

REQUEST FOR QUALIFICATIONS

City of Graham

GRAHAM-MEBANE LAKE SPILLWAY REPAIRS Professional Services – Civil Engineering and Surveying Services

INTRODUCTION

The City of Graham is requesting qualified professional engineering firms to submit a statement of qualifications to provide engineering services for the design, permitting, and construction of repairs for the Graham-Mebane Lake spillway.

BACKGROUND

Back Creek Reservoir Dam (NCDEQ Dam Safety Inventory No. ALAMA-085) is an earthen embankment dam with a concrete overflow spillway. Flows from the reservoir are conveyed through the spillway into Back Creek. The dam impounds the Back Creek Reservoir commonly referred to as the Graham-Mebane Lake. The project site is located at approximately latitude 36.10097°N, longitude 79.33073°W and can be accessed through the Graham-Mebane Water Plant at 1824 US 70, Mebane, NC. The water plant is not open to the public and appointments need to be made to visit the spillway. According to the NCDEQ Dam Safety Inventory data, the dam was constructed in approximately 1990 to impound the Graham-Mebane Lake. The dam is currently owned and maintained by the City of Graham. The dam impounds an approximately 718-acre lake with a storage capacity of about 2.8 billion gallons of storage. The dam is regulated by NCDEQ Dam Safety as a high hazard potential structure.

The spillway was damaged during Tropical Storm Chantal in July 2025 and this RFQ is intended to address these issues. A preliminary review of impacts is available by contacting City Engineer Josh Johnson, P.E. at jsjohnson@awck.com or at jsjohnson@cityofgraham.com.

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:

- Evaluation and design of improvements and repairs to the spillway.
- Design a temporary bypass system for construction activities.
- Prepare final drawings and specifications for bidding and construction.
- Prepare and submit permit applications to governmental authorities having jurisdiction to review and approve the final design of the project and assist the City in consultations with appropriate authorities.
- Prepare preliminary and final cost estimates of the total project as well as a construction schedule estimate.
- Provide technical criteria, written descriptions, and design data for the City's use in filing applications for federal funding.
- Coordination with outside funding agencies is expected.
- Provide construction contract administration, construction engineering services and construction observations services including reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
- Prepare As-built documents and applications to governmental authorities having jurisdiction to review and approve the final design of the project and assist the City in consultations with appropriate authorities.

- Prepare operating and maintenance manuals, as needed.
- Update the existing emergency action plan to include the features of the proposed construction and meet the current inundation modeling standards.
- Planning for future lake expansions have explored the feasibility of spillway adjustments, and the design should have provisions that allow for spillway modifications that facilitate future lake expansion.

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 elect to expand the scope of the contract to allow for additional dam or spillway work at the site during or at the conclusion of the 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 electronic submittal of the responses from all interested firms. All responses shall not exceed 20 (8½" x 11") 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 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, Dam Restoration, or Spillway Repair 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. Responses are to be less than 20 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 city 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 short list of individuals or firms, however, such is not required. Interviews are expected to take place November 11th and November 13th if they are conducted.

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 the City of Graham.
4. Previous Experience with Dam/Spillway repair projects.
5. Team member roles, experience, and office location.
6. Content, technical approach and understanding of the scope of the project.
7. 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, Wednesday November 5th, 2025** 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:

Josh Johnson, City Engineer
City of Graham
jsjohnson@cityofgraham.com

Email is the preferred method of communication for questions or clarifications. Questions asked after October 29th 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 reserves 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.