

Request for Qualifications (RFQ) for Professional Engineering Services: Engineering Report, Design and Bid Package, and Inspection Services

Ayden has received a Community Development Block Grant – Infrastructure (CDBG-I) award in the amount of \$1,400,000 by the North Carolina Department of Environmental Quality (NCDEQ) for the replacement of approximately 2,100 LF of 8” sanitary sewer lines with manholes and services along Woodcrest Drive, Kennedy Court, Sunset Drive, Belvedere Court and Englewood Plain in the Woodcrest Housing Authority.

Ayden is soliciting requests for qualifications for professional engineering services to assist the Town develop a final engineering report, develop engineering design and bid package, and provide construction inspection, for 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 preparation and approval of the engineering report in conformance with the CDBG program and NCDEQ compliance prior to the release of funds. After the release of funds, services shall include the following:

1. Prepare the final design and construction bid package in conformance with applicable regulations and requirements.
2. Supervise 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.
3. Conduct the pre-construction conference.
4. Survey, field staking, on-site supervising of construction work, and preparation of inspection reports.
5. Review and approval of all contractor requests for payment, change orders, and submit approved requests to the authorized representative.
6. Provide reproducible plan drawings to the Town upon project completion.
7. Conduct final inspection and testing.
8. Submit certified “as-built” drawings to appropriate authorities.
9. Prepare 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 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.
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 | 25 points |
| 2. Firm's Capability to Meet Time and Project Budget Requirements | 15 points |
| 3. Present and Project Workload of Firm | 15 points |
| 4. Related Experience on Similar CDBG projects | 20 points |
| 5. Recent and Current Work for the Entity Issuing RFQ | 25 points |

Upon completion of the review, the review committee will make its recommendation to the authorized official.

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 offices during regular office hours.

Contract Award:

Once the most qualified firm is selected, the 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 11:00 AM November 8th, 2024, at the Ayden Administrative office 4144 West Avenue/PO Box 219, Ayden NC 28513. For more information, contact Jeremy Crawford, Town Clerk, (252) 481-5826.

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

This information is available in Spanish or any other language upon request. Please contact Jeremy Crawford, Town Clerk, (252) 481-5826 or 4144 West Avenue/PO Box 219, Ayden NC 28513 for accommodation for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Jeremy Crawford, Town Clerk al (252) 481-5826 o en 4144 West Avenue/PO Box 219, Ayden NC 28513 de alojamiento para esta solicitud.

Date: October 19, 2024



CATEGORY I - PROJECT PURPOSE- NARRATIVE AND DOCUMENTATION
WOODCREST SANITARY SEWER IMPROVEMENTS
TOWN OF AYDEN

Line Item 1.C – Rehabilitation and Replacement

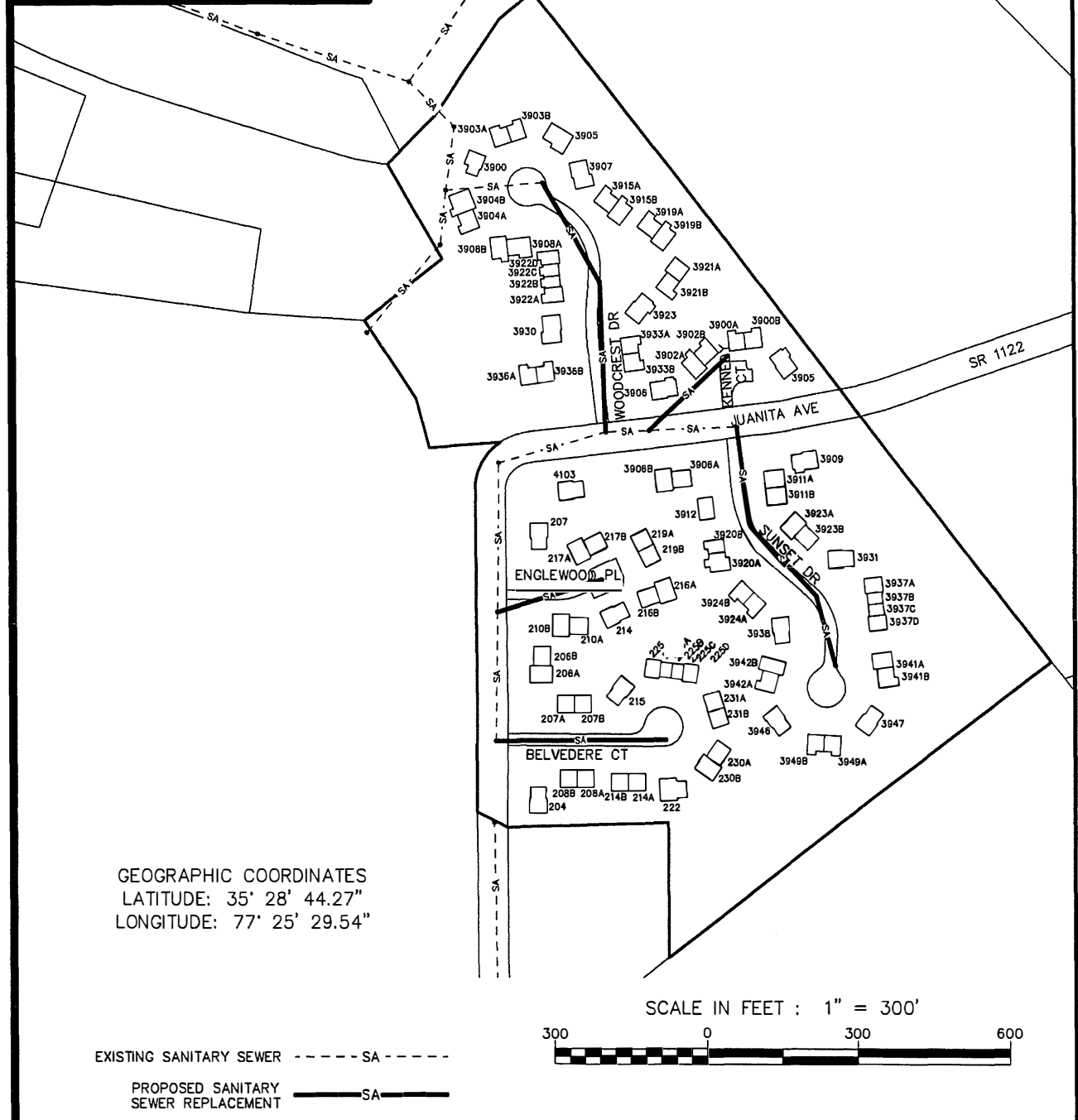
Line Item 1.C.1 – Replacing Infrastructure of a Certain Age

The proposed project will replace approximately 2,100 LF of existing 8" diameter vitrified clay pipe sewer lines that are in excess of forty (40) years of age. New pipe will be 811 diameter (equivalent size) PVC piping. Existing aged brick manholes will be replaced with new precast concrete manholes. To document age of existing sewer pipes in the project area a map with a dated "receive" stamp of 1982 is provided (project target area highlighted). Proposed sanitary sewer improvements will not result in any increase in system capacity. The project will not result in an increased demand. The project will service/benefit only existing customers.

Attachments:

- Map of Project Area
- 1982 Map of Town of Ayden Sanitary Sewer System

MAP OF PROJECT AREA



**PROJECT MAP
TOWN OF AYDEN
2024 CDBG-I APPLICATION
WOODCREST SANITARY SEWER IMPROVEMENTS**



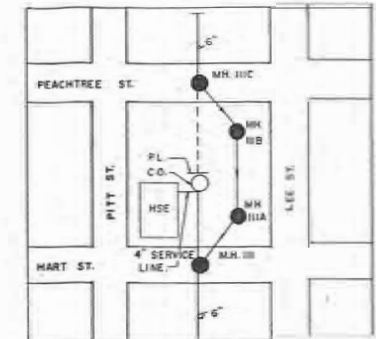
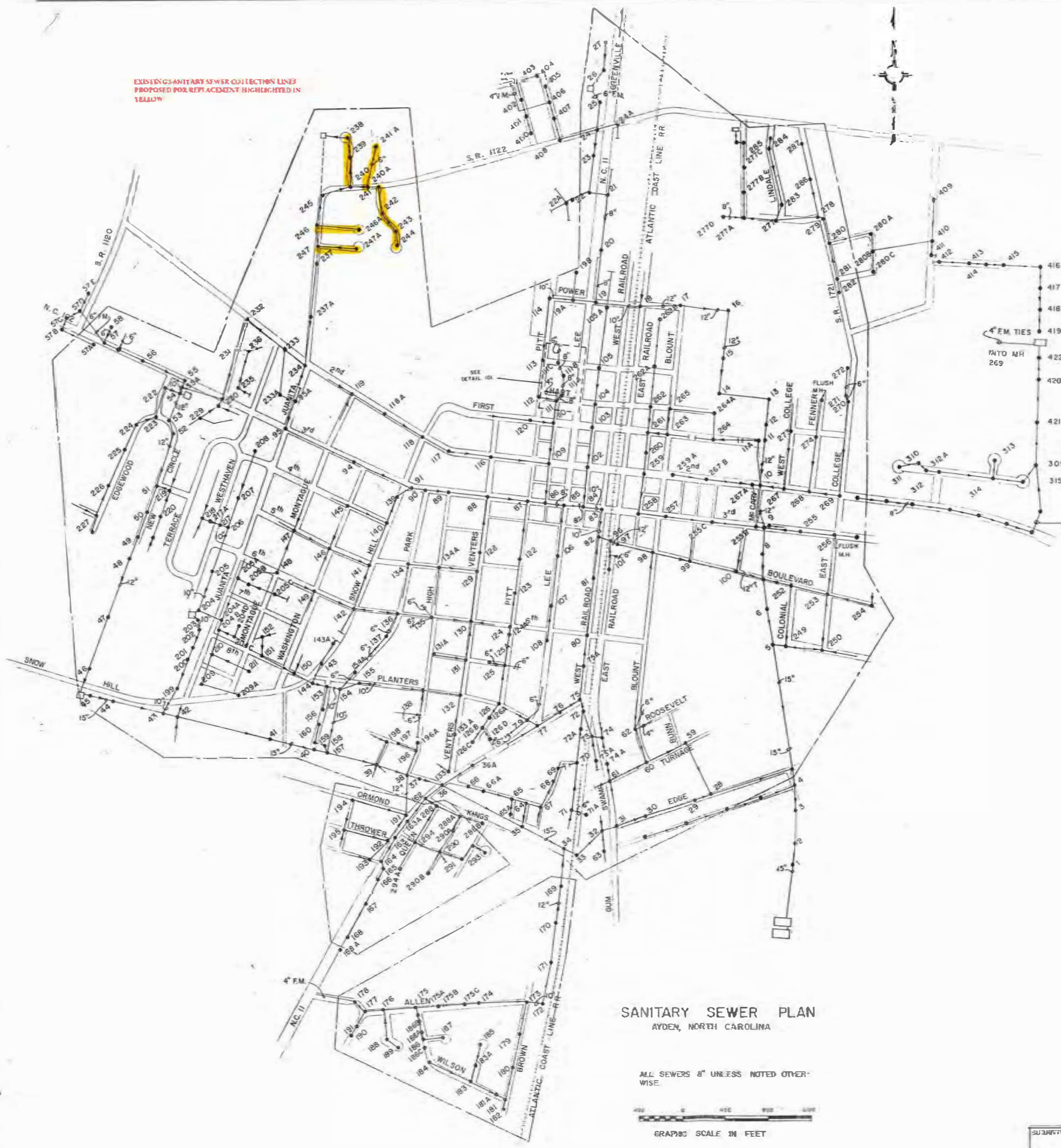
McDAVID ASSOCIATES, INC.
Engineers • Planners • Land Surveyors
3714 North Main Street, Farmville, NC 27828
Telephone: (252) 753-2139

Scale : 1" = 300'

DWG Name.: Site Map.dwg

File Path : W:\D8xx_gen\D84x_eng\D847_LD\2024-0313-3225

**1982 Map of Town of Ayden Sanitary Sewer
System**



DETAIL 101

- LEGEND
- NEW MANHOLE
 - OLD MANHOLE
 - EXISTING 4" LINE
 - - - EXISTING 4" LINE TO BE ABANDONED
 - PL. PLUS SIGN
 - NOT PROVED

SANITARY SEWER PLAN
AYDEN, NORTH CAROLINA

ALL SEWERS 8" UNLESS NOTED OTHERWISE



REVISIONS	CONTENTREX METROPOLITAN SEWER DISTRICT AYDEN, PITT COUNTY NORTH CAROLINA	DES. BY: OWN. BY: V.J.T.
	REHABILITATION OF WASTEWATER COLLECTION SYSTEMS	CHKD. BY:
	AYDEN SYSTEM MAP	JOB NO.
	L. E. WOOTEN AND COMPANY CONSULTING ENGINEERS HARRISVILLE, N.C.	SCALE
		DATE: 10-1-90
		SHEET NO.
		OF SHEETS

20100324

P-273 Rev