

TOWN OF DALLAS
REQUEST FOR QUALIFICATIONS – ENGINEERING SERVICES
WASTEWATER SYSTEM ASSET INVENTORY AND ASSESSMENT

August 18, 2023

This is a Request for Qualifications (RFQ) to provide engineering, surveying, and related services to assist the Town of Dallas with the development of components of its Asset Inventory and Assessment Project regarding the Town's sanitary sewer system. This project is funded by an Asset Inventory Assessment Grant awarded by the N.C. Department of Environmental Quality, with American Rescue Plan (ARP) funding from the State Fiscal Recovery Fund.

You are invited to submit a proposal of qualifications to be received no later than 2:00 pm on Friday, September 15, 2023 to:

Maria Stroupe, Town Manager
Town of Dallas
210 N. Holland Street
Dallas, NC 28034
Phone – 704-922-3176
Email – mstroupe@dallasnc.net

Three (3) copies of the proposal should be submitted in accordance with the following sections of this Request for Qualifications:

- A. Problem Statement
- B. Scope of Work
- C. Project Schedule
- D. Proposal Content
- E. Factors for Award/Evaluation Criteria
- F. Hourly Rate Schedule

The Town of Dallas will enter into a contract with the Engineer whose statement of qualifications is determined to be the most advantageous to the Town. Factors to be considered and the method used in the evaluation of the proposal and selection of the Engineer are set forth in Section E of the RFQ.

All proposals received as a result of this request will be evaluated by the Town of Dallas, and, based on this evaluation, firms may be contacted for follow-up interviews. The Engineering Firm selected for this project will be required to adhere to the State of North Carolina E-Verify program and to provide insurance certificates as required by the Town of Dallas.

The Town does not discriminate based on race, color, religion, sex, national origin, handicap, age, or familial status, and encourages proposals from small, minority, and female-owned businesses and locally owned/operated businesses that provide employment opportunities to low-income individuals.

If you have any questions concerning the Request for Qualifications, please contact Maria Stroupe.

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A. PROBLEM STATEMENT

The Town of Dallas has been awarded an Asset Inventory and Assessment (AIA) Grant by the N.C. Department of Environmental Quality, with American Rescue Plan (ARP) funding from the State Fiscal Recovery Fund. The Town does not have the necessary engineering capabilities in-house to complete the proposed activities and is soliciting proposals from qualified engineering firms to provide complete engineering services required for the work described below.

B. SCOPE OF WORK

The Town of Dallas is soliciting proposals from qualified firms for engineering and related services necessary to implement the AIA project within the approved budget and schedule. The selected consultant will be expected to provide the following services at a minimum as part of the project's scope of services:

1. Perform a full assessment of five (5) existing pump stations; including drawdown tests, electrical inspection, verification of control operations, and overall condition evaluation of pump station structure.
2. Visually inspect approximately 660 sewer manholes to determine the existing condition, diameter and number/size of lines entering/leaving the manholes and GPS the manholes to provide improved digital sewer mapping.
3. Smoke test a portion of the Town's wastewater collection lines.
4. Acquire an Asset Management Software system that will provide access to the Town's system mapping and database to fieldwork crews.
5. Prepare cost options and identify projects that will be prioritized and included in an updated Capital Improvement Plan based upon the investigation and assessment work.
6. Update the Town's Asset Management Plan for the sanitary sewer system. This plan will meet the requirements of the 'Water and Wastewater Utility Evaluation Guidance Document: Asset Inventory and Assessment, Capital Cost, and Operating Analysis' and include the information collected as part of the fieldwork.

C. PROJECT SCHEDULE

The project is expected to commence immediately upon approval of the selected Engineer by the Dallas Board of Aldermen. All work must be completed within eighteen (18) months of the date of Board approval. Final schedule will be developed with the selected Engineer.

D. PROPOSAL CONTENT

The Engineer's proposal must contain the following elements and be no longer than 15 single-sided pages, plus a cover page and any dividers (optional).

1. **Technical Approach/Understanding of the Program.** Describe the approach to be taken in addressing the proposed scope of work, as well as opportunities for optimizing the funds available. This description is to include a delineation of specific tasks to be undertaken and a project schedule showing start and completion dates for major tasks.
2. **Work Management Plan/Experience of Proposed Personnel.** Describe the management plan to be used, staffing configurations, etc. specifying work to be completed relative to work identified herein. Brief resumes of the individuals involved in the project are required, including a list of related project experience for each individual.
3. **Experience of the Firm.** Provide a brief description of wastewater experience specific to the proposed scope of work, including federally or state funded project experience. Please list a reference for each project. Make sure the contact listed for each project was employed at the time the firm provided the services. If the local staff person who is most familiar with your work is no longer with the locality, include current contact information or indicate why the person can no longer be contacted.
4. **Female/Minority Participation.** Describe to what extent female and/or minority staff members of the firm will be used in the project.
5. **Familiarity with Locality.** Include a list of underground infrastructure project experience with municipalities of similar size to the Town of Dallas. Describe any other project experience or related work that indicates the firm's level of understanding and familiarity with projects of a similar size and scope.

E. FACTORS FOR AWARD/EVALUATION CRITERIA

The following factors will be used in evaluating Consultant's proposal of qualifications:

1. Technical Approach/Understanding of Program (25 points)
2. Work Management Plan/Experience of Proposal Personnel (25 points)
3. Engineering Experience of the Firm (25 points)
4. Female/Minority Participation (15 points)
5. Familiarity with Similar Projects (10 points)

After considering factors outlined in Section E, the Engineering Firm will be selected based on qualifications most advantageous to the Town, subject to negotiation of fair and reasonable compensation.

F. HOURLY RATE SCHEDULE

For purposes of evaluating proposals of qualifications and in accordance with the Brooks Act and N.C.G.S. §143-64-31, the Engineer is requested to submit only its **standard rate schedule**. The rates should include fringe benefits, indirect costs, and profit. The Engineer's charge for reimbursable expenses should also be provided. Upon review of qualifications, the Town will negotiate a final contract fee with the selected consultant(s) whose qualifications are most advantageous to the Town. The Engineer should not submit a total project price or fee to complete the scope of work. It is not part of the evaluation criteria. Submission of a total project price or fee may result in disqualification of the firm's proposal.

G. NOTIFICATION OF AWARD

An Evaluation Committee will evaluate each proposal based on the evaluation criteria. The successful Engineering Firm will be notified of the Town’s selection. No other proposers will be personally contacted.

| | |
|----------|------------------|
| Firm: | Primary Contact: |
| Address: | Telephone: |
| | Fax: |
| | E-mail: |
| | Date: |

Signature: _____ Date: _____

By signing above, I certify that I have carefully read and fully understand the information contained in this RFP; and that I have the capability to successfully undertake and complete the responsibilities and obligations of the Proposal being submitted and have the authority to sign this proposal on behalf of my organization.

It is understood by the Proposer that The Town of Dallas reserves the right to reject all proposals, to waive formalities, technicalities, and to recover and rebid this RFQ.

The RFQ for Engineering Services submitted by:

Firm Name: _____

Authorized Representative Name: _____
(Please Print)

Title: _____ **Email:** _____

Telephone: _____

Preferred Method of Contact: _____

Address: _____

A certificate of insurance and W9 must be received prior to any work being done.