

**Request for Qualifications (RFQ) 17-1001  
Catawba County,NC  
Engineering Services**

**November 10, 2016**

**I. Introduction**

Catawba County is soliciting a qualifications statement from engineering firms (hereinafter "Firm") for contract services related to the preparation of an alternatives analysis, preliminary routing study, opinions of probable cost, and completing a Preliminary Engineering Report (PER) for extension of municipal sewer service to serve Bandys High School, Mill Creek Middle School, and CommScope, Inc. If the project moves forward beyond the initial study and PER, the County reserves the right to further contract with the selected Firm to preparedesign drawings, specifications, bid documents, bid recommendation, right-of-way acquisition assistance and construction administration for the Bandys High/Mill Creek Middle/CommScope Sewer project. The project is located in the Catawba Township of Catawba County. Catawba County reserves the right to reject any and all submittals.

Statement of qualifications shall be submitted to Debbie Anderson, Purchasing Manager (828-465-8224) Catawba County, PO Box 389, 100A South West Blvd., Newton, NC 28658, no later than 5:00 P.M., November 23, 2016. Two (2) bound copies, with original signatures and seals, should be submitted and six (6) copies of the qualification document shall be submitted on flash drives. Qualification documents submitted on flash drives must be compatible with Microsoft Office 2016.

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).

The selected Firm should be prepared to have thePER complete within **90 calendar days** of being given a notice to proceed by the County.

If project moves forward beyond initial study and PER, and if the County so chooses, the selected Firm shall have project ready for submission for all applicable permits and authorizations within **90 calendar days** of being given notice to proceed by the County.

## II. Purpose

The purpose of this Request for Qualifications (RFQ) is to secure engineering 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

Bandys High/Mill Creek Middle/Commscope Sewer: The project includes extension of municipal sewer service to Bandys High School, Mill Creek Middle School, and CommScope, Inc .in southeastern Catawba County. Bandys High School is located at 5040 East Bandys Cross Road, Catawba; Mill Creek Middle School is located at 1041 Shiloh Road, Claremont; and CommScope, Inc. is located at 6519 CommScope Road, Catawba. Wastewater generated at these three locations is currently serviced by various on-site treatment methods.

### *Existing Municipal Facilities*

Municipal sewer service nearest this area is the Southeastern Catawba County Sewer System. This collection system flows to the Hickory-Catawba Wastewater Treatment Plant (WWTP) located in the Town of Catawba. Design capacity of the WWTP is 1.5 million gallons per day.

## III. Scope of Services

The major items of work for the project will include but are not limited to:

- Firm shall meet with applicable stakeholders, as required, and determine a list of feasible alternatives to servicing the three selected entities. This work will provide preliminary routing study and opinions of probable cost.
- Prepare and provide Preliminary Engineering Report.
- Prepare detailed drawings, specifications and contract documents necessary for the bidding and construction of the proposed improvements.
- The firm shall coordinate between Catawba County and City of Hickory to ensure City of Hickory Standards and Specifications are met throughout the project.

- The firm shall submit Progress Drawings for review at 50% and 90% stages.
- Upon completion of the design drawings, Firm shall provide the County with electronic drawings in .dxf format for inclusion in the County's Geospatial Information System.
- Furnish such documents and design data as may be required to obtain approvals of all State, Federal, and local agencies, as may have jurisdiction over the design and construction of this project, or any part thereof.
- Coordinate design and construction work with any utility companies involved and other related agencies.
- Attend bid opening, tabulate bids, analyze bids, and provide recommendations to the County concerning award of the construction contract.
- Prepare the agenda and conduct the preconstruction conference.
- The firm shall issue all instructions of the County to the contractor; 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 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 applications for payments and the accompanying data and schedule, the firm shall determine the amount owed the contractor, and submit to the County written payment requests for payment to the contractor.
- The firm will provide from the contractor all documentation in order to meet the requirements under the Davis-Bacon Act and other Federal and State labor laws as required.
- 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 the 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 North Carolina Department of Environmental Quality (NCDEQ).
- 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 Flash drive in .dxf format.

### **III. Selection Process**

The deadline for receipt of qualifications statement is 5:00 p.m., November 23, 2016. The criteria by which the packages will be evaluated include:

1. Firm's understanding of the project's objectives.
2. Firm's approach to projects 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 with original signature and seal and (1) copy of the qualification document shall be submitted on a flash drive or DVD. Qualification documents submitted on flash drives must be compatible with Microsoft Office 2016.

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 the 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 the project with particular regard to the evaluation criteria listed above under "Selection Process".
- Understanding of the scope of work for the project.
- 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, including names and locations of projects, brief descriptions, and Firm's and key personnel's involvement, name of project manager(s) and telephone number(s), date(s) and values of the projects.
- 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 mailed or delivered no later than 5:00 p.m.  
November 23, 2016 to:

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

Questions regarding this Request for Qualifications should be directed to Debbie Anderson, Purchasing Manager via email [danderson@catawbacountync.gov](mailto:danderson@catawbacountync.gov). All questions will be responded to via an addendum and will be posted on the County's website under Purchasing <http://www.catawbacountync.gov/purchase/>