

Town of St. Pauls
Request for Engineering Qualifications

The Town of St. Pauls is accepting statements of qualifications from qualified firms and individuals to provide engineering services for a project to include a new elevated water tank and water supply well. Engineering services will include the design, construction bidding and construction management of the water system improvements. Qualified engineering applicants must have experience with and a thorough knowledge of state and federal requirements for design, permits, and other requirements for federally funded public utility projects.

Interested engineering firms should submit three copies of a "Qualifications Package" which should include an introductory copy cover letter, and any related information that the respondent feels appropriate. Submittals are due no later than 2:00 p.m. on May 20, 2024.

Complete proposal packets for engineering services are available at the Town Hall, 210 West Blue Street, St. Pauls, NC 28384, on our website at www.stpaulsnc.gov or by calling Town Administrator Stephanie Dollinger at (910) 865-5164. Complete proposals should be submitted to: Town Administrator Stephanie Dollinger c/o Water Tank Project: Town of St. Pauls, PO Box 364, St. Pauls, NC, 28384, or hand-delivered to 210 West Blue Street, St. Pauls, NC 28384.

The proposed project includes the construction of a new elevated water storage tank and water supply well. A new site is proposed to be acquired with the project and will require a new survey subdivision plat. An iron and manganese treatment system is expected to be required based on contaminants commonly found in groundwater in the area. The new elevated storage tank is needed to improve system hydraulics and resolve a low-pressure issue in the Town's distribution system. A test well will be required to be completed with the project to confirm water quality and yield. The well is anticipated to yield approximately 500 gpm.

Scope of Work:

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

Upon the Release of Funds, the following scope of work is required:

1. Preparing the final design and construction bid package in conformance with applicable regulations and requirements;
2. Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed;
3. Conducting the pre-construction conference;
4. Surveying, field staking, on-site supervising of construction work, and preparing inspection reports;
5. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body;
6. Providing reproducible plan drawings to the Town upon project completion;
7. Conducting final inspection and testing;

8. Submitting certified “as-built” drawings to appropriate authorities; and
9. Preparing an operation and maintenance manual (if applicable).

Submission Requirements:

RFQ submissions must include at a minimum:

1. Individual or Firm Information: firm’s legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. 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, 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 within the past five years;
3. Firm 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 related activities, and firm’s anticipated availability during the term of the project;
4. The proposed work plan and schedule for activities to be performed; and
5. Documentation of compliance with state and federal debarment/eligibility requirements.

Qualification Evaluation Criteria:

Submissions will be evaluated per the following factors:

1. Qualifications, Competence and Reputation of Firm and Personnel
25points
2. Firm’s Capability to Meet Time and Project Budget Requirements
20 points
3. Present and Project Workload of Firm
15 points
4. Related Experience on similar projects
15 points
5. Recent and Current Work for the Entity Issuing RFQ
25 points

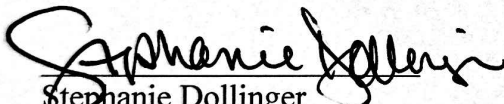
Contract Award:

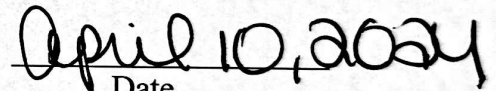
Once the most qualified firm is selected, a cost for the engineering report will be negotiated separately from the cost for engineering design/bid package and inspection services. Contracting for these two activities shall occur separately and costs/payments associated with each will be clearly defined. Contracts executed for engineering design/bid package and construction inspection services shall be contingent upon the Release of Funds and Funding Conditions

The above information should be submitted no later than May 20, 2024, to Stephanie Dollinger, Town of St. Pauls, 210 W. Blue St., St. Pauls NC or more information, contact the Town Administrator at 910-865-5164.

Historically underutilized businesses including qualified Section 3, women-owned, minority-owned, local, and small businesses are encouraged to submit proposals. The Town of St. Pauls is an equal opportunity employer.

Esta información está disponible en español o en otro idioma a petición. Contacto Stephanie Dollinger en (910) 865-5164 o St. Pauls Ayuntamiento, 210 West Blue Street, St. Pauls, NC 28384 alojamiento para esta aplicación.


Stephanie Dollinger
Town Administrator


Date

