

**TOWN OF RANLO
REQUEST FOR QUALIFICATIONS- ENGINEERING SERVICES
WASTE WATER SYSTEM ASSET INVENTORY AND ASSESSMENT**

October 14, 2022

This is a Request for Qualifications (RFQ) to provide engineering, surveying, and related services to assist the Town of Ranlo with the development of components of its Asset Inventory and Assessment Project regarding the Town's waste water system. This project is funded by an Asset Inventory and Assessment Grant awarded by the N.C. Department of Environmental Quality.

You are invited to submit a proposal of qualifications to be received not later than 2:00 PM on Thursday, November 10, 2022 to:

Jonathan Blanton; Town Manager
Town of Ranlo
1624 Spencer Mountain Road
Gastonia, North Carolina 28054
Phone – 704-824-3461
Email – jblanton@townofranlo.org

Three (3) copies of the proposal should be submitted in accordance with the following sections of this Request for Qualifications:

- A. Problem Statement
- B. Scope of Work
- C. Project Schedule
- D. Proposal Content
- E. Factors for Award/Evaluation Criteria
- F. Hourly Rate Schedule

The Town of Ranlo will enter into a contract with the Engineer whose statement of qualifications is determined to be the most advantageous to the Town. Factors to be considered and the method used in the evaluation of the proposal and selection of the Engineer are set forth in Section E of the RFQ.

All proposals received as a result of this request will be evaluated by the Town of Ranlo, and, based on this evaluation, firms may be contacted for follow-up interviews. The Engineering Firm selected for this project will be required to adhere to the State of North Carolina E-Verify program and to provide insurance certificates as required by the Town of Ranlo.

The Town does not discriminate based on race, color, religion, sex, national origin, handicap, age, or familial status, and encourages proposals from small, minority, and female-owned businesses and locally owned/operated businesses that provide employment opportunities to low-income individuals.

If you have any questions concerning the Request for Qualifications, please contact Jonathan Blanton.

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A. PROBLEM STATEMENT

The Town of Ranlo has been awarded an Asset Inventory and Assessment (AIA) Grant by the N.C. Department of Environmental Quality. The Town does not have the necessary engineering capabilities in-house to complete the proposed activities and is soliciting proposals from qualified engineering firms to provide complete engineering services required for the work described below.

B. SCOPE OF WORK

The Town of Ranlo is soliciting proposals from qualified firms for engineering and related services necessary to implement the AIA project within the approved budget and schedule. The selected consultant will be expected to provide the following services at a minimum as a part of the project's scope of services:

- (1) Smoke test approximately 80,000 LF of sanitary sewer lines.
- (2) CCTV a portion of the 20,000 LF of sewer lines to evaluate the condition of the sewer lines, if remaining funds in budget.
- (3) Acquisition an Asset Management Software package that will provide access to the Town's system mapping and database to field work crews.
- (4) Cost opinions will be prepared and the identified projects will be prioritized and included in an updated Capital Improvements Plan based upon the investigation and assessment work.
- (5) Prepare the Town's Asset Management Plan for their sanitary sewer system. This plan will meet the requirements of the DEQ's Asset Management Guidance Supplement to the Priority Rating System and include the information collected as part of the field work.
- (6) Submit all required deliverables to DEQ prior to project close out.

C. PROJECT SCHEDULE

The project is expected to commence immediately upon approval of the selected Engineer by the Ranlo Board of Commissioners. All work must be completed within eighteen (18) months of the date of Board approval. A final schedule will be developed with the selected Engineer.

D. PROPOSAL CONTENT

The Engineer's proposal must contain the following elements and be no longer than 15 single-sided pages, plus a cover page and any dividers (optional):

1. **Technical Approach/Understanding of the Program.** Describe the approach to be taken in addressing the proposed scope of work, as well as opportunities for optimizing the funds

available. This description is to include a delineation of specific tasks to be undertaken and a project schedule showing start and completion dates for major tasks.

2. **Work Management Plan/Experience of Proposed Personnel.** Describe the management plan to be used, staffing configurations, etc. specifying work to be completed relative to work identified herein. Brief resumes of the individuals involved in the project are required, including a list of related project experience for each individual.
3. **Experience of the Firm.** Provide a brief description of waste water experience specific to the proposed scope of work, including federally or state funded project experience. Please list a reference for each project. Make sure the contact listed for each project was employed at time the firm provided the services. If the local staff person who is most familiar with your work is no longer with the locality, include current contact information or indicate why the person can no longer be contacted.
4. **Familiarity with Locality.** Include a list of underground infrastructure project experience with municipalities of similar size to the Town of Ranlo. Describe any other project experience or related work that indicates the firm's level of understanding and familiarity with projects of a similar size and scope.

E. FACTORS FOR AWARD/EVALUATION CRITERIA

The following factors will be used in evaluating Consultant's proposal of qualifications:

1. Technical Approach/Understanding of Program. (30 points)
2. Work Management Plan/Experience of Proposed Personnel. (30 points)
3. Engineering Experience of the Firm. (30 points)
4. Familiarity with Similar Projects. (10 points)

After considering factors outlined in Section E, the Engineering Firm will be selected based on qualifications most advantageous to the Town, subject to negotiation of fair and reasonable compensation. The Engineering Firm will be notified of the Town's selection.

F. HOURLY RATE SCHEDULE

All proposals shall include the Engineering Firm's current hourly rate schedule.