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ST. PAULS, N.C. 28384

**REQUEST FOR QUALIFICATIONS
ASSET INVENTORY AND ASSESSMENT ENGINEERING SERVICES
TOWN OF ST. PAULS, NC**

A. GENERAL

The Town of St. Pauls issues this Request for Qualifications (RFQ) to secure engineering services in connection with the recently funded (AIA) Asset Inventory and Assessment Projects for the Town's water system. The Town anticipates that this project will take approximately two years to complete.

- B. Project Description:** The Town of St. Pauls has been designated as a distressed utility and seeks funding to update the water system asset management plan and conduct a new rate study with financial analysis to satisfy the requirements on the Viable Utilities program. The water system asset inventory and assessment will include updating the water system inventory to include mapping updates with GPS location of valves and hydrants, pressure testing, and developing a water model of the distribution system.

C. SUBMISSION REQUIREMENTS

Please provide the following information in the RFQ response 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 Experience. The specialized experience and technical competence of the staff to be assigned to the project with respect to water improvements or related work; description of firm's prior experience, including any similar projects; size of community served; names of local officials knowledgeable regarding the firm's performance on related work. Include at least three references within the past three years.
4. Projected availability of personnel needed for this effort over the next 24-month period.

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5. A proposed work plan which defines the approach to the work and a schedule for activities to be performed.
6. Hourly rates for personnel to be utilized on the project.

D. QUALIFICATION EVALUATION CRITERIA

The Town of St. Pauls 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 AIA- related work. 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 project.
3. Related Experience on Similar Projects: Assessment of the firm and assigned professionals in working with similar AIA projects.
4. 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	40
Firm’s Capability to Meet Time and Project Budget Requirements	20
Related Experience on Similar Projects	30
Recent and Current Work for the Town/Familiarity with Locality	10
Maximum Total Points	100

E. SCOPE OF ENGINEERING SERVICES

The Town of St. Pauls operates a water and sewer utility that serves the town. The Town was recently awarded an AIA grant and is awaiting the grant agreement for execution. The Town is working to identify a firm to assist with completion of the proposed scope of work related to this grant. In terms of timing, the project(s) will commence once a firm is selected, a scope of work established, and authorization is received from NCDEQ to begin work.

F. DEADLINE FOR SUBMITTAL

The above information should be submitted no later than 12:00 Noon on July 25, 2023 to:

**Debra McNeill, Interim Town Administrator
Town of St. Pauls
210 West Blue Street
PO Box 364
St. Pauls, NC 28384**

The Town of St. Pauls is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, and historically underutilized businesses.