

REQUEST FOR QUALIFICATIONS

City of Graham

AMERICAN RESCUE PLAN ACT (ARPA) WATERLINE REPLACEMENT PROJECT Professional Services – Civil Engineering Services

INTRODUCTION

The City of Graham is seeking assistance for engineering services needed to prepare an application for the September 30, 2021 application deadline for the North Carolina Community Development Block Grant – Infrastructure (NC CDBG-I) Program funds and subsequent implementation of that program, if funded by the state. The type of project involved is waterline replacement.

The City of Graham is soliciting requests for qualifications for professional engineering services to assist the City in both a) assisting with preparation of grant application developing a final engineering report, and b) subsequent engineering design and bid package services and construction inspection services of the project, if funded, in compliance with all applicable federal requirements and regulations under the CDBG program. The project will replace old existing 1"-6" water lines in the northwest side of Graham with new 6" water lines with the intent to improve drinking water quality and reliability in addition to other factors. Payment terms will be negotiated with the selected firm. The City expects to issue one contract for pre application services and an additional contract if the grant is awarded.

OBJECTIVES

The City intends to hire a professional engineering firm to assist the City with the following aspects of the project. These tasks will include, but are not limited to:

- Pre-application services associated with the application package, including project scope, project benefits, and scope of work to be accomplished.
- Preliminary and Final Design of the Project.
- Determination of waterline alignment.
- Surveying of the final alignment.
- Completion of Bid Documents including Specifications and Design Drawings for the project.
- Bidding and Recommendation of Award.
- Construction Observation and Administration.
- Construction Closeout.

ADDITIONAL INFORMATION

The selected consultant should be prepared to meet the Liability Insurance requirements of the City. Project scope, duration, and terms shall be negotiated with the selected consultant. The City may choose to reduce the scope or extend the scope within this contract or other contracts. Contracting for grant application preparation and engineering services will be completed separately. Contracting for these two activities shall occur separately and costs/payments associated with each will be clearly defined. Contract executed for engineering design/bid package and construction inspection services shall be contingent upon receiving a CDBG-I award for the proposed project.

CONTENTS OF RESPONSE

This Request for Qualifications 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 information presented in this Request for Qualifications. The City will require **one (1) original and two (2) copies** of

the responses from all interested firms as well as a pdf copy. All responses shall not exceed 10 (8½" x 11") pages and must contain the following information:

1. Cover.
2. Cover Letter.
3. Table of Contents.
4. Background information about the Consultant Firm.
5. A proposed project schedule identifying length of time required for each phase of the work.
6. 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. Include an organizational chart showing the proposed project personnel and office location.
7. Similar projects completed by the firm.
8. Other Grant Funded and General Water Distribution Projects.
9. Other City of Graham Projects.
10. References.
11. Resumes of Key Team Members.

The Cover, Cover Letter, Table of Contents, and Resumes of Team Members will not be counted within the page limit. Printing on both sides of each page is allowed and encouraged.

METHOD OF SELECTION

Responses will be reviewed by the City for the purpose of identifying and recommending those individuals offering, in total, the highest qualifications and experience with this type of project. The individuals or firms recommended may also be interviewed by members of the evaluation team for the express intention of recommending a final short list of individuals or firms, however, such is not required. It is anticipated that a notice to proceed will be issued in September 2021.

The responses will be evaluated on various criteria including, but not limited to the following:

| | | |
|---|---|-----|
| 1 | Qualifications, Competence and Reputation of Firm and Personnel | 25% |
| 2 | Firm's Capability to Meet Time and Project Budget Requirements | 15% |
| 3 | Present and Project Workload of Firm | 15% |
| 4 | Related Experience on Similar CDBG projects | 15% |
| 5 | Recent and Current Water/Sewer Work for the Entity Issuing RFQ | 25% |
| 6 | Team member roles, experience, and office location | 5% |

The City of Graham 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.

SUBMITTAL

Please submit your Qualifications in a sealed envelope or package, to be received by the City **no later than 4:00 PM, Friday, September 10th**, to the attention of:

**Aaron Holland, City Manager
City of Graham
P.O. Drawer 357
201 S. Main Street
Graham, NC 27253**

In the interest of fairness to all submitting firms, proposals received after the scheduled receipt time stated above will not be accepted and will be marked "LATE". All submittals received become the

property of the City and will not be returned. Faxed or e-mailed documents will not be accepted. Early submission of Qualifications is welcome and appreciated.

CONTACT PERSON

In the event clarification or additional information is needed, contact:

Aaron Holland, City Manager

aholland@cityofgraham.com

Email is the preferred method of communication for questions or clarifications.