

Town Of Sims

6501 US Hwy 264 Alt
PO Box 161
Sims, NC 27880
Phone (252) 237-4226
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Request for Qualifications for Professional Engineering Services

Town of Sims

10/20/2022

The Town of Sims has received funding (ARPA funding from the State Fiscal Recovery Fund established in S.L. 2022-74) from the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure as follows:

1. Construction Project (Project No: SRP-D-ARP-0215) for Municipal Drinking Water System (\$294,684) – Restoration and rehabilitation of the 57-year-old elevated water storage tank. We also intend to add SCADA to the storage tank along with standby power and auto transfer for resiliency.

Deadline for Submission:

Written qualifications must be received by 5:00 pm on Friday, November 4, 2022 at the Town Hall at the following address:

Town of Sims
c/o Miranda Boykin
Town Administrator
PO Box 161
6501 US Hwy 264A W
Sims, NC 27880
mboykin@townofsimsnc.com

RFQ questions should be addressed to Miranda Boykin, Town Administrator, at 252-237-4226.

Scope of Work:

Contingent upon formal awards, the Town of Sims is soliciting requests for qualifications for professional engineering services to assist the Town of Sims in a Construction Project for Municipal Drinking Water System – Restoration and rehabilitation of the 57-year-old elevated water storage tank. We also intend to add SCADA to the storage tank along with standby power and auto transfer for resiliency. Payment terms will be negotiated with the selected firm. The fees for professional engineering services will be paid with grant funds.

Engineering services for all work must comply with NCDEQ-DWI guidance documents and receive acceptance/approval from NCDEQ-DWI prior to final payments by the Town of Sims. The Town must meet all of the following NCDEQ-DWI milestones:

Engineering Report Submittal	December 1, 2022
Engineering Report Approval	May 1, 2023
Bid and Design Package Submittal	November 1, 2023
Bid and Design Package Approval	March 1, 2024
Advertise Project, Receive Bids, Submit Bid Information, and Receive Authority To Award	July 1, 2024
Execute Construction Contract(s)	August 1, 2024

*Failure to meet any milestone may result in the forfeiture of funding for the proposed project

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 the firm's experience and qualifications; and
2. Water/Wastewater Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to water/wastewater improvements or related work, description of firm's prior experience, including any similar projects, construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least five references within the past five years; and
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 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 related activities, and firm's anticipated availability during the term of the project; and
4. The proposed work plan and schedule for activities to be performed; and
5. Documentation of compliance with state and federal debarment/eligibility requirements.

Submissions will be evaluated according to the following factors: The Town of Sims will identify the number of points for each of the criteria below.

- a. Work Plan/Technical Approach/Understanding of Program – Detail of proposal, specific work products identified, understanding of state and federally funded infrastructure grant programs. (20 points);
- b. Experience of Firm – Past involvement of firm with state and federally funded infrastructure programs, and other similar/allied programs. References of past involvement and resumes of key staff (20 points);
- c. Qualifications of Staff, professional and non-professional, assigned to Project/ Work Management Plan/Experience of Proposed Personnel – Identification of staff assignments, NC Licensure, roles, and

responsibilities. Identification of staff experience with ARPA Funded Projects, NC DENR, DWSRF, and other similar infrastructure projects (20 points);

- d. Understanding of Area – Responsiveness of firm to elements in RFQ, familiarity with the project's geographic area, and familiarity with existing drinking water system and system needs (20 points);
- e. Proposal – While proposed cost will be an evaluation factor, the Town reserves the right to negotiate price with successful proposer (15 points);
- f. Small, female or minority-owned forms (5 points).

Upon completion of the review, the Town of Sims will award and contract the work as authorized by the Town of Sims Board of Commissioners.

Respondents may review the grant application which include descriptions of the proposed work including activities, budgets, schedules, and other pertinent information by visiting the Town of Sims Town Hall at 6501 US Hwy 264A W, Sims, NC 27880 during regular office hours or by emailing mboykin@townofsimsnc.com.

Contract Award:

Once the most qualified firm is selected, costs for the services will be negotiated. Contracts shall be contingent upon formal grant awards. If an agreement of contract compensation cannot be determined with the first qualified firm, the Town of Sims will eliminate that firm and begin discussion with the next most qualified firm.

The above information must be received no later than 5:00 PM on Friday, November 4, 2022 at 6501 US Hwy 264A W, Sims, NC 27880. Electronic submittals via email are acceptable. For more information, contact Miranda Boykin, Town of Sims Town Administrator, at (252) 237-4226 or mboykin@townofsimsnc.com. Town of Sims is an equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Miranda Boykin, Town Administrator, al 252-237-4226, mboykin@townofsimsnc.com, o en 6501 US Hwy 264A W, Sims, NC 27880 de alojamiento para esta solicitud.