

**TOWN OF RIVER BEND
REQUEST FOR QUALIFICATIONS FOR
ENGINEERING SERVICES**

Posted May 30, 2023

The Town of River Bend has received a grant from the North Carolina Division of Water Infrastructure (DWI) in the amount of \$100,000 to conduct a Water Supply Study for the town's water system. The Town is soliciting responses to a Request For Qualifications (RFQ) for engineering services for the project. The primary goal is to conduct a Water Supply Study to determine the optimal course of action with regard to water supply and/or treatment alternatives which will provide a secure and cost-effective water supply for the town.

This project is being funded through the State of North Carolina's Water Infrastructure Authority from American Rescue Plan Act (ARPA) monies and must meet applicable state and federal laws.

Scope of Services:

Engineering services shall include, but are not limited to, standard tasks necessary for the completion of the project in conformance with all applicable funding agency guidelines. These tasks will include, but are not limited to:

1. Evaluate known dynamics of the areas water resources
2. Assess existing raw water and treatment alternatives
3. Assess existing finished water supply alternatives
4. Assess environmental and permitting requirements for water supply options
5. Prepare capital cost estimates and operation and maintenance cost estimates for viable alternatives and a Net Present Value of Costs Analysis along with a recommendation for optimal solution based on all factors evaluated.
6. Prepare schematic drawing to depict alternative concepts
7. Prepare Water Study Supply report with executive summary, narrative, associated figures, tables and appendices
8. Preparation of financial reimbursements forms and pay requests
9. Project management and grant administration

Proposal Submission:

This RFQ is intended to provide consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the response should respond to the information presented in this RFQ. The town will accept electronic submissions. Responses shall not exceed 25 (single-spaced, one-sided) pages and must contain the following information:

1. Cover
2. Cover Letter

3. Table of Contents
4. Background Information about the firm including the consultant or firm’s legal name, address, email, and telephone number and the principal(s) of the firm
5. A description of the background, experience, and qualifications of the project team including identification of the project manager, project engineer, and other key team members
6. Similar projects completed by the firm
7. Other ARPA or DWI projects completed by the firm
8. Any previous work with the Town of River Bend
9. References (minimum of 3)
10. Resumes of key team members
11. Availability of the firm to begin work and proposed project schedule

Proposal Evaluation Criteria:

Proposals will be evaluated by members of town’s management staff. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

	MAX Points
1. General qualifications, competence and reputation of firm or individual consultant.....	15
2. Familiarity with federal and state regulations	15
3. Previous experience with similar projects	15
4. Qualifications of key members	15
5. Proposed project schedule	15
6. Previous experience with grant funded projects	15
7. Previous experience with the Town of River Bend	10

Supplemental Materials- The first milestone for the project was the submission of a Preliminary Project Scope (PPS), which was prepared and submitted by the town. The PPS contains more detailed information about the scope, schedule and estimated costs of the project. Respondents should review the PPS, particularly the Project Description section, and Letter of Intent to Fund, prior to submitting a proposal by visiting the town’s webpage at www.riverbendnc.org and clicking on “Current Bid Opportunities.”

The response to RFQ should be submitted no later than July 3, 2023, at 3:00 p.m. to Town Manager, Delane Jackson, Town of River Bend, 45 Shoreline Dr., River Bend, NC 28562 or via email to manager@riverbendnc.org Questions may be directed to Delane Jackson at 252-638-3870 x 3.

Upon completion of the review, the committee will make its recommendation to the Town Council for final consideration and approval. It is anticipated that Council approval will occur on July 20, 2023. The firm that has been recommend by the committee will be notified of their recommendation for award by July 7, 2023 and will be required to submit the proposed engineering services agreement to the Town Manager by 10 a.m. on August 4, 2023.

The Town of River Bend is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms.