

The Gateway to Lake Tillery

1. REQUESTS FOR QUALIFICATIONS – ENGINEERING SERVICES

SOLICITING AGENCY: Town of Norwood

PROJECT TITLE: Expanding Sewer Capacity at Lake Shore Pump Station Area

SERVICES SOLICITED: Professional Engineering Services

DEADLINE FOR SUBMISSION: 12:00 p.m., Friday, March 11,2022

1. PURPOSE OF SOLICITATION

The Town of Norwood plans to use its $780,000 ARPA grant along with its $2,000,000 ARPA Viable Units List grant to upfit our Lake Shore Sewer Pump Station to accommodate projected increase sewer flow in that area.

1. SCOPE OF SERVICES

The following outlines the services to be provided by the engineering consultant:

1. Provide Basic Services Including:

1. Preliminary Design
2. Final Design Services
3. Bidding and Solicitation Services
4. Construction Phase Services
5. Other Support Including Surveying, Easement Acquisition, Application, Submittal of Reports to Agencies (NCDENR, NCDEQ, NCDOT, etc.), Negotiating and Liaison with Contractors, Provide Certificate of Completion to NCDENR, etc.
6. Prepare necessary PLAT(S) OF EASEMENT for additional right-of-way, permanent easement and (or) temporary and (or) construction easement.
7. Prepare applications for, and secure, any and all required regulatory permits and (or) approvals including those necessary but not limited to encroachment, construction, the environment, adjacent utilities, and (or) local government agencies.
8. Prepare complete construction plans and specifications in accordance with applicable regulations.
9. Prepare detailed cost estimates for each section of construction.
10. Prepare a complete bid package including all required documents for ARPA and NCDENR conformance.
11. Provide all necessary information for the preparation of the project bid advertisements.
12. Manage competitive bidding process including the preparation of bid packages for prospective bidders, respond to bidder inquiries, prepare any and all necessary addenda to the bid packages, conduct bid opening, answer any questions, review bids for accuracy, investigate bid documents for eligibility and completeness, make recommendations to the Town regarding the of the lowest eligible bid , and other technical assistance as may be requested by the Town Administrator during the bidding process.
13. Prepare formal contract documents, including any and all documents required for ARPA Funded Projects, for execution of the contracts.
14. Provide inspection and construction management services as necessary to expedite construction in a timely fashion, ensuring that total compliance with general and technical specifications are met by the successful bidder, and that construction is in strict accordance with the plans and maintains accurate inspection files.
15. Prepare and issue change orders, review and all requests for change order from the successful bidder.
16. Conduct final inspection of construction upon completion of work by the successful bidder, and accompany Town Administrator and (or) Public Works Director on courtesy inspection prior to approval of final payment to the successful bidder.
17. Prepare “AS-BUILT” record drawings and provide two (2) sets to Project Coordinator along with certification of completion and satisfaction of project requirements and recommendation of final acceptance by the Town of Norwood.

IV. EVALUATION CRITERIA

Award of contract for engineering services for this project shall be made to the responsible individual or firm whose proposal is most advantageous to the Town of Norwood. Special consideration will be given to experience, technical ability, high level of client service, familiarity with the services to be provided (sewer infrastructure), reputation, and quality of work.

Proposal evaluation will be based on five evaluation factors to be rated on a point system. The Town will select the most qualified individual or firm based on the criteria below and attempt to negotiate with that consultant.

1. Previous engineering experience with the Town of Norwood and other sewer infrastructure improvement projects and the success of these projects.
2. Ability to carry out projects on schedule and to complete projects.
3. Experience with the Engineering Firm’s proposed Project Manager project staff on previous related projects.
4. Understanding of needs of the Town and responsiveness of the firm to elements in Requests for Proposals.
5. Hourly Fee Schedule (for evaluation purposes only). No lump sums quotes.

V. PROPOSAL CONTENTS

If you are interested in performing the services defined herein, please **submit your Statement of Qualifications on or before 12:00 noon, Friday, March 11, 2022.**

Proposals should be limited to five (5) pages, single sided, including a cover letter and must specifically address each of the following items:

1. **Prior Experience** – A summary listing of previous water or sewer distribution projects with emphasis on projects with Town of Norwood or other municipalities in Stanly, Union, or surrounding area.
2. **Resources** – Provide your proposed staff plan by listing each individual who will work on the project. Provide a brief explanation of the specific function of each individual and the role each will play in completing the project. A resume for each individual to be assigned to the project should be attached to Proposal.
3. **Project Delivery –** Describe how the firm is prepared to be responsible to the local needs and local preferences. Include any special knowledge of the local area needs of the jurisdiction.
4. **Hourly Rates –** Hourly Fee Schedule (for evaluation purposes only). No lump sum quotes.

VI. LOCATION TO MAIL OR DELIVER PROPOSAL TO:

 Mail to: Scott Howard, Town Administrator

 Town of Norwood

 PO Box 697

 Norwood, North Carolina 28128

 Or

 Deliver to Town of Norwood

 212 South Main Street

 Norwood, NC 28128

VII. GRANTEE DISCLOSURE REQUIREMENTS

The Town of Norwood is an Equal Opportunity Employer. Local, minority, female owned, veteran owned and small businesses are encouraged to submit proposals. The Town of Norwood reserves the right to reject any or all proposals.