

The Town of Kenly has received a Community Development Block Grant – Infrastructure (CDBG-I) award in the amount of \$1,998,672 by the North Carolina Department of Environmental Quality (NCDEQ) for the rehabilitate/replacement of approximately 7,800 linear feet of 8-in sanitary sewer lines. The project will be like-for-like replacement and the method of replacement/ rehabilitation will be dig and replace with opportunity for trenchless rehabilitation. The purpose of the project is to address Inflow/Infiltration (I&I) issues which have caused Notice of Violations and Sanitary Sewer Overflows (SSO).

Contingent upon this award, the Town of Kenly is soliciting requests for qualifications for professional engineering services to assist the Town in both a) *developing a final engineering report, and b) subsequent engineering design and bid package services and construction inspection services,* of this project in compliance with all applicable federal requirements and regulations under the CDBG program. Payment terms will be negotiated with the selected firm. The fee for professional engineering services will be paid with CDBG funds.

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 CDBG program and NCDEQ compliance areas:

1. Preparing and approval of the engineering report prior to the Release of Funds

Upon the Release of Funds, the following scope of work is required:

1. Preparing the final design and construction bid package in conformance with applicable regulations and requirements;
2. 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;
3. Conducting the pre-construction conference;
4. Surveying, field staking, on-site supervising of construction work, and preparing inspection reports;
5. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body;
6. Providing reproducible plan drawings to the Town and County upon project completion;
7. Conducting final inspection and testing;
8. Submitting certified “as-built” drawings to appropriate authorities; and
9. Preparing an operation and maintenance manual (if applicable).

Engineering Firms are to submit their qualifications to prepare the Engineering Report and subsequent design and construction services to Michael Douglas, Town of Kenly , 207 West Second St., PO Box 519, Kenly, NC 27542 by 5:00 pm May 25, 2020.

Also attached are submittal 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. Wastewater System Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to sewer system improvements or related work, description of firm's prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total 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;
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 CDBG related activities, and firm's anticipated availability during the term of the project;
4. The proposed work plan and schedule for activities to be performed; and
5. Documentation of compliance with state and federal debarment/eligibility requirements.

Each rater should complete an evaluation for each firm submitting a statement of qualifications.

The highest number represents the most value for each column. WEIGHT column: 1-10 points depending on value to the project and level of importance (assigned by rating group and must be identical on all evaluations), in each area, to the particular project. RATING column: 1-5 points. In this column grant recipients rate the firm based on each qualification. Multiply the rating by the weight for each category and enter the total. Add all totals to establish final score for firm.

Name of Firm: _____

Contact Person: _____

Project Description: _____

Individual Evaluation:

Evaluation Factors	WEIGHT 1-10	X	RATING 1-5	=	TOTAL
<p>1. <u>Individual or Firm Information: firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;</u></p>					
<p>2. <u>Wastewater System Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to sewer system improvements or related work, description of firm's prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total 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;</u></p>					
<p>3. <u>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.</u></p>					

<u>quality of work, and ability to meet schedules; description of firm's current work activities, capability of carrying out all aspects of CDBG related activities, and firm's anticipated availability during the term of the project;</u>					
<p>4. <u>The proposed work plan and schedule for activities to be performed; and</u></p> <p>5. <u>Documentation of compliance with state and federal debarment/eligibility requirements.</u></p>					
<u>References</u>					
<u>Met requirements for submittal</u>					

Name of Reviewer: _____

Grant Total: