

REQUEST FOR QUALIFICATIONS

July 31, 2020

The Town of River Bend, NC requests a Statement of Qualifications (SOQ) from qualified engineering firms for professional services associated with the design and installation of water meters and associated equipment. The Town of River Bend has received funding from the NC Division of Water Infrastructure, through the Additional Supplemental Appropriations for Disaster Relief Act of 2019 (ASADRA), in the amount of \$602,500 to replace all of the Town's Water Meters and relocate the server and utility billing equipment to a building outside of the 1% Annual Chance Floodplain. This project will replace approximately 1,450 existing water meters with new Automatic Meter Reading (AMR) water meters. No additional connections will be added to the system as a result of this project. In addition, the billing server, equipment and hardware will be relocated to an area within the new Police Station which is located above the 1% Annual Chance Floodplain.

The Town of River Bend has issued a Request for Qualifications for professional services to assist the Town in both: a) developing an engineering report, and b) subsequent design, bid package services, project administration, construction administration and observation services of this project, along with close-out services, in compliance with all applicable State and Federal requirements and regulations under the NC Drinking Water State Revolving Fund and ASADRA programs. Firms interested in being considered for this work should submit their qualifications to:

Delane Jackson , Town Manager , River Bend NC
at manager@riverbendnc.org or via mail to 45 Shoreline Drive,
River Bend , NC 28562

For consideration, responses to this request for proposal must be submitted to the Town of River Bend by **4:00 PM, September 1, 2020**.

SOQ Organization: To facilitate the town's objective review of the SOQs from different Consultants, the Consultants are requested to organize the main document using a standardized format. Each SOQ should contain the following:

- A cover letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services.
- Information on the following topics:

Executive Summary: Should address the highlights of the SOQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of the Town.

Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided by the consultant in response to this Request. Also include information on any proposed sub-consultants.

Project Team & Project Management: Please identify the proposed project team (including any subconsultants) and key personnel for the successful completion of projects in partnership with the Town. Also, please identify the project manager or primary contact and any other team leaders proposed, and briefly describe how projects will be successfully managed. It is expected that the team members proposed in the SOQ will be the ones that will actually work on projects for the Town. Also describe your quality assurance / quality control methods.

References: Please provide the name, telephone number, and address of at least **three references** in organizations within North Carolina for whom your firm provided professional services and whom the Town of River Bend may contact regarding your firm's performance on their projects.

SELECTION: Selection of consultants will be made based upon the qualifications of the firm and ability to meet the project schedule when presented. Qualification statements will be evaluated by the Town Manager on the following basis for the project under consideration:

- Firm Experience and Capability – Firms will be evaluated with respect to their experience with projects funded through or administered by the State of North Carolina and familiarity with the project area (30 points)
- Qualifications of Design Team – Firms will be evaluated on the qualifications and experience of the firm's proposed project team (35 points)
- Project Approach – Firms will be evaluated on the overall understanding of the project and their technical approach to meeting the project objectives (25 points)
- 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)

If the Consultant wishes to submit additional information in support of or to strengthen the SOQ, such information may be submitted separately in Appendices. **SOQs must be limited to no more than 15 numbered pages, excluding the cover page, cover letter, table of contents, resumes, and section dividers.**

The Town of River Bend reserves the right to select the firm that best meets its needs and negotiate a final Scope of Work that reflects the work to be done within the time and budget constraints provided by the Funding Agency.