

**Request for Qualifications (RFQ)**  
**#16-1000**  
**Catawba County, Newton, NC**  
**Davis Road Water Project**  
**Engineering Services**

**July 9, 2015**

**I. Introduction**

Catawba County is soliciting a qualifications statement from engineering firms (hereinafter "Firm") for contract services related to construction administration and inspections for water construction project for the Catawba County Davis Road Water Project located in the Maiden area of Catawba County, North Carolina. Catawba County reserves the right to reject any and all submittals.

Statement of qualifications shall be submitted to Debbie Anderson, Purchasing Agent (828-465-8224) Catawba County, PO Box 389, 100A South West Blvd., Newton, NC 28658, no later than 5:00 P.M., July 24, 2015. One original printed and a copy on flash drive or cd . The original shall be printed on recycled content paper and printed on both sides.

Firms shall include a statement of qualifications of both the firm and person(s) directly responsible for the work, including a list of similar projects completed by the Firm and by said responsible person(s).

**II. Purpose**

The purpose of this Request for Qualifications (RFQ) is to secure engineering/construction administration services of a person or persons to provide technical assistance to Catawba County in compliance with State and Federal rules, laws, and regulations.

**II. Project**

Davis Road Water: The project includes extension of municipal water service to Davis Road in southeastern Catawba County. It will consist of approximately 6,800 linear feet of 12-inch ductile and PVC water lines on Davis Road, between Buffalo Shoals Road and Water Plant Road, approximately 300 linear feet of 12-inch ductile and PVC water lines on Buffalo Shoals Road, approximately 2,000 linear feet of 6-inch ductile and PVC water lines on Beal Road, and approximately 300 linear feet of 2-inch PVC water line on Francis Lane, along with valves, hydrants, and appurtenances throughout the entire project. The project design is complete and selected firm will be responsible for overseeing construction of a project designed by a different firm.

### *Existing Facilities*

Municipal water service from the Town of Maiden extends along Water Plant Road to Davis Road. The existing water system in this area has ample supply from the City of Maiden, which is a bulk purchaser of water from the City of Hickory. Hickory's Water Treatment Plant has a capacity of 36 million gallons per day and currently uses approximately half of that capacity.

### **III. Scope of Services**

The major items of work will include but not be limited to:

- The firm shall coordinate between Catawba County and City of Maiden to ensure City of Maiden Standards and Specifications are met.
- Coordinate construction work with any utility companies involved and other related agencies.
- Prepare the agenda and conduct the preconstruction conference.
- The firm shall issue all instructions of the County to the contractor(s); prepare routine change orders as required, and act as interpreter of the requirements of the contract documents and judge of the performance there under by the parties thereto; and shall make recommendations on all claims of the County and contractor(s) related to the execution and performance and progress of the work and all other matters and questions related thereto, for final decision by the County.
- Based on the firm's on-site observation and inspections of the contractor(s) applications for payments and the accompanying data and schedule, the firm shall determine the amount(s) owed the contractor(s), and submit to the County written payment requests for payment to the contractor(s).
- The firm shall conduct full-time field inspections during the active construction phase of the project, and conduct a final inspection to determine if the project has been completed in accordance with the contract documents. The firm shall also certify to the County if each contractor has fulfilled all his obligations, by providing to the County a Certification of Project Completion and Acceptance.

- The firm shall complete an 11-month project inspection for Warranty and Punchlist.
- The firm shall submit Engineer's Certification to Public Water Supply.
- The firm shall assist the County/City in obtaining all necessary approvals and permits from all governmental authorities having jurisdiction over the project.
- Firm shall supply a minimum of two sets of full size paper Record Drawings, two sets of half size paper Record Drawings, and full Record Drawings on CD or Flash drive in .dxf.

### **III. Selection Process**

The deadline for receipt of qualifications statement is 5:00 p.m., July 24, 2015. The criteria by which the packages will be evaluated include:

1. Firm's understanding of project objectives.
2. Firm's approach to a project of this nature.
3. Firm's resources and capacity.
4. Qualifications of principals to perform the work and the level of involvement in the project.
5. Qualifications of project manager and staff assigned to the project.
6. Firm's knowledge and demonstrated experience with water line construction.
7. Schedule for completion of tasks.

### **IV. Contents of Qualification Statements**

Qualifications shall be submitted on 8 ½" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The qualification document shall also be submitted on a CD or flash drive. If qualification document is submitted on CD or flash drive, the format must be compatible with Microsoft Office 2007.

Qualification Statement shall include:

- Firm name, address, telephone number, fax number, e-mail address, and contact person(s).

- Year in which the firm was established and any former names under which the firm operated.
- Name and office location of all personnel who will be assigned to this project. Names of key personnel who would be available to work on this project.
- Résumés of project manager and design team members for this project. Professional affiliations and licenses of key personnel.
- Statement of the qualifications of the Firm and its key personnel who would work on this project with particular regard to the evaluation criteria listed above under "Selection Process".
- Understanding of the scope of work.
- Unique qualifications or work methodology.
- Track record of bringing in projects on time and within budget.
- Describe the Firm's approach to and/or method of cost control and project scheduling
  - (1) Current workload and percentage of availability
  - (2) Quality control and assurance process
- List of previous clients for work similar to this project, Include name and location of project, brief description and Firm's and key personnel's involvement, name of project manager and telephone number, date and value of the project.
- Tentative plan and time frame for approaching the project.
- Hourly billing rates charged by your Firm for each position type.

Statement of Qualifications shall be shipped or delivered no later than 5:00 p.m. July 24, 2015 to:

Debbie Anderson, Purchasing Agent  
Catawba County  
100A South West Blvd. (physical address)  
PO Box 389 (mailing address)  
Newton, NC 28658

Questions regarding this Request for Qualifications should be directed to Jonathan Greer, Utilities and Landfill Project Manager at (828) 465-8261 or [jdgreer@catawbacountync.gov](mailto:jdgreer@catawbacountync.gov).