

**Request For Qualifications (RFQ 17-1006)**  
**Catawba County, Newton, NC**  
**Duke Energy House Bill 630 Permanent Water Supply Project**  
**Engineering Services**

**May 2, 2017**

**I. Introduction**

Catawba County (hereinafter "Owner") is soliciting a qualifications statement from engineering firms (hereinafter "Firm") for contract services related to the preparation of design drawings, permitting, specifications, bid documents, bid recommendation, right-of-way acquisition maps and construction administration for water service for the Duke Energy House Bill 630 Permanent Water Supply Project in the Mountain Creek Township area of Catawba County, North Carolina. Catawba County reserves the right to reject any and all submittals.

Statement of qualifications shall be submitted to David Fox, Purchasing Specialist II (828-466-7288) Catawba County, PO Box 389, 25 Government Dr., Newton, NC 28658, no later than 5:00 P.M., May 19th, 2017. One copy and four CDs or flash drives shall be submitted.

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 have the design complete and all applicable permits received so bidding for construction services can be advertised by November 1, 2017.

**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 Owners in compliance with Local, State and Federal rules, laws, and regulations.

**III. Project**

The project includes extension of approximately 8,000 linear feet of potable water lines, including hydrants and related appurtenances, in the Mountain Creek Township area of southeastern Catawba County. Water service will be extended along several roads within a one-half mile radius of Duke Energy's Marshall Steam Station.

IV. **Scope of Services**

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

- Prepare detailed drawings, specifications and contract documents necessary for the bidding and construction of the proposed improvements.
- The firm shall coordinate with Owner and City of Hickory to ensure appropriate Standards and Specifications are met.
- The firm shall submit Progress Drawings for review at 30%, 60%, and 90% stages.
- Upon completion of the design drawings, Firm shall provide the County with electronic drawings in .dwg or .shp format for inclusion in the County's Geospatial Information System.
- Upon completion of the design drawings, Firm shall provide to Owner, and also to City of Hickory, one (1) full size set and two (2) half size sets of paper drawings along with one (1) complete set of specifications.
- 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 pre-bid and bid opening, tabulate bids, analyze bids, and provide recommendations to the County concerning award of the construction contract(s).
- Prepare the agenda and conduct the preconstruction conference.
- The firm shall issue all instructions of the Owner 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 Owners 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 Owners.
- 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 have the ability to conduct full-time field inspections, including observation of all testing, 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, copies to the Owner and City of Hickory.
- The Firm shall complete Applicants Certification and submit to Owner for execution.
- The firm shall obtain all necessary approvals and permits from all governmental authorities having jurisdiction over the project.
- Firm shall supply a minimum of two (2) sets of full size paper Record Drawings, two (2) sets of half size paper Record Drawings, and full Record Drawings on CD or Flash drive in .dwg or .shp format to the Owner.

**V. Selection Process**

The deadline for receipt of qualifications statement is 5:00 p.m., May 19th, 2017. 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.

VI. **Contents of Qualification Statements**

Qualifications shall be submitted on 8 ½" x 11" paper, 21 page maximum, including covers and tabs, side bound with Table of Contents and reference tabs for key sections. One bound copy should be submitted and four copies of the qualification document shall be submitted on flash drives or CDs. Qualification documents submitted on CDs or flash drives must be compatible with Microsoft Office 2007.

Qualification Statement shall include:

- Firm name, address, telephone number, fax number (If Applicable), e-mail address, and contact person(s).
- Year in which the firm was established and any former names under which the firm operated.
- List any known corporate affiliations with Owner's Staff involved in the selection process.
- 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. May 19th, 2017 to:

David Fox, Purchasing Specialist II  
Catawba County  
25 Government Dr.  
Newton, NC 28658

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