



## **REQUEST FOR QUALIFICATIONS TOWN ENGINEERING SERVICES**

### **1. GENERAL INFORMATION**

#### **A. INTRODUCTION**

The Town of McAdenville (Town) is soliciting proposals to provide Town Engineering Services as an independent contractor to the Town. Firms that serve North Carolina local government entities are encouraged to respond. Services typically conducted by the selected firm include, but are not necessarily limited to, the items listed in this RFQ. Work shall be provided to Town for the project described below as authorized by the Town Administrator or the Town Administrator's designee.

Proposers shall be licensed to practice engineering in the State of North Carolina and be members in good standing with the North Carolina State Board of Examiners for Engineering and Surveyors. To avoid potential conflicts of interest, the Town will consider proposals from engineering firms, as well as individual engineers that do not provide design services to private development interests within McAdenville.

#### **B. BACKGROUND**

The Town of McAdenville is a town of 890 located in Gaston County, approximately 6 miles east of Gastonia, NC. The Town operates under the Mayor/Council form of government and has an annual budget of approximately \$2,500,000. McAdenville has two full-time employees and contracts services for police, fire, and water/sewer operations. The Town purchases water and wastewater treatment through bulk connections with Two Rivers Utilities. The Town's two water distribution systems and its wastewater collection system are both currently contract operated by Two Rivers Utilities.

The Town has been awarded a grant from the NC Division of Water Infrastructure for a water distribution project consisting of three parts. Two portions of the project will identify and correct cross-connections with two industrial customers. In addition to specification of applicable equipment to eliminate cross-connections, the project will include installation of water metering in accordance with Two Rivers Utilities' standards. The third portion of this project will include an interconnection of the Town's two separate water distribution systems, including any necessary pressure regulation. This

project is anticipated to include approximately 1,500 linear feet of 10" water main to ensure adequate volume for future fire flow protection to a portion of the Town.

Additionally, McAdenville has submitted grant applications for both waterline and gravity sewer rehabilitation projects which include replacement of aging infrastructure throughout the Town. The waterline scope includes replacing approximately 13,800 linear feet of line, and upsizing lines to 6" – 12" to provide adequate flow, and in some areas add fire protection. The water scope also includes relocating approximately 27 customer taps from undersized lines to available larger lines, and abandoning active water lines located under structures. The gravity sewer portion of work consists of replacing approximately 5,000 linear feet of 8" sewer and abandoning active sewer lines located under structures. If adequate funding is secured, it is the Town's intent to utilize the firm selected for the water distribution project described above for this additional scope of work.

### **C. ANTICIPATED SELECTION SCHEDULE**

The Town anticipates the following general timeline for its selection process. The Town reserves the right to change this schedule.

- RFQ Advertised – October 17, 2022
- Proposal Due Date – November 16, 2022
- Selection Committee Evaluation Week of – November 21, 2022
- Contract Negotiation – December 1, 2022
- Commencement of Contract – December 13, 2022

### **D. SCOPE OF SERVICES**

Firms shall be qualified professional engineering firms that have experience in design, funding consulting and grant management, bidding, construction administration oversight and construction inspections of local government capital improvement projects to include water distribution systems, wastewater conveyance systems, stormwater, and streets and roads.

The selected firm shall confirm their ability to provide the following scope of services:

1. Serve as Engineer-of-Record for the Town for each project.
2. Under the direction of the Town Administrator or designee, oversee capital project design and construction.
3. Provide infrastructure impact analysis, as needed.
4. Provide detailed design and construction specifications for successful bidding and construction coordination of infrastructure improvements and maintenance projects.
5. Consult with state, federal and county agencies having jurisdictional authority over Town project, as warranted.
6. Assist with budgeting services and fiscal management of grant award.
7. Suggest and comment on engineering-related ordinance modifications, construction standards and specification modifications. Project to be constructed in accordance with City of Gastonia standard specifications and details.
8. Work with Town staff to review or complete permits, application, or agency notifications.

9. Work with Town staff, organizations, and funding agencies to help develop competitive and complete funding proposals.
10. Review preliminary design drawings and design calculations for compliance with local, county and state requirements and sound engineering practices.
11. Provide construction administration services to include, but not limited to, assistance with bidding and procurement of a contractor to provide construction services, manage request for information and change orders during construction, review and approve shop drawings, and manage contractor payment applications.
12. Attend pre-application, pre-bid, pre-construction, Town Council meetings and other meetings, as requested by the Town.
13. Provide field inspection services and ensure conformity with design plans.
14. Review completed project plans. Prepare as-built drawings of completed projects with mylar and digital copies being provided to the Town.
15. Provide real estate services as appropriate, for any portions of the project that may require purchase of real property, permanent easements, and temporary construction easements, or valuation of property.
16. Prepare any easement maps required for any out-of-street utility lines.
17. Review and formulate updates to master plans and feasibility studies, as requested.
18. Subconsultants may be used, subject to written approval by the Town, on design or where supplemental expertise is desired.
19. Perform additional basic engineering and special services, which cannot be fully described at this time, as requested by the Town.

The selected firm reports directly to the Town Administrator. Inquiries from the public and/or press are outside the purview of the Town Engineering Services. All inquiries for the Town Engineering Services' time shall be channeled through the Town Administrator, or the Town Administrator's designee, who must authorize such request prior to the selected firm taking any action.

## **2. PROPOSAL INSTRUCTIONS**

### **A. PROPOSAL SUBMITTAL AND DUE DATE**

Proposers shall email the Statement of Qualifications containing a PDF proposal with subject line: "Town of McAdenville, NC – Town Engineering Services." Proposals shall be submitted by 3:00 PM on Monday, November 16, 2022, to:

[L.dellinger@townofmcadenville.org](mailto:L.dellinger@townofmcadenville.org)

Lesley Dellinger, Town Administrator/Clerk  
Town of McAdenville  
PO Box 9  
McAdenville, NC 28101

Proposals shall be organized as specified in Section 3.

Proposals shall not exceed 15 single-sided pages, exclusive of the front and back covers. The Town assumes no responsibility for undelivered emails. Proposals that are not delivered by the above specified time and date will not be considered.

## **B. INQUIRES**

Questions concerning this RFQ should be submitted not later than 3:00 PM on November 1, 2022, in writing to:

Lesley Dellinger, Town Administrator/Clerk  
Town of McAdenville  
Email: Lesley Dellinger [L.dellinger@townofmcadenville.org](mailto:L.dellinger@townofmcadenville.org)

It is the sole responsibility of the proposer to seek any addenda that are posted to the original advertisement location(s). Addenda will be issued by November 8 if necessary.

## **C. RESERVATION OF RIGHTS**

The Town reserves the right to:

1. Seek clarifications of each proposal.
2. Negotiate a final contract that is in the best interest of the Town and the public.
3. Reject any or all proposals.
4. Cancel the RFQ at any time if doing so would be in the public interest, as determined the Town in its sole discretion.
5. Award the contract to any proposer based on the evaluation criteria set forth in this RFQ.
6. Waive minor informalities contained in any proposal, when, in the Town's sole judgement, it is in the Town's best interest to do so.
7. Request any additional information Town deems reasonably necessary to allow Town to evaluate, rank and select the most qualified proposer to perform the services described in this RFQ.

## **D. PUBLIC RECORDS**

All proposals submitted are the property of the Town of McAdenville, thus subject to disclosure pursuant to the North Carolina Public Records Act. Accordingly, proposals received and opened shall not be available for public inspection until after the Town's notice of intent to award the contract is issued. Therefore, except for information marked "proprietary", all documents received by the Town shall be available for public disclosure. The Town will attempt to maintain the confidentiality of materials marked "proprietary" to the extent permitted under North Carolina law.

## **E. COSTS**

Proposers responding to this RFQ do so solely at their own expense.

### **3. PROPOSAL, FORMAT AND EVALUATION**

#### **A. MINIMUM QUALIFICATIONS**

The Town will review proposals received to determine whether each proposer meets the following minimum qualifications:

1. A professional engineer licensed to work in the State of North Carolina.
2. Ability to provide the engineering services needed by the Town to the standards required by the Town, County and State.
3. Has the financial resources to perform the desired engineer services, or the ability to obtain such resources.

#### **B. PROPOSAL CONTENTS**

Proposals shall include, at a minimum, the following items:

1. The name of the person(s) authorized to represent the proposer in negotiating and signing any agreement which may result from the proposal.
2. Detailed information on the Firm's ability to provide the services described herein. Include sufficient discussion of proposed methodologies, techniques and procedures. Describe the hierarchy of project management. Provide suggestions of any additional services that may enhance the value and/or effect of the overall economy and effectiveness of the contract.
3. The name of professional persons who will perform the work and a current resume for each, including a description of qualifications, skills and responsibilities. The Town is interested in professionals with experience serving local governmental entities.
4. Contact information for each member of the project team.
5. Specifically address proposer's familiarity with laws and regulations governing water distribution systems, wastewater conveyance systems, stormwater, streets and roads, including construction and maintenance.
6. Explanation of proposer's workload capacity and level of experience commensurate with the level of service required by the Town.
7. Explanation of proposer's facilities, and the location and availability of professional staff that will be assigned to this project.
8. Proof of insurance of \$1 million professional liability insurance. Proof of coverage by Workers' Compensation Insurance or exemption.
9. A list of at least three references from local government clients for whom similar services have recently been provided. For all references, include names, phone numbers, e-mail address and description of work performed. The description of work shall include the original project budget and schedule, along with the final project expenditure and schedule.
10. A list of the tasks, responsibilities and qualifications of any subconsultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any sub-consultants.

11. Confirmation that the proposer is a professional engineer licensed to work in the State of North Carolina.

### C. EVALUATION CRITERIA

Proposals meeting the above minimum qualifications will be evaluated by the Town using the following criteria.

1. Firm experience/reputation/workload: Firm's experience in similar work and the record of successful results of that work. Considerations will be given to the Firm's ability to take on additional work, specific management approach, how well the Firm's organization structure shows sufficient depth of its present workload, approach to managing project budget and time, and the Firm's ability to offer quality services required. **Maximum Points: 25**
2. Project Management Approach: Response as outlined regarding the Firm's Project Management Approach and the performance of the identified services as well as project deliverables. **Maximum Points: 25**
3. Experience of Project Team: Having the right team helps deliver a project within budget and on-schedule. The Town will give considerable weight to the individual qualifications to the team members who will be assigned to do a majority of the work identified. Considerations will include the individual qualifications, experience, and location of key personnel. **Maximum Points: 35**
4. Thoroughness of the Proposal: The Firm's overall proposal in addressing the services required by the Town. **Maximum Points: 15**