



Request for Qualifications

for

**Engineering Services for Town of Benson
Main Street Water and Wastewater
System Improvements**

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ARTICLE 1: PROCEDURES

- 1.01 Firms must email their electronic submittal in PDF format to mzapp@townofbenison.com with the subject line clearly stating **“Response to RFQ - Engineering Services for Main Street Water and Wastewater System Improvements”** prior to **5:00 pm on October 5, 2018**.
- 1.02 Qualification statements will be graded by staff, and recommendation made to the Board of Commissioners. The Board will consider approval at the **Tuesday, October 9, 2018 7:00 PM Board of Commissioners Meeting**.
- 1.03 Questions concerning this RFQ must be submitted in writing to **Matt Zapp, Town Manager, 5:00 PM on Wednesday, October 3, 2018**. Questions may be emailed to mzapp@townofbenison.com

ARTICLE 2: DESCRIPTION

- 2.01 The Town of Benson is seeking qualification statements from consulting firms to provide professional engineering services related to Water and Sewer System Improvements. The Town is soliciting Requests for Qualifications (RFQs) from firms interested in entering into an engineering services agreement for the design, contract administration, and construction observation of water distribution and wastewater collection utilities’ replacement approximately 0.75 miles of Main Street between Wall Street (US Highway 301) and Interstate 95 in downtown. The project is time sensitive as the NC Department of Transportation intends to pave this section of Main Street beginning in June 2019.

ARTICLE 3: SCOPE OF WORK

- 3.01 Conduct preliminary site investigation including any necessary geotechnical studies, underground utility investigations, and field surveys.
- 3.02 Complete detailed design to include construction plans, specifications and bidding documents, with any funding agency general and special conditions and Town special requirements.
- 3.03 Prepare and Submit for any necessary regulatory permits and encroachments, including NCDEQ DWR-Public Water Supply Section authorization to construct, soil and erosion control permit, gravity sewer permit, NCDOT encroachment and Railroad encroachment.
- 3.04 Provide surveying plats and boundary descriptions for utility easements (NCBELS approved documentation), as necessary.
- 3.05 Administer the advertisement and bidding process, prepare bid tabulation, review bids and prepare a written recommendation(s) for award of a construction contract.
- 3.06 Construction contract administration.
- 3.07 Resident observation during construction.

3.08 Prepare record drawings.

3.09 Funding administration, as necessary.

ARTICLE 4: REQUIRED SUBMITTAL INFORMATION

4.01 All respondents are required to provide the information cited below. Information should be presented in a clear and concise manner. Submittals shall not exceed twelve (12) pages in electronic format, inclusive of any cover letter and tabs. A single page cover may accompany the submittal.

ARTICLE 5: FIRM EXPERIENCE AND CAPABILITY

5.01 General overview of the firm and its experience relevant to these types of projects.

5.02 Experience with similar projects by including a list of a minimum of five (5) completed projects similar to the proposed projects. Include the following with each project:

- A. Location and brief description
- B. Name and contact number for owner's representative
- C. Lead members of project team with responsibilities noted

ARTICLE 6: QUALIFICATIONS OF DESIGN TEAM

6.01 List the design team members and the following information for each:

- A. Role/project responsibility
- B. Education
- C. Professional Registrations
- D. Relevant experience
- E. Length of service with present firm
- F. List of projects identified in Section I in which team member was involved

ARTICLE 7: USE OF SUB-CONSULTANTS

7.01 Description of scope for any subcontracted services and names of potential sub-consultants. For example, if your firm does not provide surveying, geotechnical or environmental permitting services please indicate that the service would be performed by a sub-consultant and list any sub-consultants with whom you have a standing relationship.

ARTICLE 8: PROJECT APPROACH

8.01 Provide a brief narrative of the firm's perception of the project requirements, outlining any unique features or conditions that appear to need special attention that the proposed project team may be particularly well qualified to address. Also include any familiarity that the project team may have with the project area. Describe methods used to maintain project schedule and cost.

ARTICLE 9: SELECTION

- 9.01 Selection of consultants will be made based upon the qualifications of the firm and ability to meet the project schedule when presented.
- 9.02 Qualification statements will be evaluated by a selection committee on the following basis for the project under consideration:
- A. Firm Experience and Capability – Firms will be evaluated with respect to their experience with similar projects and familiarity with the project area (30 points)
 - B. Qualifications of Design Team – Firms will be evaluated on the qualifications and experience of the firm’s proposed project team for the type of project (35 points)
 - C. Project Approach – Firms will be evaluated on the overall understanding of the project and their technical approach to meeting the project objectives (25 points)
 - D. Customer Service – Firms will be evaluated on their approach to maintaining open lines of communication and being responsive to the Town during all phases of the project (10 points)
- 9.03 It is the policy of the Town of Benson to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities by encouraging their participation in the Town’s procurement activities.

END OF DOCUMENT