



TOWN OF CONWAY

301 West Main Street
P. O. Box 365
Conway, North Carolina 27820

W. L. "Lee" Duke, Jr.
Mayor

Nancy W. Jenkins
Administrator

REQUEST FOR QUALIFICATIONS

Professional Engineering & Surveying Services
For American Rescue Plan Act (ARPA) Grants
(Project No. AIA-D-ARP-0174, AIA-W-ARP-0175)

Description of Project

Pursuant to NCGS 143-64.31, the Town of Conway is soliciting qualifications from firms interested in assisting the Town by providing Professional Engineering and Surveying Services related to its recently awarded American Rescue Plan Act (ARPA) Project Grants.

Scope of Project

The Town of Conway operates a water and sewer utility that serves town residents. The Town was recently awarded two ARPA grants. The Town is awaiting the grant agreements for execution. In the interim, the Town is working to identify a firm to assist with the completion of the proposed scope of work related to these grants. In terms of timing, the project(s) will commence once a firm(s) is selected, a scope of work is established, and authorization is received from NCDEQ to begin work.

Statement of Qualifications Preparations

If you would like to be considered to provide the required Services to the Town of Conway, please mail or hand deliver three copies of your qualifications to:

Nancy Jenkins, Town Administrator
Town of Conway
P.O. Box 365
301 W. Main St.
Conway, NC 27820

Firms submitting a Statement of Qualifications in response to this RFQ are directed to submit their packets on or before **4:00 pm (EST), Friday, October 14, 2022**, to the above-referenced contact and address.

conwaytownhall@mchsi.com

Phone: 252-585-0488 Fax: 252-585-0272

Web site: www.townofconwaync.com



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A. ANTICIPATED SCOPE OF SERVICES

The Town of Conway has been awarded ARPA grants in Asset Studies for Water and Sewer. To this end, the following tasks have been identified as priorities.

Scope of Services for Water Distribution System AIA (AIA-D-ARP-0174)

- Task 1 Create a digital archive
- Task 2 Conduct a detailed field survey of the existing distribution system using high accuracy GPS
- Task 3 Create ArcGIS drinking water system asset layer
- Task 4 Train the Town's Public Works Department staff on the ArcGIS software
- Task 5 Prepare a 10-year Capital Improvement Plan (CIP) and Asset Management Plan (AMP)
- Task 6 Prepare a rate study using the Town's current structure to make recommendations
- Task 7 Conduct a final presentation and support the Town in implementation

Scope of Services for Wastewater Collection System AIA (AIA-W-ARP-0175)

- Task 1 Create a digital archive
- Task 2 Conduct a detailed field survey of the existing system using high accuracy GPS
- Task 3 Create ArcGIS online wastewater system asset layer
- Task 4 Train the Town's Public Works Department staff on the ArcGIS software
- Task 5 Prepare a 10-year Capital Improvement Plan (CIP) and Asset Management Plan (AMP)
- Task 6 Prepare a wastewater rate study using the Town's current structure to make recommendations
- Task 7 Conduct a final presentation and support the Town in implementation

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B. ANTICIPATED SCHEDULE

As time is of the essence, the Town intends to move quickly to select a firm and negotiate a scope and fee for these projects. Although the schedule may be altered slightly to best suit the Town, anticipated dates are as follows:

- 10/14/2022 - RFQ submission deadline
- 10/17/2022 - Selection committee review
- 10/20/2022 - Interviews conducted (if necessary)
- 10/21/2022 - Highest ranked firm(s) notified
- 10/24/2022 - Contract(s) negotiated and finalized
- 10/25/2022 - Contract(s) awarded and approved by Town Board of Commissioners
- 11/01/2022 - Authorization Received from NCDEQ to commence work

C. SUBMITTAL REQUIREMENTS

The following items are to be included in any submittals provided in response to this RFQ:

1. Name of the firm.
2. Person authorized to provide information and negotiate contracts.
3. Location of offices. If more than one, indicate the office from which work will be performed.
4. Brief history of the firm.
5. Firm employment profile.
6. Project experience. Provide a maximum of six (6) projects illustrating experience like the proposed project. Include general project description, types of services performed, and client contact information. Experience with other NCDEQ grant-funded projects is preferred.
7. List of key personnel to be directly involved in the project, as well as a brief description of their responsibilities. Include a brief resume for key personnel, including specific relevant project experience.
8. Brief project approach.

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D. EVALUATION CRITERIA

1. Engineering firm(s) selection shall be conducted in accordance with NCGS 143-64.31. Statements of Qualification received by the deadline and prepared in accordance with RFQ instructions will be reviewed to determine the level of service considered most advantageous to the Town.
2. The Town will select the firm(s) considered best qualified to provide the desired level of service, with consideration for the long-term interest of the Town's efforts based on demonstrated competence and qualifications without regard to fee.
3. After the selection of the best-qualified firm(s) to meet the Town's needs, the Town shall negotiate a fair and reasonable fee with the firm(s) for the desired tasks and level of service.
4. Proposals will be reviewed and evaluated by a committee of Town officials familiar with the existing facilities, in accordance with the following criteria:
 - a. General Qualifications, Competence & Reputation of Firm (30 points)
 - Age, size, staff qualifications, and stability of the firm
 - Projects to illustrate competence in providing similar applicable services for public water or sewer utility enterprise
 - Availability of staff to handle the project
 - Reputation with previous clients
 - b. Experience of Involved Staff (30 points)
 - Experience with similar type improvements
 - Key personnel – roles and experience
 - Subconsultants, if any
 - c. Ability to Address Local Needs (25 points)
 - Grasp of project requirements
 - Project approach/methodology
 - Familiarity with the Town's existing wastewater system and system needs
 - d. Availability (15 points)
 - Ability to provide access to qualified project team members on a continual basis
 - Ability to commit available resources to the project

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E. SUBMISSION INFORMATION

1. Responses must be double-sided and are limited to a total of twenty (20) printed pages, excluding cover, cover letter, and table of contents which may or may not be provided at the discretion of the respondent. A sheet that has content on both sides shall be considered two pages. Font size shall not be smaller than 12-point. The Town requests that respondents refrain from including other generalized marketing information as a part of the submittal documents.
2. Three (3) copies of the Statement of Qualification must be received by **4:00 pm (EST), October 14, 2022**, at the Town Hall Office located at 301 W. Main Street, Conway, NC 27820. Facsimile and electronic submissions are not acceptable.
3. Statement of Qualification must be in a sealed envelope marked "Statement of Qualifications for Town of Conway ARPA Projects Professional Services."
4. Proposals may be mailed or delivered by hand to:
Nancy Jenkins, Town Administrator
Town of Conway
P.O. Box 365
301 W. Main St.
Conway, NC 27820
5. Questions should be addressed to:
Nancy Jenkins, Town Administrator
Email: conwaytownhall@mchsi.com

F. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND RELATED INFORMATION

1. All Information True – By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.
2. Cost of Responses – The Town will not be responsible for the costs incurred by anyone in the submittal of responses.

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3. Contract Negotiations – This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by the Town, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
4. No Obligation – The Town reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in the Town's best interest; or cancel the entire process.
5. Professional Liability Insurance – The Respondent shall have the appropriate liability insurance certificate from an insurer authorized to transact insurance in the State of North Carolina.

G. CONTACT WITH TOWN STAFF

Maintaining the integrity of this solicitation is of paramount importance for the Town. To this end, interested submitters should not contact any other members of the Town staff until the selection process is concluded. As referenced above, questions regarding the RFQ or the selection process may be directed to Nancy Jenkins, Town Administrator at conwaytownhall@mchsi.com. Failure to adhere to these restrictions may significantly reduce your prospects for selection.

SMALL AND/OR MINORITY FIRMS ARE ENCOURAGED TO SUBMIT QUALIFICATIONS.

ALL AWARDS PURSUANT TO THIS PROCUREMENT MAY BE CONTINGENT UPON FUNDING AND APPROVAL. NO FUNDS WILL BE OBLIGATED UNTIL APPROPRIATE DOCUMENTS ARE EXECUTED AND APPROPRIATE CONDITIONS ARE SATISFIED.

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