

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
RELATED TO WATER TREATMENT PLANT IMPROVEMENTS
TO KERSHAW AND GRANTSBORO WATER TREATMENT PLANTS**

A. GENERAL

The County of Pamlico (County) intends to build improvements to its Grantsboro and Kershaw Water Treatment Plants consisting of constructing and implementing recommendations identified in the engineering report titled **Kershaw and Grantsboro Water Treatment Plants Treatment Evaluation, April 27, 2020** herein after referred to as “**Report**”. A copy of the **Report** can be obtained by contacting the Pamlico County Clerk to the Board by phone at (252) 745-3133 or by email at Courtney.norfleet@pamlicocounty.org. The Project is intended to accomplish but not limited to the following at the Kershaw and Grantsboro Water Treatment Plants: 1) install a permanent, automatically controlled, sodium hypochlorite pre-oxidant feed to inject chlorine into the first raw water detention tank(s) following the aerator at each water treatment plant, 2) Install new anionic color removal vessels resin at each water treatment plant, 3) install sodium bicarbonate polishing step at each water treatment plant, and 4) option to replace existing softener resin. Materials and equipment must be equal or equivalent to those identified in the **Report**.

The County is soliciting Statements of Qualification from engineering consultants interested in providing civil engineering services for the Project. The County intends to select a qualified consultant to provide preliminary engineering services; engineering design services; permitting assistance; bidding; construction contract administration, and; construction observation services for the project with a general scope of services as listed below.

B. SCOPE OF SERVICES

1. **Predesign Engineering Services.**
 - a. Prepare preliminary engineering reports if needed.
2. **Design Engineering Services:**
 - a. Prepare construction documents, including drawings and technical specifications
 - b. Prepare contract documents.
 - c. Update cost opinion.
 - d. Prepare any required regulatory approval/permit/encroachment applications and assist County with submission.
 - e. Assist County with response to questions/comments and revisions to plans/specifications required for acquisition of approvals, permits and encroachments.

3. **Bidding & Construction Services:**
- a. Assist County with advertisement of the project for solicitation of bids.
 - b. Attend & moderate pre-bid conference.
 - c. Respond to bidder/vendor inquiries as required.
 - d. Issue addenda as appropriate.
 - e. Conduct bid opening.
 - f. Evaluate bids received and make recommendation for construction contract award.
 - g. Provide assistance in award of construction contract.
 - h. Conduct preconstruction conference.
 - i. Provide routine construction contract administration.
 - j. Conduct shop drawing review.
 - k. Perform at site visits to observe progress and quality of the work.
 - l. Provide interpretation of the contract documents, plans and specifications.
 - m. Provide determinations of whether the work is in substantial accordance with the contract documents, plans and specifications.
 - n. Develop and process field orders, work change directives, and construction contract change orders.
 - o. Review and process contractor's applications for payment.
 - p. Conduct Final Inspections to insure compliance with contract documents, plans and specifications.
 - q. Issue Certificate of Substantial Completion.
 - r. Provide written approval of final payments to contractors.
 - s. Furnish reproducible record drawings and CAD Files in AutoCad format.
 - t. Provide Resident Project Representative as needed.
 - u. Provide engineering supervision of Resident Project Representative.
 - v. Assist with processing applications, reimbursement requests, and other tasks associated with grants and other project financing.

C. CONTENTS OF QUALIFICATIONS

- 1. Name of firm.
- 2. Person authorized to provide information and negotiate contracts.
- 3. Location of offices. If more than one, indicate office from which work will be performed.
- 4. Brief history of firm.
- 5. Firm employment profile.
- 6. Project experience. Provide a maximum of ten (10) projects demonstrating water plant treatment/pretreatment experience similar to the proposed project. Include general project description, types of engineering services performed and client contact information.
- 7. List of key personnel to be directly involved in the project, as well as a brief description of their responsibilities. Include a brief resume for key personnel, including specific relevant project experience.
- 8. Brief project approach, including the effects of the project on the existing public water system operation.

9. Hourly rate schedule for project personnel, including travel, overhead and miscellaneous expenses. In accordance with NCGS 143-64.31, DO NOT INCLUDE Lump Sum or Not-to-Exceed price for services.

D. EVALUATION CRITERIA

1. Consultant selection shall be conducted in accordance with NCGS 143-64.31. Statements of Qualification received by the deadline and prepared in accordance with RFQ instructions will be reviewed to determine the scope and level of service considered most advantageous to the County.
2. The County will select the consultant considered best qualified to provide the desired level of service, with consideration for the long-term interest of the County's efforts based on demonstrated competence and qualifications without regard to fee other than unit price information.
3. After selection of the best qualified consultant to meet the County's needs, the County shall negotiate a fair and reasonable fee with the consultant for the desired scope and level of service.
4. Proposals will be reviewed and evaluated by County staff familiar with the Project, in accordance with the following criteria:
 - a. General Qualifications, Competence & Reputation of Firm *(25 points)*
 - Age, size, staff qualifications and stability of firm
 - Projects to illustrate competence in water plant treatment process engineering
 - Availability of staff to handle the project
 - Reputation with previous clients
 - b. Experience of Involved Staff *(50 points)*
 - Experience with similar type improvements
 - Key personnel – roles and experience
 - Subconsultants, if any
 - c. Ability to Address Local Needs *(50 points)*
 - Grasp of project requirements
 - Design approach/methodology
 - Familiarity with concerns particular to Pamlico County
 - d. Availability *(25 points)*
 - Ability to provide access to qualified project team members on a continual basis
 - Ability to commit available resources (current workload) to the project
 - e. Hourly Rate Schedule *(50 points)*
 - Do not include a lump sum or not-to-exceed price
 - Rates indicative of experience and capabilities

E. SUBMISSION INFORMATION

1. Three (3) copies of the Statement of Qualification must be received by 12:00 p.m. (noon), July 31, 2020 in the office of the County Manager for the County of Pamlico. Facsimile and electronic submissions are not acceptable.

2. Statement of Qualification must be in a sealed envelope marked “Statement of Qualifications for Engineering Services for Treatment Improvements to Kershaw and Grantsboro Water Treatment Plants”.
3. Proposals may be mailed or hand delivered to:
Tim Buck, County Manager
County of Pamlico
302 Main Street
PO Box 776
Bayboro, NC 28515
4. Questions should be addressed to:
Tim Buck, County Manager
County of Pamlico
(252) 745-3133
Tim.buck@pamlicocounty.org

F. SMALL AND/OR MINORITY FIRMS ARE ENCOURAGED TO SUBMIT QUALIFICATIONS.