

**TOWN OF DALLAS
REQUEST FOR QUALIFICATIONS
PROFESSIONAL ENGINEERING SERVICES FOR WATER TREATMENT
PLANT EXPANSION**

INTRODUCTION

The Town of Dallas (hereinafter the “Town”) is requesting proposals from qualified engineering firms for professional services for the preparation of a Preliminary Engineering Report (PER) and associated environmental documents for expansion of the Town of Dallas Water Treatment Plant to meet growing demand and ensure long-term water supply reliability. All work is to be performed in compliance with the requirements of the NC Department of Environmental Quality (NCDEQ).

BACKGROUND INFORMATION

The Town’s water system consists of 28 miles of water distribution lines and one surface water source (South Fork Catawba River). The Water Treatment Plant has a permitted capacity of one million gallons per day (1 MGD), and the 2022 average daily demand was 0.60 MGD (60% of the design capacity). The Town also has an emergency water connection with Two Rivers Utilities (City of Gastonia).

It is estimated that the Water Treatment Plant is currently operating at approximately 69% of its permitted capacity. In recent years, the Town has approved development plans for an additional 650 residential units, which will, upon completion, place the plant’s operation at approximately 78% of its capacity. Additionally, the Town has an agreement for extending a water line to an adjacent community with current water usage in the 50-60K GPD range and a contractual limit of 300K GPD.

PROJECT DESCRIPTION

The overall objective of the PER is to review and evaluate the existing 1 MGD Water Treatment Plant with a goal of increasing plant capacity to meet growing demand and ensure long-term water supply reliability. The PER should gather all necessary information for moving immediately into a Design and Engineering project for expansion of the Water Treatment Plant.

Additionally, this evaluation should not only consider the conventional surface water treatment technology currently utilized at the Water Treatment Plant but should also evaluate the potential use of advanced treatment technologies that may be needed in the future to remove perfluoroalkyl and polyfluoroalkyl substances (PFAS) and other emerging contaminants.

A more detailed description of the work to be performed is contained in the following Scope of Work.

SCOPE OF WORK

The selected engineering firm (hereinafter the “Engineer”) shall be expected to provide, but not be limited to, the following:

a. Preliminary Engineering Report and Environmental Documents

The Engineer shall:

- Visit and evaluate the Water Treatment Plant.
- Advise the Town any need to obtain, furnish, or otherwise make available to the engineering firm additional project—related data and information for use in the study and evaluation of plant expansion options.
- In conformance with NCDEQ requirements, prepare a Preliminary Engineering Report that will, as appropriate, contain schematic layouts, sketches, and conceptual design with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and engineering firm’s recommended solution(s) with approximation of the total project cost including construction, contingency, professional services, and related project costs.
- Prepare an Environmental document as related to the level of environmental review determined for the potential project(s) to meet appropriate environmental requirements.
- Include evaluations and recommendations for management and funding options to support project implementation.

b. Subsequent Project Implementation

Once the Town has received approval of all PER and Environmental documents, the Engineer shall:

- Prepare final design and construction plans, permit applications, and bid packages in conformance with applicable regulations and requirements.
- Identify funding sources (Federal and/or State) to assist with construction funding for the project and assist by applying for such funds through grant and/or loan applications, etc., as directed.
- Supervise the bid advertising and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed.
- Obtain all necessary permits prior to initiation of construction activities.
- Conduct the pre-construction conference.
- Oversee the completion of necessary surveying, perform on-site inspection of construction work, and prepare intermediate and final inspection reports.

- Review and approve all contractor submittals, requests for payment, change orders, and submit approved requests to the Town.
- Conduct final inspection and testing.
- Provide reproducible plan drawings to the Town upon project completion.
- Submit certified “record” drawings to appropriate authorities.
- Prepare an operation and maintenance manual for the implemented system components.

ADDITIONAL INFORMATION

The selected Engineer shall be expected to meet the Liability Insurance requirements of the Town. Project scope, duration, and terms shall be negotiated with the selected Engineer, and the Town may enter into more than one contract with the selected Engineer based on project phasing and funding. The project is expected to commence immediately upon approval of the selected Engineer by the Dallas Board of Aldermen. A final schedule will be developed with the selected Engineer.

PROPOSAL CONTENT

The Engineer's written proposal should provide background information about the firm, its employees, and its experience with related projects and clients. It should cover both the experience of the firm as well as any subconsultants to be included on the project team. Specifically, the proposal should address the following elements:

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 proposed 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 water treatment plant 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 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. **Familiarity with Projects of Similar Scale.** Include a list of treatment plant projects 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. Include specific information on contract administration experience.

FACTORS FOR AWARD/EVALUATION CRITERIA

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

- 1) Technical Approach/Understanding of Program. (30 points)
- 2) Work Management Plan/Experience of Proposed Personnel. (30 points)
- 3) Engineering Experience of the Firm. (30 points)
- 4) Familiarity with Similar Projects. (10 points)

HOURLY RATE SCHEDULE

All proposals shall include the Engineering Firm's current hourly rate schedule.

SUBMITTAL REQUIREMENTS

The deadline for receipt of proposals is **3:00 p.m. on Friday, October 10, 2025**. To be considered, please submit two (2) hard copies and one (1) electronic copy in PDF format to:

Patrick McSwain
Town of Dallas
210 N. Holland Street
Dallas, NC 28034
Phone: 704-922-3176 ext. 245
Email: pmcswain@dallasnc.net

Proposals are to be limited to a total of [insert number} pages, plus a cover letter and any dividers (optional), and should address all elements of the Proposal Content section in accordance with the following sections:

- A. Problem Statement
- B. Scope of Work
- C. Project Schedule
- D. Proposal Content
- 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 Engineer 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 Patrick McSwain as noted above. For any technical questions regarding the Water Treatment Plant, please contact Zack Foreman, Assistant Public Works Director at zforeman@dallasnc.net or 704-922-3176 ext.259.