

**TOWN OF ROBBINS
REQUEST FOR QUALIFICATIONS-ENGINEERING SERVICES
FOR
WATER SYSTEM IMPROVEMENTS**

8/31/2022

Dear Offeror:

This is a Request for Qualifications to provide engineering services for the Town of Robbins for the project as described below. The desired services include preliminary engineering report, design, bidding and negotiation, and construction services for the completion of the project. The project is generally described as follows with more details provided in the RFQ body:

- Town Water System Improvements.

Please note that this project is being funded in part with American Rescue Plan Act (ARPA) and contracts will need to follow the requirements of that funding.

You are invited to submit a proposal of qualifications to be received not later than 5 PM on **09/30/2022** to:

Clint Mack, Town Manager 101 N. Middleton Street, P. O. Box 296, Robbins,
North Carolina 27325-0296. Telephone: (910) 948-2431.
Email: info@townofrobbins.com

One pdf version of the proposal shall be submitted either by mail or by email in accordance with the following sections of this Request for Qualifications:

- A.** Problem Statement
- B.** Scope of Work
- C.** Project Schedule
- D.** Hourly Rate Schedule
- E.** Proposal Content
- F.** Factors for Award/Evaluation Criteria

The Town of Robbins will enter into a contract with the Engineer whose proposal of qualifications is determined to be the most advantageous to the Town. Factors to be considered, the method used in the evaluation of the proposal and selection of the Engineer are set forth in Section F.

The Town does not discriminate based on race, color, religion, sex, national origin, handicap, age, 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 Town Clerk, Jessica Coltrane info@townofrobbins.com

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FOR
WATER SYSTEM IMPROVEMENTS**

A. PROBLEM STATEMENT

The Town of Robbins does not have sufficient engineering staff necessary to complete the proposed activities and is soliciting proposals from qualified engineering firms to provide complete engineering services for the project.

B. SCOPE OF WORK

The Town of Robbins is soliciting proposals from qualified firms for engineering services necessary to implement the project which is being funded in part by the American Rescue Plan Act (ARPA) as follows:

- **Replacement of approximately 11,860' of 4" and 6" lines with 6" line and associated valves and fire hydrants**
- **Replacement of 20 non-functioning valves in other parts of the water system**
- **Replacement of 360 water meters in other parts of the water system**

C. PROJECT SCHEDULE

The project will proceed at a schedule as dictated by the Town and the requirements of the funding agency. The proposing Engineering firm shall be flexible in the commitment to start providing engineering services immediately on some of the work, while having enough staff to support completing all work at a reasonable time.

D. PROPOSAL CONTENT

The Engineer's proposal must contain the following parts and be no longer than 20 single-sided pages, plus a cover page and any dividers (optional):

1. **Technical Approach/Understanding of the Program.** Describe the approach to be taken in addressing the proposed scope of work. This description is to include delineation of specific tasks to be undertaken.
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 the Town of Robbins. Brief resumes of the individuals involved in the project are required, including similar project experience for each individual.

3. **Experience of the Firm.** Provide a brief description of experience specific to the types of projects included in the RFQ. 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 Locality.** Include a list of project experience conducted within the Town of Robbins. Describe any other grant project experience or related work that indicates the firm's level of understanding and familiarity with the Town.

E. FACTORS FOR AWARD/EVALUATION CRITERIA

The following factors will be used in evaluating Consultant's proposal of qualifications and negotiation of a contract:

1. Technical Approach/Understanding of Program. (25 points)
2. Work Management Plan/Experience of Proposed Personnel. (25 points)
3. Engineering Experience of the Firm. (25 points)
4. Familiarity with locality and project needs. (25 points)

Qualifications will be reviewed, and a recommendation will be forwarded to the Town Council for consideration. After considering factors outlined in Section E, the engineering firm will be selected based on qualifications most advantageous to the Town, subject to negotiation of fair and reasonable compensation. The Engineer will be notified by mail of the Town's selection.