

REQUEST FOR QUALIFICATIONS

City of Graham

ASSET INVENTORY AND ASSESSMENTS DRINKING WATER DISTRIBUTION SYSTEM EVALUATIONS 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 and surveying services for an NC Division of Water Infrastructure Asset Inventory and Assessments grant that was funded in the spring of 2022 funding cycle.

BACKGROUND

The City of Graham owns and operates a water distribution system that supplies drinking water and fire flows within the City and to areas just outside city limits. The City applied for and was awarded funding for Asset Inventory and Assessment (AIA) for the water distribution system in the spring of 2022. The AIA application includes engineering evaluation of the water distribution system as well as reviewing existing mapping and updating mapping of the water system.

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.
- Review of water as-builts to verify locations, age of lines, and materials.
- Field investigation of water service lines to support as-builts and mapping.
- Lead and Copper Rule Revision (LCRR) compliance planning and inventory.

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.

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 the electronic submittal of the responses from all interested firms. All responses shall not exceed 10 (8½" x 11") printed pages of text 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 or Wastewater Evaluation 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. It is anticipated that a notice to proceed will be issued in the calendar year 2022.

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. (20%)
- 2. Previous Experience with similar projects. (20%)
- 3. Previous Experience with the City of Graham. (20%)
- 4. Team member roles, experience, and office location. (20%)
- 5. Content, technical approach, and understanding of the scope of the project. (10%)
- 6. Other items contained within the RFQ. (10%)

SUBMITTAL

Please submit your Qualifications by electronic submittal, to be received by the City **no later than 2:00 PM, November 15, 2022**, to the attention of:

Tonya Mann, Utilities Director
City of Graham
tmann@cityofgraham.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
tmann@cityofgraham.com

Email is the preferred method of communication for questions or clarifications. Questions asked after November 11th at 2 PM will not be answered.

Discretion and Liability Waiver

- The City of Graham reserves the right to reject any and all proposals, to waive any irregularities in the proposal, to revise the scope of the project, and to 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.