NORWOOD

The Gateway to Lake Tillery

I. REQUESTS FOR QUALIFICATIONS – ENGINEERING SERVICES

SOLICITING AGENCY:	Town of Norwood
PROJECT TITLE:	C&A Booster Pump Station Replacement
SERVICES SOLICITED:	Professional Engineering Services
DEADLINE FOR SUBMISSION:	12:00 Noon., Monday, September 29, 2025

II. PURPOSE OF SOLICITATION

The Town of Norwood has received a $2,204,900 loan (with 75% loan forgiveness) from the NC Department of Environmental Quality Drinking Water State Revolving Fund (DWSRF) for the replacement of the C&A Booster Pump Station on Candalon Field Drive in Norwood.

III. SCOPE OF SERVICES

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

1. Provide Basic Services Including:

    a. Submit an Engineering Report to NCDEQ by January 15, 2026 for this project.
    b. Preliminary Design Services
    c. Final Design Services
    d. Bidding and Solicitation Services
    e. Construction Phase Services
    f. Other support including any needed Surveying, Easement Acquisition, Applications and Submittals of Reports to Agencies such as NCDEQ and NCDOT, and Negotiation and Liaison with Contractors.

2. Provide any necessary Plats of Easement for additional right of way and temporary or permanent easements
3. Prepare applications for and secure any and all required regulatory permits and/or approvals including encroachment, construction, environmental regulations, other utilities, and other local government agencies.
4. Prepare complete construction plans and specifications in accordance with applicable regulations.
5. Prepare detailed cost estimates for each section of construction.
6. Prepare a complete bid package including all documents as required by NCDEQ.
7. Provide all necessary information for the preparation of the project bid advertisement.
8. Manage competitive bid process including the preparation of bid packages, response to bidder inquiries, prepare any and all necessary addenda to the bid packages,

conduct bid opening, review bids for accuracy, investigate bid documents for eligibility and completeness, make recommendations to the Town regarding the lowest eligible bid, and any other technical assistance as may be requested by the Town during the bid process.

9. Prepare formal contract documents as required by NCDEQ.
10. Provide inspection and construction management services as necessary to expedite construction in a timely fashion, ensuring that compliance with general and technical specifications are met by the contractor, and that construction is in accordance with the plans and specifications, and maintain accurate inspection files.
11. Prepare and issue change orders and review all change order requests from the contractor.
12. Conduct final inspection of the construction upon completion of work by the contractor.
13. Prepare “as built” record drawings and provide two (2) sets to the Town with certification of completion and satisfaction of project requirements and recommend final acceptance.

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 sum 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, September 29, 2025.**

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 treatment and distribution projects and 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.