.00	\$0.00
Easement/Land Acquisition Costs	\$10,000.00	\$0.00	\$10,000.00
Engineering Report Preparation	\$30,000.00	\$0.00	\$30,000.00
Environmental Documentation Preparation (if applicable)	\$15,000.00	\$0.00	\$15,000.00
Legal Costs	\$1,900.00	\$0.00	\$1,900.00
Project Funding Administration (if applicable)	\$115,000.00	\$0.00	\$115,000.00
Other (Reimbursables and Labor Compliance)	\$25,000.00	\$0.00	\$25,000.00
	<i>Administration Subtotal:</i>	<i>\$0.00</i>	<i>\$196,900.00</i>
TOTAL FUNDING REQUESTED AND PROJECT COST:	\$2,000,000.00	\$0.00	\$2,000,000.00

A PE Seal for the estimate must be provided in the space to the right for the application to be considered complete.