

The Gateway to Lake Tillery

1. REQUESTS FOR QUALIFICATIONS – ENGINEERING SERVICES

SOLICITING AGENCY: Town of Norwood

PROJECT TITLE: Asset Inventory and Assessment Project

SERVICES SOLICITED: Professional Engineering Services

DEADLINE FOR SUBMISSION: 12:00 Noon., Monday, April 1, 2024

1. PURPOSE OF SOLICITATION

The Town of Norwood has received a $150,000 grant from the NC Department of Environmental Quality to conduct an asset inventory and assessment of the Town’s water system.

1. SCOPE OF SERVICES

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

1. Provide Basic Services Including:

1. Conduct a detailed inventory and assessment of existing Town infrastructure including material, size and approximate age of distribution lines, pump stations and pressure reducing vaults.
2. Development of an Operations and Maintenance Plan
3. GIS mapping of the water system using visual inspection, survey data, record drawings, and other best available information to include distribution lines, pump stations, water towers, treatment plants, pressure vaults, and master meters.
4. Production of visual aid maps for the Town to identify capital improvement projects and prioritize utility funds

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 (water 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 water and 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, Monday, April 1,2024.**

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 studies 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: Ray Allen, 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.