

Town of Mayodan

Request for Qualifications (RFQ)

Wastewater System and Water System Improvements

Introduction

The Town of Mayodan is seeking letters of interest from qualified Engineering firms to perform professional services including preparation of engineered plans, specifications and related documents and services for the funding assistance, design, project coordination, construction management and general project oversight for numerous projects to be funded with American Rescue Plan Funding, local funds and other related sources. Projects may include wastewater improvements, regional sewer design and construction, wastewater treatment facility upgrades, inflow and infiltration improvements, and other water and sewer infrastructure related needs. Engineering firms must comply with all State, Local and Uniform Guidance procedures for this project.

Qualification packets should be submitted to Kathleen Patterson, Town Manager, at 210 West Main Street, Mayodan, NC 27027, on or before **Friday, October 21, 2022 at 5pm**. The submittal package should be clearly marked “**Statement of Qualifications - Wastewater System Improvements**” and clearly identify the firm submitting the proposal. The proposals should include a table of contents and/or tabs to facilitate review.

Scope of Work

The Town of Mayodan is seeking letters of interest from qualified Engineering Firms to perform professional services for a variety of capital projects within their infrastructure system, including funding assistance, engineering design and construction oversight of water treatment facility upgrades, water distribution system upgrades, wastewater collection system improvements, stormwater improvements and related projects that may be designated. Funding may include funds from the American Rescue Plan Act and as such will be required to meet all program regulations and requirements.

The Engineer will be providing the following minimum services. This list is not intended to be all-inclusive, but to describe the scope of services.

1. Design
 - a. Complete all design and specifications for a formal bid process.
 - b. Obtain all permits and approvals for construction.
 - c. Prepare bid documents and hold pre-bid conference.
 - d. Refine cost estimates during design to confirm adherence to budget.
2. Contract Administration and Construction Inspection, as required.
 - a. Open and verify bids.
 - b. Conduct pre-construction conferences.
 - c. Provide regular construction inspection.
 - d. Conduct monthly on-site progress meetings.
 - e. Respond in a timely fashion to Requests for Information

- f. Process change orders.
- g. Review and approve pay requests from contractors.

Qualification Submittal

The Town of Mayodan is seeking to engage a firm who has experience in this type of design.

Interested firms should provide **one (1) hard copy** and **one (1) electronic copy** of a package containing the following:

1. Cover letter expressing interest in providing these services. The letter should address what makes the firm/team uniquely qualified to provide these services.
2. A project team including project manager, project engineers, designers, technicians, as well as subcontracting firms, including their key personnel.
3. Office Location of Project Manager who will be main point of contact. Location of office(s) where work would be performed. If work is shared between offices, please estimate and describe the split of this workload.
4. Resumes for project team members. These should be concise resumes with bullet points for specific project descriptions. Please specifically highlight the following:
 - a. Project experience specifically related to design of similar projects to our scope of work. These should be listed beginning with the most recent projects and should include reference contact information for the most recent projects.
 - b. Listing of previous projects performed for Municipalities including references and contact information for same. Limit projects to no more than 10 years previous.
5. List of example projects ranging throughout the listed infrastructure needs noted previously.
6. Project approach, specifically outlining the procedures each firm or team envisions taking to provide these services.
7. Availability: The firm should provide an explanation of their availability to execute the work and begin immediately upon selection. The Town intends to review the proposals and make a selection within one month of submittal. The importance of availability is important as the projects will require attention and a schedule for each task will be developed with the selected firm within two weeks of selection concurrent with contract negotiations.
8. Hourly Rate Fee Schedule: **In conformance with the MiniBrooks Act (NC GS 143-64-31) and the Uniform Guidance Section CFR 200.319, NO FEE PROPOSALS SHALL NEITHER BE SUBMITTED NOR CONSIDERED AT THE SELECTION STAGE. A standard hourly fee rate schedule for each employee classification proposed on the project team shall be submitted.**

Selection Criteria

The considerations below will be utilized for selection of the firm. Selection will be made after thorough review conducted by the Town of Mayodan review panel. Actual interviews may be conducted after review of the initial responses by interested firms if the Town feels it is necessary to determine the most qualified engineer. The Town will provide a response to all submitting firms once a final decision is made. Selection criteria is as follows:

1. The firm's recent experience, knowledge, and familiarity with similar projects.
2. The successful experience and track record of the staff to be assigned to this project to perform the type of work required within budget with limited change orders.
3. The firm's ability to meet schedules for similar work. The firm must meet milestones for the funding for this project set by the Division of Water Infrastructure, unless otherwise amended. This project will require that the project be completed in accordance with various regulatory requirements, and **it will be imperative to maintain those deadlines in order not to jeopardize funding**. The selected firm will be required to provide a schedule based on details of all funding sources prior to final selection and award.

Deadline for Submittal

The above information should be submitted no later than 5PM on Friday, October 21, 2022 to:

Kathleen Patterson, Town Manager
Town of Mayodan
210 West Main Street
Mayodan, NC 27027
kpatterson@mayodannc.org

The Town of Mayodan is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, and historically underutilized businesses.