

REQUEST FOR QUALIFICATIONS

City of Graham

10" WATER TRANSMISSION MAIN REPLACEMENT Professional Services – Civil Engineering Services

INTRODUCTION

The City of Graham is requesting qualified professional engineering firms to submit a statement of qualifications to provide engineering services for the replacement of the City's 10-inch water transmission main. The project will include the design of portions of a city transmission main that connects the Graham-Mebane Water Plant to the City of Graham's water distribution system. This will be a phased project from multiple funding sources.

BACKGROUND

The City of Graham's water distribution system is connected to the Graham-Mebane Water Plant through two water transmission lines. The primary line is a 16-inch line that runs cross country to the City's water tank near McAden Street. The original 10-inch transmission line, which is now the secondary line, traverses down Highway 70 through the Town of Haw River, turns left on Highway 49, and ultimately feeds the system along East Parker Street and East Elm Street (Highway 49). The original 10-inch line is now undersized, constructed during a period when substandard materials were used in water main construction, and has a history of breaks. Through water modeling, the City has determined that the water line needs to be replaced with a 16-inch line to support the existing and future growth needs of the City. The initial alignment of the waterline maintains the existing alignment, but a final alignment will be determined during the design phase. The alignment will include the crossing of both the Haw River and NC Railroad. It is anticipated that the project will be phased and that multiple design and construction contracts will be required. It is also anticipated that different phases will likely have different funding sources. Funding sources for the project are likely to include the US Economic Development Administration, NC Division of Water Infrastructure, local funding, and potential other funding sources.

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:

- Grant/Loan Administration.
- Funding Applications.
- Preparation of Engineering Report and Environmental Information Document to comply with funding requirements.
- Final Design of the Project.
- Field Surveying.
- Completion of Bid Documents including Specifications and Design Drawings for the project.
- Bidding and Recommendation of Award.
- Easement Preparation and Acquisition.
- 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 will likely enter into more than one contract with the chosen consultant based on project phasing and funding.

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 the information presented in this Request for Qualifications. The City will require the electronic submittal of the responses from all interested firms. 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 the 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 Water Distribution Line projects.
9. Other City of Graham Projects.
10. References.
11. Resumes of Key Team Members.

The Cover, Cover Letter, Table of Contents, and Resume of Team Members will not be counted within the page limit. Responses are to be less than 15 megabytes in size or need to be hosted on an outside file sharing service. It is the engineering firm's responsibility to confirm that the outside file sharing service was received.

METHOD OF SELECTION

Responses will be reviewed by the city management staff for the purpose of identifying and recommending, to the City Council, 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 shortlist of individuals or firms, however, such is not required.

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

1. Qualifications, background, and prior experience of the firm and the proposed project team in executing similar projects.
2. Management ability and familiarity with federal and state regulations.
3. Previous Experience with Water Distribution Line projects.
4. Previous Experience with the City of Graham.
5. Previous Experience with the subject project.
6. Team member roles, experience, and office location.
7. Content, technical approach, and understanding of the scope of the project.
8. Other items contained within the RFQ.

SUBMITTAL

Please submit your Qualifications, by electronic submittal, to be received by the City **no later than 2:00 pm, Thursday, June 9th, 2022** to the attention of:

Tonya Mann, Utilities Director
City of Graham
tmanncityofgraham.com

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 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:

Tonya Mann, Utilities Director
City of Graham
tmanncityofgraham.com

Email is the preferred method of communication for questions or clarifications. Questions asked after June 7th at 2 pm will not be answered.

DISCRETION AND LIABILITY WAIVER

- The City of Graham reserves the right to reject any and all proposals, waive any irregularities in the proposal, revise the scope of the project, and award the project to the consultant they believe to be the most qualified to perform the work. If a contract is not able to be negotiated, the City reserve the right to terminate all negotiations and select one of the other finalists or issue a new RFQ.
- The City reserve the right to request and obtain, from consulting firms submitting proposals, supplementary information or request clarification of information submitted as may be necessary for city staff pursuant to the selection criteria contained herein.
- The City does not compensate for the cost of proposal preparation, and all materials submitted with the proposal become the property of the City.
- The City reserves the right, through this RFQ, to contract engineering services for the design and construction administration of any alternative process that is identified, as the result of this study, with the firm selected for this RFQ or enter into an agreement with another consulting engineering firm.