



## **TOWN OF BANNER ELK REQUEST FOR QUALIFICATIONS**

### **THE TOWN OF BANNER ELK DESIRES TO ENGAGE QUALIFIED ENGINEERING FIRMS TO PROVIDE PROFESSIONAL SERVICES FOR THE FOLLOWING PROJECT**

#### SUMMARY

The Town of Banner Elk has received an Infrastructure (ARPA) award in the amount of \$1,265,000 by the North Carolina Department of Environmental Quality (NCDEQ) for wastewater system improvements. The project consists of improvements and upgrades at the town's wastewater treatment plant (WWTP).

Project #1 The removal of a manual bar screen and the installation of a new mechanical bar screen on the WWTP influent sewer line.

Project #2 Replacing the existing UV disinfection system with new UV disinfection equipment.

Project #3 Construction of a second secondary clarifier.

Contingent upon this award, the Town of Banner Elk is soliciting requests for qualifications for professional engineering services to assist the Town in engineering design, permitting, bid package services, construction administration, and construction inspections services of this project in compliance with all applicable federal requirements and regulations under the ARPA program. Payment terms will be negotiated with the selected firm. The fee for professional engineering services will be paid with ARPA funds.

#### APPLICANTS

Qualified applicants must have an extensive background in engineering, infrastructure planning, design, cost estimation, permitting, and contract administration. Applicants must be experienced in Local, State, and Federal regulations that may affect all aspects of the program of work outlined herein below. Applicants must provide information to demonstrate the firm's experience in the category(s) of services, including experience with other local government agencies.

#### SCOPE OF WORK

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

1. Preparing the final design and construction bid package in conformance with applicable regulations and requirements;
2. Obtaining all necessary permits for the project;
3. 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;
4. Conducting the pre-construction conference;
5. Surveying, field staking, periodic on-site supervising of construction work, and preparing inspection reports;

6. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the Town;
7. Providing reproducible plan drawings to the Town upon project completion;
8. Conducting final inspection, testing, and certifications;
9. Submitting certified “as-built” drawings to appropriate authorities.

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. Technical Approach: The proposed approach in which the professional engineering firm will carry out a typical project.
3. Key principal who will be totally responsible for the project.
4. Wastewater Infrastructure Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to wastewater system improvements or related work, description of firm’s prior experience, including any similar projects (in particular those funded by ARPA), total construction costs, and names of local officials knowledgeable regarding the firm’s performance on related work. Include at least five references of clients engaged within the past five years;
5. 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 ARPA related activities and firm’s anticipated availability during the term of the project.
6. Documentation of compliance with state and federal debarment/eligibility requirements.

Applicants should submit five copies of the above information no later than 4:00 pm June 2, 2023.

Submission may be mailed to:

Town of Banner Elk, PO Box 2049, Banner Elk, NC,28604  
Attn: Rick Owen, Town Manager

Or submitted in person to the Banner Elk Town Hall located at:

200 Park Avenue  
Banner Elk, NC, 28604

For more information, contact Rick Owen at 828-898-5398, [manager@townofbannerelknc.org](mailto:manager@townofbannerelknc.org)

Additional Information:

-Questions regarding this RFQ or concerning the scope of work for this project should be submitted to Justin Hodges, Director of Public Services, by phone (828) 898-5398 or by email at [jhodges@townofbannerelknc.org](mailto:jhodges@townofbannerelknc.org).

-Respondents may review the ARPA application which includes a description of the proposed

project including activities, budget, schedule, and other pertinent information by visiting the Town Hall during regular office hours.

-Fees for professional services and contract terms will be negotiated after identification of the best qualified firm/team.

-The Town of Banner Elk reserves the right to reject any and all proposals, negotiate with the best qualified firm regarding fees and/or the scope of services or postpone the decision for an indefinite period.

-The Town of Banner Elk is an Equal Opportunity Employer and invites the submission of proposals from minority- and women-owned firms, and Historically Underutilized Businesses.

**QUALIFICATION EVALUATION CRITERIA**

Submissions will be evaluated according to the following factors:

<b>EVALUATION CRITERIA</b>	<b>VALUE</b>
<p><b>I. QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>a. Qualification of the firm individuals and subcontractors assigned to the project</li> <li>b. Education background and training</li> <li>c. Firm’s experience, knowledge, familiarity, and past performance with wastewater system design and services.</li> </ul>	40%
<p><b>II. EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>a. Recent experience in similar work</li> <li>b. Meeting time and budget constraints</li> <li>c. Previous contracting experience with government entities similar to The Town of Banner Elk</li> <li>d. Past experience with grant administration, in particular related to ARPA Funding</li> <li>e. Experience of the firm’s proposed staff to perform the type of work required.</li> <li>f. Largest dollar amount project</li> <li>g. Number of projects at this time and other projects related to ARPA Funding</li> </ul>	30%
<p><b>III. CAPABILITIES</b></p> <ul style="list-style-type: none"> <li>a. Current and projected workload; ability and capacity to perform services in a timely manner</li> <li>b. Familiarity with project</li> <li>c. Approach to the work required</li> <li>d. Contractual relationship with local firms</li> <li>e. The firm’s understanding of project specific issues and their capacity to deliver services</li> <li>f. Any other additional information regarding the firm’s capacity</li> </ul>	30%