



**REQUEST FOR QUALIFICATIONS**  
**CONSULTING ENGINEERING SERVICES**  
**TOWN OF PARKTON**  
**WELL REPLACEMENT PROJECT (SRP-D-ARP-0223) and**  
**SEWER SYSTEM IMPROVEMENT PROJECT (SRP-W-ARP-0154)**

**1. GENERAL**

This is a Request for Qualifications to provide engineering services in connection with two recently funded construction projects in the Town of Parkton, North Carolina.

**Well Replacement Project**

The proposed project includes the construction of a new well in the Town of Parkton to provide the additional water source to the Town's system. The Town currently draws water from only Well No. 1, as the Town's other existing well, Well No. 4, is off-line due to contamination. The new well will provide improved redundancy and resiliency to the Town's public water supply without expanding the Town's water system supply capacity. The new well capacity is anticipated to be approximately 200 gpm and is expected to require greensand filtration treatment for iron and/or manganese.

The Town anticipates that this project will take approximately two years to complete.

**Sewer System Improvement Project**

The proposed project includes the rehabilitation or replacement of approximately 17,150 LF of existing gravity sewer lines within the Town of Parkton. This includes the replacement of 8 inch and 12 inch VCP and concrete gravity sewer lines. The project will include the replacement of associated manholes and sewer service laterals across the system. The project also includes replacing a section of 8-inch gravity line with a 2-inch force main and duplex pump station. The capacity of the pump station will not exceed the capacity of the existing 8-inch gravity sewer. The project will improve the condition of the collection system in an effort to reduce the risk of failure of existing sewer line that is between 45 and 75 years old.

The Town anticipates that this project will take approximately two years to complete.

## 2. PROCUREMENT PROCESS

The projects referenced in this RFQ were funded through the North Carolina Department of Environmental Quality- Division of Water Infrastructure utilizing funds from the American Rescue Plan Act. As such, the qualifications-based procurement standards of the Uniform Guidance (2 CFR 200.317 through 2 CFR 200.327) and the North Carolina state law, specifically NC General Statute 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying (A/E) Services shall apply.

Utilizing a qualifications based process, the Town will select one consulting engineering firm to administer both projects. Proposals will be received from all firms which wish to be considered for this project. Proposals submitted by the deadline established in **Section 7** will be reviewed and evaluated by the Town of Parkton in accordance with the following selection criteria:

1. Firm's experience in municipal engineering, and specifically in similar projects;
2. Municipal project engineering qualifications and competence of key personnel assigned to the project;
3. Capability of the firm to perform the desired services within an acceptable time frame and within budget;
4. Availability of a qualified resident inspector;
5. Evaluation of existing and anticipated additional workload of the firm during project development;
6. Hourly rates of personnel assigned to the project.

The Town of Parkton will select the firm (ranked in order of qualifications points) best qualified to perform the engineering services detailed in these instructions. The Town will attempt to negotiate a fee with the number one ranked firm. If a mutually satisfactory fee is negotiated by the parties, it will be sent to the Town Board for approval. If efforts to negotiate a fair and reasonable fee are unsuccessful with the number one ranked firm, negotiations will cease with that firm and begin with the second ranked firm. If the Town is unable to negotiate a satisfactory agreement with either of the firms, the Town will select additional firms in order of their rank until a satisfactory agreement has been reached and approved by the Town Board. If the Town receives an inadequate number of submissions or is unsuccessful in negotiating a mutually agreeable fee for service with either candidate firm, the project will be re-advertised.

## 3. SUBMISSION REQUIREMENTS

Please provide the following information in the proposal for engineering services:

1. Firm's legal name.
2. Location of offices, addresses, email and telephone number, the principal(s) of the firm and their experience and qualifications.

3. Water/Wastewater Experience. The specialized experience and technical competence of the staff to be assigned to the project with respect to water/wastewater improvements or related work, including resident inspector, description of firm's prior experience, including any similar projects, size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. **Include at least five references for projects within the past five years.**
4. Projected availability of design/inspection personnel assigned to the project over the next 12-month period. The Town expects the selected Engineering Consultant to design and bid the project within 120 days following award of a professional services contract.
5. The proposed work plan and schedule for activities to be performed. Please submit a plan of work so that the Town may see how your firm conceptualizes the process for completion of these projects.
6. Hourly rates for personnel to be utilized on the project. Include a table outlining the percentage of total work to be assigned to each pay classification of project team members.

#### 4. QUALIFICATION EVALUATION CRITERIA

The Town of Parkton will utilize the following criteria in evaluating the responses received:

1. Qualifications, Competence and Reputation of Firm and Personnel: Overall assessment of the firm's qualifications and reputation; Assessment of the ability and competence of the firm to conduct the work. Evaluation of the specialized experience and technical competence of the staff to be assigned to the project and the qualifications of those persons. Specific experience with respect to related work, description of firm's prior experience with grant administration, including any similar projects. Include at least three references within the past three years.
2. Firm's Capability to Meet Time and Project Budget Requirements: The capacity and capability of the firm to perform the work outlined, including any specialized services, within the period of the grant: the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; description of firm's current work activities, capability of carrying out the CDBG-I related activities, and firm's anticipated availability during the term of the project.
3. Related Experience on Similar Projects: Assessment of the firm and assigned professionals in working with similar CDBG-I projects.
4. Experience Working with Small Local Governments/Small Local Staff: Evaluation of the experience and ability of the firm and assigned individuals to work with smaller local governments with limited staff capacity.

5. Recent and Current Work for the Town: Evaluation of the town’s prior experience with this firm.

Summarized evaluation criteria and points assigned to each criteria are shown below:

Criteria	Points
Qualifications, Competence and Reputation of Firm and Personnel	30
Firm’s Capability to Meet Time and Project Budget Requirements	20
Related Experience on Similar Projects	20
Experience Working with Small Local Governments/Small Local Staff	15
Recent and Current Work for the Town/Familiarity with Locality	15
Maximum Total Points	100

**5. SCOPE OF ENGINEERING SERVICES**

1. Preliminary Phase: Conduct necessary engineering surveys; prepare designs, sketches, estimates, and documents; and provide preliminary consultation services to the Town of Parkton.
2. Design Phase: Prepare total project design and engineer’s report for submittal to the Town of Parkton; prepare drawings, specifications, and contract documents for the furnishing of all labor, materials, and equipment necessary for each of the projects described herein, including the preparation of such documents as may be required; obtain the approval of such agencies and legally constituted authorities having jurisdiction over the review of drawings, specifications, contract, and other required documents; and prepare specifications and contract documents for taking laboratory testing proposals.
3. Construction Phase: Administer the letting of all contracts relative to the project; advise and assist the Town of Parkton in making the contract award; make necessary visits to the job sites to observe the progress and quality of the work and determine if the work is in accordance with the contract documents, plans, and specifications; be available to the contractor for interpretation of contract documents, plans and specifications; review shop drawings, diagrams, illustrations, catalog data, samples, test results, inspections, and other data which the contractor and/or laboratory submits for compliance with their contracts; prepare contract change orders that do not involve substantial changes in the general scope of the project; review contractor’s application for payment and determine amounts due to contractors based upon the contract documents/prepare periodic reports required by federal, state, and local agencies; conduct final inspections of work for compliance with contract documents, plans, and specifications; and approve in writing final payment to the contractor.
  - (a) Resident Construction and Work Inspection: Furnish and maintain at the job site a competent Resident Inspector during periods of significant construction and work being done. Said inspector shall inspect all materials and workmanship, check all layouts of work, keep the necessary or required daily or weekly diaries or records, review estimates for payment to contractors, and provide liaison between the engineer and the Town of Parkton.

5. Post Construction. As-Built Drawings: Upon completion of all construction and work involved, furnish the Town of Parkton one set of reproducible as-built drawings and two sets of blue line as-built drawings for the project.
6. Serve as the administrative agent for the projects. This will include development of needed correspondence, preparation of requisitions for reimbursement, progress meeting, reports to the Town Board, and other similar administrative functions required to complete the projects.

## 6. ANTICIPATED PROJECT SCHEDULE

The schedule which is anticipated for the project is as follows:

<b>Milestone*</b>	<b>Date</b>
Engineering Agreement Executed	October 4, 2022
Engineering Report Submittal	December 1, 2022
Engineering Report Approval	May 1, 2023
Bid and Design Package Submittal	November 1, 2023
Bid and Design Package Approval	March 1, 2024
Advertise Project, Receive Bids, Submit Bid Information, and Receive Authority To Award	July 1, 2024
Execute Construction Contract(s)	August 1, 2024
Complete Construction	October 31, 2026
Project Closeout	December 31, 2026

## 7. SUBMITTAL

The information outlined above should be submitted no later than **12:00 Noon on Friday, September 23, 2022** to Britta Douglas, Interim Town Clerk, at the Parkton Town Hall located at 28 W David Parnell St., Parkton, NC 28371. Proposals received after this date and time will not be accepted.

PLEASE SUBMIT FIVE PRINT COPIES AND SEND A DIGITAL COPY OF YOUR RESPONSE TO: [clerk@townofparkton.org](mailto:clerk@townofparkton.org)

For more information, please contact the Interim Town Clerk at (910) 858-3360. The Town of Parkton is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses.

**Date: Thursday, September 1, 2022**

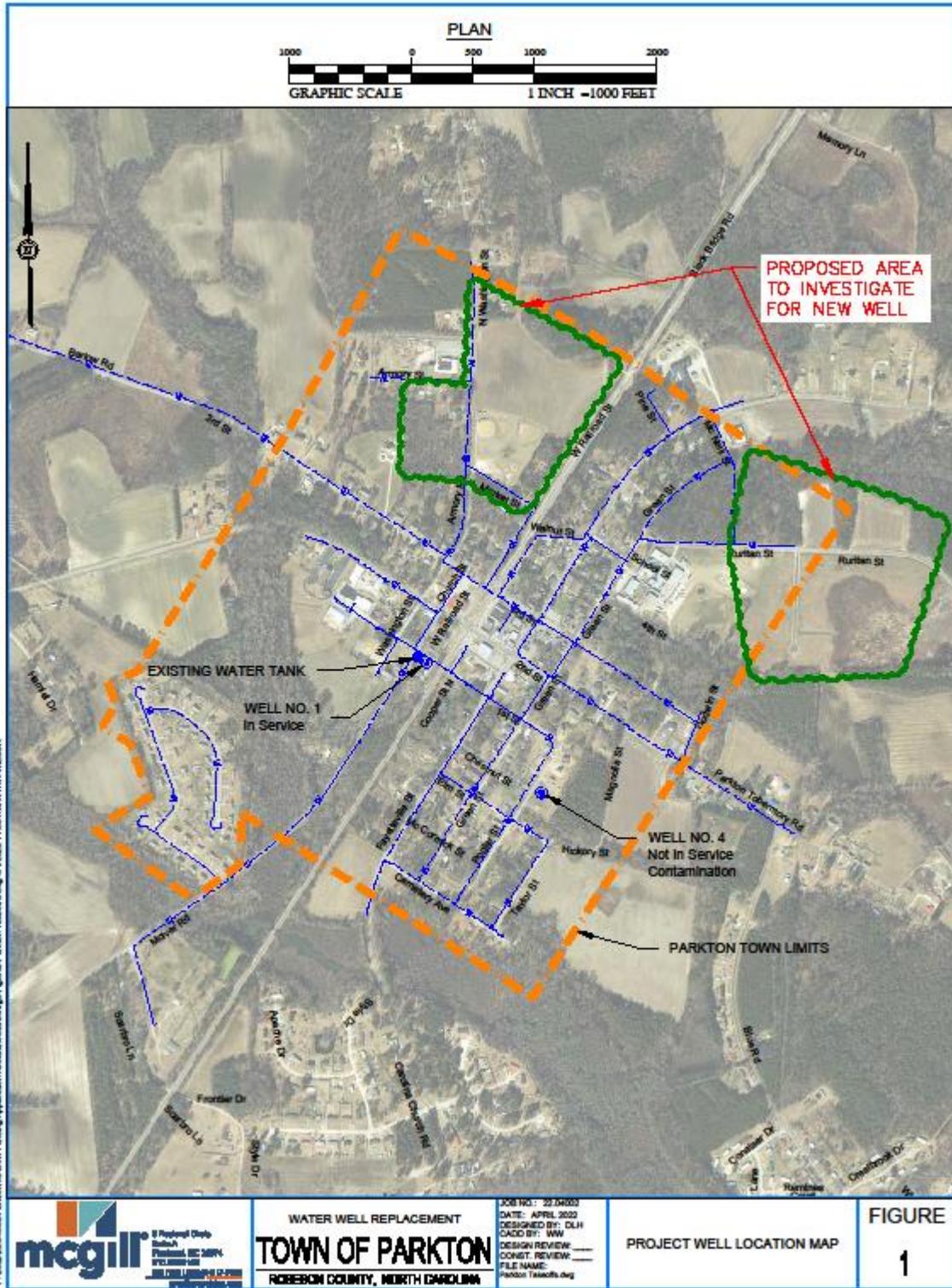
**ATTACHMENT A – Project Budget WELL REPLACEMENT PROJECT**

<b>8a. Project Budget (for Construction Projects and Pre-Construction Planning Grants Only)</b>			
	<b>Division Funding Requested</b>	<b>Other Secured Funding Source(s)</b>	<b>Total Cost Amount</b>
Indicate construction costs by line item (e.g., linear feet of different-sized lines)			
<b>Construction Costs</b>			
Mobilization	\$23,000	\$ -	\$23,000
Pump Motor, House, and Piping	\$90,000	\$ -	\$90,000
Well Drilling	\$130,000	\$ -	\$130,000
Electrical and SCADA for Well	\$55,000	\$ -	\$55,000
Greensand Iron Manganese Filter	\$375,000	\$ -	\$ 375,000
Chemical Feed System	\$7,500	\$ -	\$7,500
Miscellaneous Materials	\$12,000	\$ -	\$ 12,000
Fencing and Site Grading	\$20,750	\$ -	\$20,750
8" Watermain Connection to Existing System with Valve (1500 LF)	\$72,000	\$ -	\$ 72,000
<i>Contingency (10% of construction costs):</i>	\$79,000	\$ -	\$ 79,000
<b>Construction Total:</b>	<b>\$ 864,250</b>	<b>\$ -</b>	<b>\$ 864,250</b>
<b>Engineering Costs</b>			
Survey	\$ 15,000	\$ -	\$ 15,000
Engineering Design and Permitting	\$ 84,000	\$ -	\$ 84,000
Bidding and Award	\$ 8,000	\$ -	\$ 8,000
Construction Administration and Observation	\$ 65,000	\$ -	\$ 65,000
<b>Engineering Subtotal:</b>	<b>\$172,000</b>	<b>\$ -</b>	<b>\$ 172,000</b>
<b>Administration Costs</b>			
ER and Environmental Documentation Preparation	\$20,000	\$ -	\$ 20,000
Environmental Documentation Preparation	\$ 15,000	\$ -	\$ 15,000
Test Wells (2)	\$ 85,000		\$ 85,000
Land Acquisition	\$ 40,000		\$ 40,000
<b>Administration Subtotal:</b>	<b>\$160,000</b>	<b>\$ -</b>	<b>\$160,000</b>
<b>Loan Closing Fee (2%)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL PROJECT COST:</b>	<b>\$1,196,250</b>	<b>\$ -</b>	<b>\$1,196,250</b>
<p>A Professional Engineer signature and seal for the estimate <i>must be provided</i> in the space to the right for the application to be considered complete.</p>			

**ATTACHMENT B – Project Budget SEWER IMPROVEMENT PROJECT**

<b>8a. Project Budget (for Construction Projects and Pre-Construction Planning Grants only)</b>			
	<b>Division Funding Requested</b>	<b>Other Secured Funding Source(s)</b>	<b>Total Cost Amount</b>
Indicate construction costs by line item (e.g., linear feet of different-sized lines)			
<b><u>Construction Costs</u></b>			
Mobilization	\$116,380		\$116,380
8" PVC Gravity Sewer Line Replacement (12,700 LF)	\$1,219,200		\$1,219,200
12" PVC Gravity Sewer Replacement (4,450 LF)	\$551,800		\$551,800
Manhole and Wetwell Replacement	\$477,300		\$477,300
Service Lateral Repair	\$742,800		\$742,800
Surface Restoration	\$567,950		\$567,950
Bore and Jack 20" Encasement Piping	\$101,880		\$101,880
Traffic Control and Erosion Control	\$101,900		\$101,900
<i>Contingency (10% of construction costs):</i>	\$376,000		\$376,000
<b><i>Construction Subtotal:</i></b>	<b><i>\$4,255,210</i></b>		<b><i>\$4,255,210</i></b>
<b><u>Engineering Costs</u></b>			
Survey	\$60,000		\$60,000
Engineering Design/Permitting	\$305,000		\$305,000
Bidding and Award	\$8,000		\$8,000
Construction Administration and Observation	\$240,000		\$240,000
<b><i>Engineering Subtotal:</i></b>	<b><i>\$613,000</i></b>		<b><i>\$613,000</i></b>
<b><u>Administration Costs</u></b>			
Engineering Report Preparation	\$30,000		\$30,000
Environmental Documentation Preparation (if applicable)	\$20,000		\$20,000
Legal Costs	\$10,000		\$10,000
<b><i>Administration Subtotal:</i></b>	<b><i>\$60,000</i></b>		<b><i>\$60,000</i></b>
<b>TOTAL PROJECT COST:</b>	<b>\$4,928,210</b>		<b>\$4,928,210</b>
<p><b>A Professional Engineer signature and seal for the estimate <i>must be provided</i> in the space to the right for the application to be considered complete.</b></p>			

ATTACHMENT C: WELL REPLACEMENT MAP



**ATTACHMENT D: SEWER IMPROVEMENTS MAP**

