# Request for Qualifications (RFQ) for Professional Engineering Services:

# Engineering Report, Design and Bid Package, and Inspection Services – Post Award

The Town of Enfield has received a Community Development Block Grant – Infrastructure (CDBG-I) award in the amount of $2,242,515 ($40,000 Planning Grant and $2,202,515 Construction Grant) by the North Carolina Department of Environmental Quality (NCDEQ) for preparation of the engineering report (Planning Grant) and; after the release of funds (Construction Grant) which consist of the rehabilitation of the Wastewater Treatment Plant located at 18270 Hwy 301 North. Improvements include replace mixer and control panels for digester #3, replace pump and control panels for digester #2, replace aerator and control panel for sludge holding tank (digester #1), add an aerator and control panel for sludge holding tank (digester #3), replace 4 digester equipment control panels and power cables, make repairs to the clarifier, replace 2 oxidation ditch rotors including gearboxes and kick supports, replace 2 oxidation ditch rotors including shaft and disc assemblies and gearboxes, remove and dispose of excess sludge and sand from the existing basins, make concrete structure repairs, make site piping and valve improvements, make site access improvements, extend water main to rear of the WWTP and install a fire hydrant, replace a ceiling mounted heater in the influent pump station, and replace the storage building and install an electrical connection to the new building.

Contingent upon this award, the Town Board is soliciting requests for qualifications for professional engineering services, NC Licensed, to assist the Town 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 written contractor requests for payment, change orders, and submitting approved requests to the governing body;*
7. *Providing reproducible plan drawings to the Town 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. *Wastewater Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to 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 25 points*
2. *Firm’s Capability to Meet Time and Project Budget Requirements 20 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 20 points*

Upon completion of the review, the Committee will make its recommendation to the Town Board 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 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 Friday, December 13, 2024, 12:00 noon at the Enfield Town Hall located at 121 NE Railroad Street, Enfield, NC 27823. For more information, contact Shante Williams, Town Clerk, at 252-445-3146.

The Town 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 contactShante Williams, Town Clerk, at 252-445-3146 or at121 NE Railroad Street, Enfield, NC 27823 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Shante Williams, Town Clerk, al 252-445-3146 o en 121 NE Railroad Street, Enfield, NC 27823 de alojamiento para esta solicitud.

