

TOWN OF LANDIS, NC
REQUEST FOR QUALIFICATIONS FOR
ENGINEERING SERVICES

May 9, 2023

The Town of Landis has been approved for a grant from the North Carolina Division of Water Infrastructure (DWI) in the amount of \$400,000 to conduct a Wastewater Asset Inventory and Assessment (AIA) for the town's wastewater system. The Town of Landis is soliciting responses to a Request for Qualifications (RFQ) for engineering services for the project.

This project is being funded with ARPA Funds through the State of North Carolina's Water Infrastructure Authority and must meet applicable state and federal laws.

Scope of Services:

Engineering services shall include, but are not limited to, standard tasks necessary for the completion of the project in conformance with all applicable funding agency guidelines. These tasks will include, but are not limited to:

1. Conducting an inspection and assessment of select wastewater collection and conveyance system assets including gravity sewers, force mains, manholes and pump stations;
2. Identifying, prioritizing and developing future capital wastewater system improvements projects;
3. Updating the Wastewater Asset Management Plan (AMP)
4. Updating the town's 10-Year Wastewater Capital Improvements Plan (CIP)

Proposal Submission:

This RFQ 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 RFQ. *The town will accept electronic submissions.* Responses shall not exceed 20 (single spaced, one sided) pages and must contain the following information:

1. Cover
2. Cover Letter
3. Table of Contents
4. Background Information about the firm including the consultant or firm's legal name, address, email, and telephone number and the principal(s) of the firm
5. 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
6. Other AIA projects completed by the firm

7. Any previous work with the Town of Landis
8. References (minimum of 3)
9. Availability of the firm to begin work and proposed project schedule

Proposal Evaluation Criteria:

Proposals will be evaluated by members of Town’s management staff. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

	MAX Points
1. General qualifications, competence and reputation of firm or individual consultant.....	15
2. Familiarity with federal and state regulations	15
3. Previous experience with similar projects	15
4. Qualifications of key members	15
5. Previous experience with grant funded projects	20
6. Previous experience with the Town of Landis.....	20

The response to the RFQ should be submitted no later than June 16, 2023, at 5:00 p.m. to Michael D. Ambrose, Interim Town Manager, Town of Landis, 312 S. Main Street, Landis NC 28088 or via email to mambrose@townoflandisnc.gov. Questions may be directed to Michael D. Ambrose at 704-857-2411.

Upon completion of the review, the committee will make its recommendation to the Mayor & Board of Aldermen for final consideration and approval.

The Town of Landis is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms.