

## RFQ FOR ENGINEERING SERVICES

### CLOSING AMERICA'S WASTEWATER GAP PILOT INITIATIVE

Duplin County is involved with the Closing American's Wastewater Gap Pilot Initiative which is a partnership between EPA and USDA to provide technical assistance to help historically underserved communities with identifying alternatives as well as potential federal funding opportunities to address the wastewater needs. EPA and USDA will provide an in-depth community wastewater assessment, as well as prepare solutions plan for pilot communities to use as a tool to apply for federal funding opportunities. The initiative is being piloted in 11 places across the southern regions of the country that have demonstrated significant need with the two regions within Duplin County of East Log Cabin Road and Calico Bay Road selected as pilot locations. Further information regarding the initiative can be found at <https://www.epa.gov/water-infrastructure/closing-americas-wastewater-access-gap-community-initiative>. The County is proposing to apply to USDA Rural Development for SEARCH Grant funding and will request assistance in this process (RD Apply loan/grants).

Therefore, the County is soliciting requests for qualifications for professional engineering services to assist the County in both a) the development of a separate Preliminary Engineering Report for this pilot community, and b) the development of the required level of environmental review for this initiative pilot project to be compliant with all applicable federal requirements and regulations under the USDA Rural Development. This request for qualifications may also be used to meet solicitation requirements for professional engineering services necessary to comply with federal and State requirements for the subsequent project design and implementation phases.

#### Scope of Work:

- Engineering services in conjunction with the SEARCH grant application shall include, but are not limited to, standard tasks necessary for the development of the Preliminary Engineering Report and associated level of Environmental document in conformance with USDA RD regulations and requirements. The Engineer shall:
- Utilize the Solutions Plan outlining the wastewater treatment options developed from the Assessment Study within the initiative for the potential project(s) and tentatively available by early Fall.
- Study and evaluate the potential solution(s) to meet the Owner's Project requirements, as needed.
- Visit the potential project sites to review existing conditions and facilities, unless visits are not necessary or applicable to meeting the objectives of the proposed work.
- Advise Owner of any need for the Owner to obtain, furnish, or otherwise make available to the Engineer additional Project-related data and information, for the Engineer's use in the study and evaluation of potential solution(s) to the Owner's project requirements, and preparation of the related report.
- Identify, consult with, and analyze requirements of governmental authorities having jurisdiction to approve the portions of the potential project(s) to be designed or specified by the Engineer, including but not limited to mitigating measures identified in an environmental level of review for the potential project(s).

- For each region (East Log Cabin and Calico Bay), prepare a separate Preliminary Engineering Report which will, as appropriate, contain schematic layouts, sketches, and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and Engineer's recommended solution(s) with the opinion of the total project cost including construction, contingency, professional services and related potential, project soft costs. This report(s) shall be prepared in accordance with RUS Bulletin 1780-2 and must meet customary professional standards as required by 7 CFR 1780.55.
- For each region (East Log Cabin and Calico Bay), prepare a separate Environmental document as related the level of environmental review determined for the potential project(s). The environmental document(s) shall be prepared based upon the determined level to meet environmental requirements as defined by 7 CFR 1780.55.
- Furnish review copies of each report as requested by the County

Engineering services in conjunction with subsequent project implementation shall include, but are not limited to, standard tasks necessary to secure project funding and permits, and for construction in conformance with Federal and State regulations and requirements. The Engineer shall:

- Prepare the final design and construction plans and permit and bid packages in conformance with applicable regulations and requirements;
- Supervise 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;
- Conduct the pre-construction conference;
- Complete surveying, field staking, on-site supervising of construction work, and prepare inspection reports;
- Review and approve all contractor requests for payment, change orders, and submit approved requests to the governing body;
- Providing reproducible plan drawings to the District/County upon project completion;
- Conduct final inspection and testing;
- Submit certified "record" drawings to appropriate authorities; and
- Prepare an operation and maintenance manual.

Qualifications provided in response to this RFQ shall be evaluated and ranked in accordance with applicable Federal and State minimum procurement requirements and guidelines, including 2 CFR 200.319(b) and G.S. 143-64.31. Sample selection criteria ranking form to be used is attached. Payment terms will be negotiated with the selected contractor. Separate engineering service agreements would be completed in conjunction with the SEARCH grant application and when the project moves to the implementation and design/construction phase.

RFQs are requested to be submitted and received by the County, ATTN: Chelsey Lanier, Interim Finance Officer, 224 Seminary St/PO Box 950, Kenansville NC 28349 not later than August 14, 2023 at 3:00 p.m.

Phone: 910-296-2104

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: \_\_\_\_\_

Individual Evaluation:

Evaluation Factors	Weight 1-10	X	Rating 1-5	=	Total
<i>Individual or Firm Information firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;</i>	5	x		=	
<i>Design Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to related work, description of firm's prior experience including any similar projects (in particular those funded by USDA Rural Development), 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;</i>	10	x		=	
<i>Firm Capacity and capability: The capacity and capability of the firm to perform the work in question, including specialized services, 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 USDA RD related activities, and firm's anticipated availability during the term of the project;</i>	10	x		=	
The proposed work plan and schedule for activities to be performed; and	10	x		=	
Documentation of compliance with state and federal debarment/eligibility requirements.	10	x		=	
<i>References</i>	7	x		=	
<i>Met requirements for submittal</i>	8	x		=	
<i>Total</i>	-	-	-	-	/300

Name of Reviewer: \_\_\_\_\_