

Town of Waynesville
Request for Qualifications (RFQ) for
Engineering Report, Design and Bid Package, and Inspection Services
November 1, 2023

Project Overview:

The Town of Waynesville has been awarded \$1,009,543 of Community Development Block Grants (CDBG) for its “South Waynesville Sanitary Sewer System Improvement Project.” This project involves the replacement of deteriorated sewer lines and appurtenances for eliminating inflow and infiltration, and the extension of sewer lines to underserved homes. The project area is located in the former Town of Hazelwood, which was annexed into the Town of Waynesville in 1995.

The project area is located in the former Town of Hazelwood, which was annexed into the Town of Waynesville in 1995. Waynesville’s records indicate that this portion of the sewer system is constructed of vitrified clay pipe (VCP), installed in the 1970s. The age and brittle nature of this clay pipe and brick manholes has allowed excessive infiltration and inflow (I/I) into the sewer collection system which has contributed to flow and effluent quality violations at the Town’s wastewater treatment plant.

This project must be completed within a 3-year timeframe and must comply with all applicable state, local, and federal requirements. Additionally, the project must be administered in compliance with the CDBG program guidance and requirements. Payment terms will be negotiated with the selected firm.

The Town is advertising for both an RFQ seeking qualified applicants who can provide the engineering, bid package, and inspection services for the implementation of the sanitary sewer improvement project, *and* for an RFP seeking qualified applicants to assist with CDBG grant administration. If responding to both, please submit an individual proposal for each, meeting the requirements of the RFQ and the RFP.

Scope of Work:

The project involves the upgrade and replacement of a portion of the existing sanitary sewer system in South Waynesville. This project will install 1,435 LF of new sewer lines along Sawyer and Explorer Streets with installation of 6 new gravity sewer manholes, installation of 24 new LMI eligible sewer service lines, reconnection of 4 existing sewer service lines, and replacement of 405 LF of 8” gravity sewer line in the south area of Waynesville. Project also includes 1,840 LF of asphalt road trench repair. A project area Map is attached.

Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the CDBG program and NCDEQ compliance. This includes surveying, preliminary engineering and cost estimates, environmental documentation, engineering and permitting, bid documents, construction observation, and inspections as follows:

1. Preparing and approving the engineering report prior to the Release Funds.
2. Upon the Release of Funds, the following scope of work is required:
 - a. Preparing the final design and construction bid package in conformance with applicable regulations and requirements.

- b. Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed.
- c. Conducting the pre-construction conference.
- d. Surveying, field staking, on-site supervising of construction work, and preparing inspection reports.
- e. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body.
- f. Providing reproducible plan drawings to the Town upon project completion.
- g. Conducting final inspection and testing.
- h. Submitting certified "as-built" drawings to appropriate authorities; and
- i. Preparing an operation and maintenance manual (if applicable).

Submission Requirements:

RFQ submissions must include at a minimum:

1. Individual or Firm Information: firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications.
2. Water/Wastewater Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to water/wastewater improvements or related work, description of firm's prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least five references within the past five years.
3. Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; description of firm's current work activities, capability of carrying out all aspects of CDBG related activities, and firm's anticipated availability during the term of the project.
4. The proposed work plan and schedule for activities to be performed; and
5. Documentation of compliance with state and federal debarment/eligibility requirements.

Qualification Evaluation Criteria:

Submissions will be evaluated per the following factors:

1. <u>Qualifications, Competence and Reputation of Firm and Personnel</u>	<u>20 points or 20%</u>
2. <u>Firm's Capability to Meet Time and Project Budget Requirements</u>	<u>20 points or 20%</u>
3. <u>Present and Project Workload of Firm</u>	<u>15 points or 15%</u>
4. <u>Related Experience on Similar CDBG projects</u>	<u>25 points or 15%</u>
5. <u>Recent and Current Work for the Entity Issuing RFQ</u>	<u>20 points or 20%</u>
<i>Total</i>	<i>100 points or 100%</i>

Upon completion of a review of all submitted proposals, a committee of Town staff will make its recommendation to the Town of Waynesville Council for approval to negotiate a contract price(s).

Contract Award:

Once the most qualified firm is selected, a contract shall be executed for engineering design/bid package and construction inspection services in accordance with CDBG-I guidance and the award for the proposed project. Contracts executed for engineering design/bid package and construction inspection services shall be contingent upon the Release of Funds and Funding Conditions.

Submittal Information:

Respondents may review the CDBG-I application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Town Municipal Building at 16 South Main Street, Waynesville, NC 28786, during regular office hours of 8:00am – 4:30pm, Monday - Friday.

Proposals should be submitted in hard copy and digital formats to the Lisa Burnett, Purchasing Supervisor by **December 8, 2023, by 4:00pm** (close of business day):

**Lisa Burnett, Purchasing Supervisor
129 Legion Drive, Waynesville, NC
28786
(828) 456-3706**

The Town of Waynesville is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 businesses concerns.

This information is available in Spanish or any other language upon request. Please contact Candace Poolton at (828) 452-2491, or at 16 South Main Street, Waynesville, NC 28786 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Candace Poolton, al (828) 452-2491 o en 16 South Main Street, Waynesville, NC 28786 de alojamiento para esta solicitud.

Date: _____

Authorized Representative: _____