

**TOWN OF BURNSVILLE**  
**REQUEST FOR QUALIFICATIONS**  
**FOR ENGINEERING SERVICES**

The Town of Burnsville seeks statements of qualifications from firms capable of providing engineering, planning, and construction inspection services. The Town has received funding from NC Department of Environmental Quality (NCDEQ) from the American Rescue Plan Act (ARPA) from the State Fiscal Recovery Fund established in S.L 2021-180 for four projects totaling \$12,169,494.

The goal of Burnsville's four ARPA Infrastructure projects is to make necessary improvements to their aging water and sewer systems eliminating I/I, water leaks, and making the overall systems more efficient.

**Background:**

The Town of Burnsville was recently awarded the four projects to address ongoing issues with their water and sewer infrastructure. Statements of Qualifications are requested for the following four projects:

- 1) Bakers Creek Pump Station Replacement - (\$599,500) The total replacement of a 1.7 MGD pump station with one of the same size and capacity.
- 2) Main Sewer Interceptor Improvements (East) – (\$2,153,570) The replacement of 6,800 lf of old 8" VCP line by using a Cured-in-place-pipe method, 1,000 lf using conventional methods, rehab and/or replacement of 50 manholes, and 115 service taps.
- 3) Bolens Creek Raw Water Line and Cane River Intake Improvements – (\$2,221,191) The replacement of 2,600 lf of 6" raw water lines with 8" DIP from the WTP to the Cane River Intake; 12,700 lf of 6" raw water lines with 6" DIP from the Cane River Intake connection to the Bolens Creek Intake; and improve the Cane River Intake and Pump Station.
- 4) Main Street, Bennett Street & Glendale Avenue Waterline Improvements - (\$5,849,527) The replacement of approximately 21,150 lf of 8", 6", 2", 1", and ¾" water lines, 131 new meters, 3,820 lf of service lines, and 30 new hydrants along the entire length of Main Street, Bennett Street, Ramsey Street, and lines in the western Glendale Avenue area.

**Applicants:**

Qualified applicants must have an extensive background in engineering, infrastructure planning, design, cost estimation, permitting, and contract administration. Applicants must be experienced in Local, State, and Federal regulations that may affect all aspects of the program of work outlined herein below. Applicants must provide information to demonstrate the firm's experience in the category(s) of services, including experience with other local government agencies.

**Scope of Work:**

Engineering services for each project shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the NCDEQ and ARPA compliance:

1. Preparation of the engineering report meeting NCDEQ standards to be submitted before December 1, 2022.
1. Preparation of the final design and construction bid package in conformance with applicable regulations and requirements.
2. Obtaining all necessary permits for the project.

3. Conducting the bid process, including:
  - a. Supervising the bid advertising, tabulation, and award process,
  - b. Preparing the advertisements for bid
  - c. Sending direct solicitations
  - d. Conducting pre-bid meeting
  - e. Conducting bid opening
  - f. Issuing the notice to proceed
4. Conducting the pre-construction conference.
5. Surveying, field staking, on-site supervising of construction work, and preparing inspection reports.
6. Aiding the Town with easement procurement from private parties and/or encroachment agreements with government entities such as DOT.
7. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the Town.
8. Providing reproducible plan drawings to the Town upon project completion.
9. Conducting final inspection and testing.
10. Submitting certified "as-built" drawings to appropriate authorities.

**Submission Requirements and Format:**

The Town of Burnsville request that one submission be submitted per PROJECT per consultant.

Consultants may provide statements of qualification for one, two, three, or all of the projects listed above.

All submittals must contain the following information:

1. **Format:** Submittals shall be made on 8 1/2" x 11" paper, side bound. The package submitted shall not exceed fifteen (15) sheets (30 pages double-sided). Front and back covers and cover letter are excluded from these totals.
2. **Individual or Firm information:** firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications.
3. **Timeline:** Work program timeline showing the estimated length of time for completion of the project. Time estimates should be expressed in number of days/weeks without reference to a specific starting date. However, the submission should explain how quickly the consultant would be able to begin the project.  
BE ADVISED, all of the projects are subject to a contractual NCDEQ timeline, and the consultant will be responsible for meeting the required thresholds.
4. **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, description of firm's prior experience, including any similar projects funded with State or Federal funds, and total construction costs.
5. **Capacity and Capability:** The capacity and capability of the firm to perform the work in question, including 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 all aspects of the related activities and firm's anticipated availability during the term of the project.

6. **Project Management:** Provide a proposed organizational chart for the services to be provided. Include the names and titles of the personnel anticipated to work on the scope of the work. Detailed information on the staff's experience in the related field and knowledge of the industry should be included.
7. **References:** List at least three (3) reference clients for whom similar or comparable services have been performed. Include the name, mailing address, and telephone number of the primary contact person.
8. **Fees:** Fee schedules, including hourly rates for the prime consultant and all sub-consultants, meetings, and reproduction costs should be included.

**Qualification Evaluation Process and Criteria:**

Submissions will be evaluated by a selection committee appointed by the Town Manager.

Submissions will be evaluated according to the following factors:

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| 1. The consultant's experience, knowledge, familiarity, and past performance with water and sewer design and services. | 20 pts |
| 2. The qualifications and experience of the key staff to perform the scope of work                                     | 15 pts |
| 3. Adequate staffing capability and current workload of the consultant   | 15 pts |
| 4. Quality and completeness of response to the RFQ   | 10 pts |
| 5. Proposed work plan in line with the NCDEQ contract  | 10 pts |
| 6. Past performance and/or experience with the Town  | 15 pts |
| 7. Proposed fee schedule and hourly rates for the scope of work.   | 15 pts |

Respondents may review each project application submitted to NCDEQ which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Town Hall during regular office hours; or request an emailed copy.

Contract Award: Following the Town Manager's approval to begin negotiations with a specific firm, the Town will initiate contract negotiations. After successful negotiations of specific contract terms, conditions, fees, etc., with the selected firm, the proposed contracts will be forwarded to the Burnsville Town Council for approval.

The above information should be submitted to the Town no later than 4:00 pm September 30, 2022.

Submissions may be mailed to the Town:

Town of Burnsville  
PO Box 97  
Burnsville, NC 28714  
Attn: Heather Hockaday, Town Manager  
Or

Submitted in person to the Burnsville Town Hall located at:

2 Town Square  
Burnsville, NC 28714

For more information, contact Heather Hockaday at 828-682-2420, [hhockaday@townofburnsville.org](mailto:hhockaday@townofburnsville.org)

**General Requirements, Comments & Disclosures:**

1. This solicitation is for services that will be funded by appropriations subject to federal procurement requirements and reporting and therefore all contracted consultants and subconsultants must be eligible to receive federal funds as provided by 2 CFR 200.
2. All consultants and their key staff and employees are expected to provide a statement of conflict of interest if any conflict they may have regarding the project set forth hereinabove, and a plan for mitigating the conflict(s). Note that the Town of Burnsville may in its sole discretion determine whether a conflict disqualifies a firm, and/or whether a conflict mitigation plan is acceptable.
3. Any consulting firm and its principals and key personnel and employees may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Consultants must include verification that the service provider, as well as its principals and key personnel are not listed (are not debarred) through the System for Award Management ([www.SAM.gov](http://www.SAM.gov)). Consultants are expected to enclose a print-out of search results that includes the record date.
4. Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFQ. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:
  - a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists,
  - b. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources,
  - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises,
  - d. Establishing delivery scheduled, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises,
  - e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA) of the Department of Commerce.
5. Any consultant selected under this RFQ will not discriminate against any employee or consultant for employment, because of race, color, religion, sex, creed, disability, or national origin. Any selected consultant will take affirmative action to ensure that consultants are employed and that the employees are treated during employment without regard to their age, race, color, religion, sex, creed, disability, or national origin.

6. This RFQ is a request for the submission of qualifications and is not itself an offer, nor should it be construed as an offer.
7. The Town of Burnsville expressly reserves the right to modify, reschedule, or cancel this request at any time, whether before or after any proposals have been submitted or received.
8. The Town of Burnsville reserves the right to reject and not consider any or all Consultants in its discretion.
9. The Town of Burnsville reserves the right to reject any or all companies, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed to be in its best interest.
10. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, the Town of Burnsville may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
11. In no event shall any obligations of any kind be enforceable against the Town of Burnsville unless and until a written agreement is entered into.
12. The Consultant agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of proposals submitted hereunder or for any costs or expenses incurred during negotiations.
13. By submitting a response to this request, the Consultant waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another Consultant or Consultants with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
14. The Town of Burnsville reserves the right not to award a contract pursuant to the RFQ.
15. All items become the property of the Town of Burnsville upon submission and will not be returned to the Consultant.
16. Proposals will be evaluated using the factors listed in this RFQ.
17. The Town of Burnsville reserves the right to interview or to choose not to interview Consultants prior to making a final selection.
18. Consultants are requested to refrain from contact with the Selection Committee members.

Any questions regarding the RFQ should be directed to **Heather Hockaday, Burnsville Town Manager,** (828) 682-2420 or via email to [hhockaday@townofburnsville.org](mailto:hhockaday@townofburnsville.org).