

Town of Robbinsville
Request for Qualifications
Water Line Replacement Project

The Town of Robbinsville, North Carolina is soliciting Statements of Qualification (SOQ) from qualified consultants to provide services associated with engineering services for a Water Line Replacement Project.

Firms and individuals interested in providing these services should submit five (5) hard copies of an SOQ meeting the requirements of this request, to the Town of Robbinsville, 4 Court Street, Robbinsville, NC 28771. Please direct any questions to Shaun Adams, Mayor at s.adams@townofrobbinsville.com. The Town must receive the SOQ no later than 3:00 p.m. on Monday, March 4, 2024.

Complete request for qualifications, including Scope of Services, Proposal Requirements, and Evaluation Criteria, is available at Robbinsville Town Hall, 4 Court Street, Robbinsville, NC 28771 or by visiting our website at www.townofrobbinsville.com.

REQUEST FOR QUALIFICATIONS
CONSULTING ENGINEERING SERVICES
WATER LINE REPLACEMENT PROJECT

TOWN OF ROBBINSVILLE
4 COURT STREET
ROBBINSVILLE, NC 28771

DEADLINE FOR SUBMISSION:

MONDAY, MARCH 4, 2024

**Town of Robbinsville
Request for Qualifications
Water Line Replacement Project**

The Town of Robbinsville, North Carolina is soliciting Statements of Qualification (SOQ) from qualified consultants to provide services associated with engineering services for a Line Replacement Project. Firms and individuals interested in providing these services should submit seven (7) hard copies of an SOQ meeting the requirements of this request to the Town of Robbinsville, 4 Court Street, Robbinsville, NC 28771. Please direct any questions to Shaun Adams, Mayor at s.adams@townofrobbinsville.com. The Town must receive the SOQ no later than 3:00 p.m. on Monday, March 4, 2024.

A. Project Details

The Town owns a potable water system (PWSS ID 01-38-010) which serves a population of approximately 1,600 persons within Town limits and surrounding unincorporated areas of Graham County.

The proposed water system improvements include the replacement of approximately 4,500 lineal feet (LF) of existing water line along East Fort Hill and Old Sweetwater Roads. The project also includes the replacements 22 service connections along the route.

B. Scope of Services

The scope of services for the project may include, but are not limited to the following:

1. Preparation of Engineering and Environmental documents in accordance with North Carolina Department of Commerce guidelines.
2. Preparation of design construction drawings and technical specifications for the Water Line Replacement Project.
3. Assistance with regulatory applications for all required federal, state, and local permits required for the project.
4. Assistance with a competitive bidding process to select a construction contractor for the project.
5. Furnishing construction administration and field inspection during the construction phase of the project.

C. Proposal Requirements

All interested firms should submit the following minimum information to the Town of Robbinsville no later than 3:00 p.m. on Monday, March 4, 2024, to be considered for this project.

1. Firm name, address, contact information and year established.
2. Names of principals of the firm and states in which they are registered.
3. Types of services customarily provided by firm.
4. Name and resume of key personnel to be assigned to this project.
5. Name of outside consultants, if any, who would be retained to provide services required for this project.
6. Brief description of the firm's experience with similar North Carolina projects over the past ten years. Emphasis should be given to water system improvements projects.

The SOQ shall be limited to no more than 20 physical pages, excluding front and back covers and a table of contents. To be considered, firms shall be appropriately licensed in the State of North Carolina. All qualification statements become property of the Town of Robbinsville upon submission, and the sole responsibility of preparing and submitting qualification statements is the sole expense of the consultant.

D. Evaluation Criteria

Qualification Statements will be reviewed and evaluated by the Mayor and other designated Town employees and elected officials in accordance with the following criteria. Factors are listed in their order of relative importance. The Town of Robbinsville intends to select the firm best qualified to perform the services and attempt to negotiate appropriate compensation for the level of services desired.

1. Familiarity with the Town's water system (20 points).
2. General qualifications, reputation, and competence of the firm (20 points).
3. Prior experience of the firm on similar projects (20 points).
4. Qualification of staff assigned to the project (20 points).
5. Availability of staff to perform required services (20 points).