**Town of Hot Springs**

**Request for Qualifications (RFQ)**

**Professional Engineering Services**

**December 4, 2023**

**Project Overview:**

The Town of Hot Springs has been awarded $4,000,000 in American Rescue Plan Act (ARPA) funds for the upgrade of its wastewater treatment plant. This funding is being administered by the North Carolina Collaboratory (Collaboratory) with assistance from the Environmental Finance Center (EFC) at the UNC School of Government. The project area is located at the existing Town of Hot Springs wastewater treatment plant site on Divine Water Way.

The Town of Hot Springs is requesting a Statement of Qualifications (SOQ) be submitted in response to this Request for Qualifications (RFQ) seeking qualified applicants who can provide the engineering, permitting assistance, bidding services, contract administration services and assistance with grant administration for the implementation of the wastewater treatment plant improvements project. The project must be administered in compliance with applicate state statutes. Payment terms will be negotiated with the selected firm.

# Scope of Work:

The project involves the upgrade of the wastewater treatment plant under the guidelines for level of treatment provided by the Collaboratory.

Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with NCDEQ and NCDWR compliance. This includes preliminary engineering and cost estimates, surveying, potential environmental documentation, engineering design and permitting, bid documents, construction administration and observation, project closeout and assistance with grant administration as follows:

1. Preparing and submitting an engineering report, if required, by the funding agency.
2. Preparing the final design and construction bid package in conformance with applicable regulations and requirements.
3. Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting bid opening, and assisting the Town with issuing the Notice of Award and the Notice to Proceed.
4. Conducting the pre-construction conference.
5. Providing on-site observation of construction work and preparing field observation reports.
6. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body.
7. Preparing reimbursement requests on behalf of the Town and all associated supporting documentation.
8. Preparing and submitting all required progress reports and associated documentation to the funding agency.
9. Submitting certified "as-built" drawings and certifications to appropriate authorities

# Submission Requirements:

SOQ submissions must include at a minimum:

1. Firm and/or Individual Information: Firm's legal name, address, email, and telephone number, the principal(s) of the firm, proposed project manager and their experience and qualifications.
2. Wastewater Treatment Plant Design: Experience and technical competence of the staff to be assigned to the project with respect to wastewater treatment plant improvements or related work, description of firm's prior experience, including size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least three references within the past seven 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, quality of work, ability to meet schedules, control of costs, description of firm's current work activities, and firm's anticipated availability during the term of the project.
4. Firm Past Experience and Knowledge of the Town of Hot Springs wastewater system infrastructure.
5. Documentation of compliance with state and federal debarment/eligibility requirements.

# Qualification Evaluation Criteria:

Submissions will be evaluated per the following factors:

* Experience of firm and personnel to be assigned to the project 40 points (40%)
* Firm’s Capacity to meet the project schedule 25 points (25%)
* Firm’s Knowledge of the Town of Hot Springs Wastewater System 20 points (20%)
* Experience with ARPA/NCDEQ/ DWI permitting and funding 15 points (15%)

Upon completion of proposal review and scoring, the project review committee will make a recommendation to the Town Board of Aldermen for approval to negotiate a contract for Engineering Services with the selected firm.

# Contract Award:

Once the most qualified firm is selected for contract award*,* a professional services agreement shall be executed for the work described. Contracts executed for professional services shall be contingent upon the Release of Funds and Funding Conditions.

# Submittal Information:

Proposals must be received either in hard copy (3 copies) or in digital format by the Town’s Finance office by **December 15, 2023, by 5:00 pm** (close of business day).

**Town of Hot Springs**

Abigail North – Mayor

Town of Hot Springs

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The Town of Hot Springs is an Equal Opportunity Employer and invites the submission of proposals from small, minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 businesses concerns.