

**ALEXANDER COUNTY
 APPALACHIAN REGIONAL COMMISSION
 ALEXANDER COUNTY INDUSTRIAL PARK SHELL BUILDING SANITARY SEWER LINE
 EXTENSION PROJECT
 RFQ for ENGINEERING SERVICES**

Overview and Purpose

Alexander County, North Carolina is requesting statements of qualifications from qualified professional civil engineers for the design, bidding, and construction oversight upgrades for the sanitary sewer main extension from the upstream manhole flowing to the sanitary sewer pump station on PID 139367 to the subject property on PID 137930. This sanitary sewer main extension will be 2,525 linear feet and will be routed through Alexander County PID 0067757, Alexander Railroad PID 0062292, and Alexander Railroad PID 0067284 to the subject property. The proposed sewer main extension will be constructed at minimum slope to support the development of the Alexander County Industrial Park on PID 137930.

This project is funded by the Appalachian Regional Commission.

The overall objectives of this project include the following:

- Planning, design, and permitting for the proposed project
- Preparing bid documents and specifications
- Providing assistance with bidding, bid tabulation, and recommendation of award
- Construction phase administration and observation
- Potential Federal funding requirements

Project Design Schedule

Activity	Actions	Who	Date
Procure Engineering Firm	Advertise and award Engineering Contract	Alexander County	February 13, 2023
Design, Permit, Award	Survey, bid, award	Engineer/Alexander County	September 1, 2023
Construction	Construction Complete	Contractor	June 30, 2024

Scope of Work

To be considered for selection, the firm/team shall be qualified and capable to provide the necessary professional services associated with project tasks and conformance with local, state, and federal requirements listed herein.

1. Planning, field surveys and mapping, geotechnical investigations, utility location, design and preparation of sealed drawings and construction documents (plans and specifications), and cost estimations.
2. Perform all project management and quality control/quality assurance duties for the survey,

- design, bidding, and construction oversight.
3. Provide necessary documentation needed for any federal reporting requirements related to the project.
 4. Prepare all necessary applications to secure required permits and approvals for construction by NCDEQ, NCDOT, or other necessary permitting agencies.
 5. Provide assistance during the construction bidding process to include participation in the pre-bid conference, replying to requests for information, preparing advertisements for bid solicitations, conduct bid opening, preparing a certified bid tabulation, preparing a formal recommendation for award, and issuing the notice to proceed.
 6. Construction Administration duties shall include conducting a pre-construction conference, review of project progress (inspections) review of shop drawings and submittals, certification of contractor requests for payment, processing of change orders, preparation of pre-final and final punch lists and project closeout. Provide hard and digital copies of as-built drawings.

Qualifications and Submittal Instructions

SUBMISSION DEADLINE

Qualification submittals must be received by 5:00 p.m. eastern time on Friday, January 13, 2023, in order to be considered for evaluation under this RFQ.

SUBMITTAL INSTRUCTIONS

Three (3) copies of the Qualification Submittals should be submitted to David Moose – Compliance & Procurement Specialist, 151 West Main Avenue Suite 4, Taylorsville, NC 28681 no later than the submission deadline noted above. Submittals received after the submission deadline will not be considered. Alternative submission methods may be accommodated as needed.

RFQ CONTACT

Inquiries regarding this RFQ process should be directed to David Icenhour – Executive Director for Alexander County EDC. Prospective firms may make inquiries to obtain clarification of the requirements contained within this Request for Qualifications (RFQ). All inquiries shall be submitted in writing via email to the following address: dicenhour@alexandercountync.gov or by calling (828) 352-7755. All inquiries must be received by 5:00 p.m. eastern time on Wednesday, January 11, 2023.

SUBMITTAL FORMAT

Submittals should be limited to fifteen (15) numbered pages excluding front and back cover pages. Please include a letter which identifies a contact person for your firm as well as legal firm name and address information. The following format is encouraged in order to provide consistency between submittals, aiding in evaluation and comparison. If the format below is modified, please ensure to include the following information at a minimum:

- **Individual or Firm Information on a Cover Letter:** Project statement, legal name of firm, and the name, address, telephone number, and email address of a contact person for questions concerning the qualification submittal.
- **Public Utility Experience and References:** Provide a narrative of your firm's prior experience and qualifications with projects of similar size and complexity. A general description of the team's capabilities, including information related to the history, overall size of the firm, location of firm headquarters, and local offices. Provide references for recently completed projects of similar scope or size to this proposed project including past team member experience, if any, with

those projects. For past project references please provide a contact name, position, physical address, phone number, and email address.

- **Project Team:** Provide a list of the project team members, including the office location where they currently work, and identify the responsibility of each team member. For proposed sub consultants, please provide the name of each firm, the office location, contact name, telephone number, and the services to be provided. Only staff who will be directly involved with the execution of the project should be included.
Proposed Work Plan and Schedule for Activities: Based upon the information contained herein, provide a brief narrative explaining the overall approach and timeline your firm/team will take to complete this project.
- **Other Supporting Data:** Please include any other information that you feel is relevant to the evaluation of your firm for this project.

Evaluation Criteria

Qualification submittals should address all aspects of this RFQ and clearly express an understanding of the requirements and qualifications to conduct these services in a thorough and efficient manner. Evaluation of qualification submittals will be performed by Alexander County staff.

Submissions will be evaluated according to the following factors equally:

- Qualifications, Competence and Reputation of Firm and Personnel;
- Firm's Capability to Meet Time and Project Budget Requirements;
- Project Workload of Firm;
- Related Experience on Similar Projects

All firms who choose to respond with a Qualifications Submittal will be evaluated by Alexander County staff based on the criteria set forth above. Alexander County reserves the right to reject any or all Qualifications Submittals received in response to this Request for Qualifications and to select the firm/team who are most advantageous to Alexander County. Final selection and contracting will be subject to approval by the Alexander County Commissioners.

NONDISCRIMINATION & EQUAL OPPORTUNITY EMPLOYER

Alexander County is an Equal Opportunity Employer and invites the submission of qualifications from all entities including those designated as minority and women-owned business enterprises (MWBE), historically underutilized businesses (HUB), and certified/registered Section 3 businesses.

Alexander County complies with all civil rights provisions of federal statutes and related authorities which prohibit discrimination in programs and activities receiving state and federal assistance. Alexander County does not discriminate on the basis of race, sex, color, age, national origin, religion, or disability, in employment or provision of services.

ADMINISTRATIVE INFORMATION

All qualification submittals shall become the property of Alexander County once submitted for consideration and will only be returned to the submitting firm at the County's option and discretion. Any restrictions on the use of the information and data contained within the qualification submittal must be clearly stated in the submittal itself.

The cost of preparing, submitting, and presenting a submittal is the sole responsibility of the submitting firm. Alexander County shall not be held liable for any costs, direct or indirect, associated with the development, submission, or presentation of any submittal in response to this Request for Qualifications.

Alexander County reserves the right to reject any and all qualification submittals, to consider alternatives, to waive irregularities, and to re-solicit a Request for Qualifications. Alexander County further reserves the right to cancel the RFQ in part or in whole at any time. This Request for Qualifications shall in no way obligate Alexander County to award a contract for this project. Alexander County makes no guarantees to any proposing firm until such time as the County approves a contract for engineering services for this project.

Alexander County will provide information and clarification related to this Request for Qualifications where available.