



**TOWN OF BELHAVEN, NORTH CAROLINA  
FUNDED ASSET INVENTORY AND ASSESSMENT  
WATER & WASTEWATER SYSTEMS  
SEPTEMBER 19, 2022**

**REQUEST FOR QUALIFICATIONS- ENGINEERING SERVICES SUBMITTAL PACKAGE REQUIREMENTS**

**OWNER:** Town of Belhaven, North Carolina

**PROJECTS:** Asset Inventory and Assessment of the WASTEWATER & WATER SYSTEMS

**SUBMITTAL DEADLINE:** October 19, 2022 at 5:00pm

**SEND SUBMITTALS TO:** Town of Belhaven

ATTN: Lynn Davis

Town Manager

PO Box 220, 315 East Main Street

Belhaven, NC 27810

**1.0 PURPOSE**

The Owner is issuing this request for qualifications (RFP) to hire an Owner's Representative that will be responsible to complete all needed services on the following projects:

1. Data Acquisition, Assessment, and Database Design
2. GPS Location of Sewer Infrastructure
3. GIS Data Attribute Population of Sewer information in GIS
4. GPS Location of Water Infrastructure
5. GIS Data Attribute Population of Water information in GIS
6. Condition assessment of water/sewer infrastructure.
7. Develop Asset Management Plan (AMP) with 10-Year Capital Improvement Plan (CIP)

**2.0 SCOPE OF SERVICES**

This project is funded through an awarded AIA Grant. The selected firm will be required to help facilitate project funding through the preparation of a reporting. These reports will need to be prepared in accordance with the applicable guidelines.

The full range of professional services will be further defined during project development, but may include the following: (funding application assistance, preliminary reports, design, bidding/negotiation, construction administration, resident project representation, property surveying, easement, surveying, geotechnical, special inspections, etc.

### 3.0 SELECTION PROCESS | SCHEDULE

Pursuant to North Carolina General Statute 143-64.31, the Owner will utilize a qualifications-based selection process without consideration of fee proposals in the initial stages of selection. The selection process and schedule will be as follows:

Advertisement -This RFP will be advertised in the newspaper, Town website, and various listservs, and the RFP will be made available to local consulting firms and those firms who have expressed an interest in the project.

RFP Package - This package represents the overall expectations of the Owner. Any changes or additional requests will be submitted to each interested party by addend. Each firm that requests a package will need to provide a point of contact [*email, phone, address*] and will be placed on a list of interested parties.

Inquires/Questions - Questions regarding the project or these requirements shall be directed to, **Lynn Davis, Town Manager**

**Email:** [\(preferred method\) ldavis@townofbelhaven.com](mailto:ldavis@townofbelhaven.com)

**Phone:** 252-943-3055 ext 212

Inquiry/Submittal Deadlines - Any questions in regards to these RFP submittal package requirements or related documents may be submitted 10 business days prior to the submittal deadline. The submittal deadline is shown at the beginning of this document. Clarifications and/or additional information will be provided to all interested parties by the Owner by addenda to this package.

Short-list Selection, Facility Tours, and Interviews-The Owner's RFP Selection Committee will evaluate the written submittals based on the criteria identified in Section 4.0 below and determine the best qualified firm for these projects.

Fee/Cost Negotiations - Once the Owner has completed their evaluation they will rank the most qualified firms in order. The Owner will attempt to negotiate reasonable fees with the most qualified firm. If such negotiations are not successful the Owner will attempt to negotiate with the next most qualified firm until an agreement can be made.

#### 4.0 SELECTION CRITERIA

The selection process shall be based on the qualification information exhibited in the written submittal, the interview process (if needed), and reference checks completed by the Owner. Firms will be evaluated on past performance and relevant experience/expertise with similar projects, the qualifications and experience of key project team members who will be actively involved in the work, and the specified details of their project approach. Key selection criteria for this project will include, but may not be limited to the following:

Key Selection Criterion
* Clarity, organization, and level of detail in written proposal
* Proposed project approach
* Capacity/capability of company to complete project
* Structure and location of proposed project team
* Experience and qualifications of individuals on the proposed project team
* Similar project experience
* References from past similar projects
* Methods for cost, schedule, and quality controls for proposed project

#### 5.0 SUBMITTAL REQUIREMENTS

**All costs for development of the written submittal and the oral presentation (if needed) are entirely the obligation of the submitting entity and shall not be remunerated in any manner by the Owner.**

**The submittal shall be provided on 8.5" x 11" paper with a maximum of 25 pages (not including front or back covers, table of contents and cover letter). Five (5) hardcopies of each submittal will be needed. The below outline shall be followed as a template for the report and the overall information that is expected with each submittal:**

**5.1 Company Information and Project Approach**- Provide an overview of your company's organization and general approach to this type of project. Include the following:

- Company mission statement.
- Company philosophy and core values.
- Detail your company's overall profile: Identify the principal office and what office would service this project; provide a corporate organizational chart for the company inclusive of any parent companies; provide details regarding the number of employees, number of licensed professionals, and type of professional disciplines provided in-house.
- List company's total project dollar volume over the last 3 years with an average volume per typical year.
- Discuss company's total work capacity compared to total amount of work under contract, future projected contracts, and how this project would impact this capacity.

**5.2 Proposed Project Team** - Describe the organization of the project team that will work on this project.

- Detail how your company proposes to structure the project team to ensure a successful project. Include a list of professional consultants outside your firm you propose for this project. Provide specific information documenting their work with your firm on similar projects.
- Provide a detailed project specific organizational chart indicating titles and responsibilities of the key team members. Include a resume for each specific key team member.

- Describe the location/proximity of their office location to the proposed project location.
- Describe how this project will fit into the total workload of the project team during the project period.
- Explain why you believe your team is the most qualified to provide the requested services for this project.

**5.3 Similar Project Experience (Graphics and Narrative)** - Provide five (5) project profiles of similar size and complexity where your company provided engineering professional services. Include the following:

- Brief description of project and photo (if possible).
- Size, square foot of building, size of treatment facility, quantity of pipe installed, size of sewer pump station, total length of water line, etc...
- Original total project cost detailed in the preliminary engineering report and the final actual project cost after completion.
- Owner contact information including names, phone numbers, and email addresses (this information will be used to check references).
- Completion date.
- Engineer of record (provide specific details if the profiled project was completed by the proposed project team for this project).

**5.4 Project Specific Statements** - Given the limited scope provided in this RFP provide some project specific approaches that will be used to ensure a successful project.

- Describe the proposed methods for cost, schedule, and quality controls during project development and construction.

## **6.0 MISCELLANEOUS REQUIREMENTS**

**6.1 Insurance** - The Owner will expect the following insurance coverage during the life of the potential contract: Professional Error & Omissions, Automobile Liability, Commercial General Liability, Worker's Compensation, etc.

**6.3 Additional Information** - The owner reserves the right to request additional information or clarification of information provided in the response without changing the terms of this RFP.

**6.4 Confidentiality** - In general, documents that are submitted as part of the response to this RFQ will become public records, and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the architectural/engineering consultant firm follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret", the Owner will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.