



## REQUEST FOR QUALIFICATIONS

### Engineering Services

**Wastewater Treatment Facility Repairs and Upgrades  
CWSRF Project No.: CS370662-04**

**Issue Date: September 14,2020  
Due Date: October 9,2020**

Submit to:  
Greg Patton  
Interim City Manager  
City of Randleman  
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**Request for Qualifications  
City of Randleman  
Wastewater Treatment Facility Repairs and Upgrades  
CWSRF Project No.: CS370662-04**

**1. General**

Pursuant to NCGS 143-64.31, the City of Randleman is soliciting Statements of interest and Qualifications from firms to provide Engineering Services related to its recently acquired funding from the Division of Water Infrastructure for the “Wastewater Treatment Facility Repairs and Upgrades”.

**2. Background**

The City of Randleman (CITY) operates a water and sewer utility that serves all of the citizens within the City's service area. The CITY submitted a CWSRF application for funding consideration in the fall of 2019 for the “Wastewater Treatment Facility Repairs and Upgrades” project (PROJECT) . The CITY was recently notified of the Intent to Fund the PROJECT by the Division of Water Infrastructure. The loan amount is \$1,625,000.

**3. Project Description**

The purpose of the City of Randleman “Wastewater Treatment Facility Repairs and Upgrades” is to address three (3) items of need. These are a “Laboratory Building Expansion”, the replacement of the existing Travelling Bridge Filter with a new “Disk-Type Fixed Filter System”, and “Blower Building Repairs”. These project components are summarily described as follows:

**Section 1: Laboratory Building Expansion**

An approximate 1,340 Square Foot (SF) addition and improvements to an existing 550 SF Laboratory Building including 3 offices, a conference room, restroom and shower facilities, breakroom, and a 1,230 SF enclosed garage area, including mechanical and electrical work, etc.

**Section 2: New Tertiary Treatment Filtration Disk Filter**

Demolition and replacement of the existing Travelling Bridge Tertiary Filtration Unit with a new Disk-Type Fixed Filter System of like capacity including piping, electrical work, controls, stainless steel tankage, etc.

**Section 3: Blower and Chemical Feed Building Repairs**

Demolition of masonry walls around the main bank of blowers, demolition and replacement of extended slab and foundation structure, removal and replacement of existing double doors, new reinforced masonry walls on three (3) sides of blower room, new cast-in-place concrete roof over extended area, mechanical and electrical work, etc.

#### **4. Scope of Engineering and Administration Services**

- A. Author Engineering Report and Environmental Report and submit to NCDENR, Division of Water Infrastructure in support of funding approval.
- B. Produce Detailed Drawings and Specifications.
- C. Produce Bid Package (Plans, Specifications, and Contract Documents) and submit to NCDENR for review and approval.
- D. Assist Owner with Bid Solicitation and Project Award procedures including Advertisement for Bid, coordination and attendance at Pre-Bid Conference, Recommendation of Award to Owner, and submittal of Project Bid Information Package to NCDENR in support of Authorization to Award.
- E. Coordinate Construction Contract Execution between Owner and Contractor.
- F. Process Contractor Monthly Pay Applications.
- G. Attend Monthly Progress Meetings.
- H. Provide periodic construction observation.
- I. Provide Engineer's Certification. Coordinate project closeout with NCDEQ, Division of Water Infrastructure.

#### **5. Contents of Qualifications**

- A. Name of Firm.
- B. Location of office performing the work.
- C. Brief history of firm.
- D. General water and sewer engineering experience.
- E. Previous experience with CWSRF and DWSRF funded projects.
- F. List of personnel to be involved in the project, a brief description of their qualifications, project responsibilities, and availability.
- G. List of three (3) references with contact information.
- H. In accordance with NCGS 143-64.31, DO NOT INCLUDE Lump Sum or Not-to-Exceed pricing for services.

#### **6. Evaluation Criteria**

- A. Qualifications received by the deadline and prepared in accordance with RFQ instructions will be reviewed to determine the level of service and experience considered most advantageous to the City. The City will select the Consultant considered most qualified to provide the desired level of service, with consideration for the long-term interest of the City's needs.
- B. The City will select the best qualified firm based on demonstrated competence and qualifications without regard to fee.
- C. After selection of the best qualified firm to meet the City's needs, the City shall negotiate a fair and reasonable fee with the firm for the desired level of service.

D. Proposals will be reviewed by City staff familiar with the existing facilities, in accordance with the following criteria.

1) General Qualifications, Competence, & Reputation of Firm

- Staff qualifications and stability of firm.
- Competence in applicable municipal water and wastewater engineering.
- Understanding and execution of SRF Loan administration requirements.
- Reputation with previous clients.

2) Experience of Involved Staff

- Experience with similar type projects.
- Key personnel — roles and experience.

3) Availability

- Ability to provide access to qualified project team members on a continual basis.
- Ability to commit available resources to the project.

**7. Submission Information**

An Electronic (PDF) version (10-page maximum) of the RFQ response must be received by email at [gpatton@cityofrandleman.com](mailto:gpatton@cityofrandleman.com) on or before 5:00 PM, **October 9, 2020.**