



**REQUEST FOR QUALIFICATIONS
STORMWATER ASSET INVENTORY & ASSESSMENT ENGINEERING SERVICES
CITY OF HAMLET, NORTH CAROLINA**

A. GENERAL

The City of Hamlet issues this Request for Qualifications (RFQ) to secure engineering services in connection with the City's recently funded Stormwater Asset Inventory and Assessment project. Hamlet was recently awarded a Stormwater Planning Grant (LASII) by the NC Department of Environmental Quality Division of Water Infrastructure in the amount of \$400,000. The City anticipates that this project will take approximately two years to complete.

B. SUBMISSION REQUIREMENTS

Please provide the following information in the RFQ response for engineering services:

1. Firm's legal name.
2. Location of offices, addresses, email and telephone number, the principal(s) of the firm and their experience and qualifications.
3. Stormwater Planning Experience. The specialized experience and technical competence of the staff to be assigned to the project with respect to stormwater planning and improvements or related work; description of firm's prior experience, including any similar projects; size of community served; names of local officials knowledgeable regarding the firm's performance on related work. Include at least three references within the past three years.
4. A proposed work plan which defines the approach to the work and an estimated project schedule with major tasks.
5. Hourly rates for personnel to be utilized on the project.

C. QUALIFICATION EVALUATION CRITERIA

The City of Hamlet will utilize the following criteria in evaluating the responses received:

1. Qualifications, Competence and Reputation of Firm and Personnel: Overall assessment of the firm's qualifications and reputation; Assessment of the ability and competence of the firm to conduct the work. Evaluation of the specialized

experience and technical competence of the staff to be assigned to the project and the qualifications of those persons. Specific experience with respect to AIA related work. Include at least three references within the past three years.

2. Firm’s Capability to Meet Time and Project Budget Requirements: The capacity and capability of the firm to perform the work outlined, including any specialized services, within the period of the project.
3. Related Experience on Similar Projects: Assessment of the firm and assigned professionals in working with similar AIA projects.
4. Recent and Current Work for the City: Evaluation of the city’s prior experience with this firm.

Summarized evaluation criteria and points assigned to each criteria are shown below:

Criteria	Points
Qualifications, Competence and Reputation of Firm and Personnel	40
Firm’s Capability to Meet Time and Project Budget Requirements	20
Related Experience on Similar Projects	30
Recent and Current Work for the City/Familiarity with Locality	10
Maximum Total Points	100

D. SCOPE OF ENGINEERING SERVICES

The City of Hamlet will utilize NCDEQ Division of Water Infrastructure funding to complete a comprehensive Stormwater System Study. The program will be completed in accordance with all NCDEQ standards and funding requirements. The primary objective of the process will be to provide a comprehensive inventory of all system components, document the condition of all assets, and develop a system for future management of the assets. The program will include but not be limited to the following tasks:

- Asset Inventory and Assessment Report
- Capital Improvement Plan
- Stormwater System Mapping
- Hydrologic and Hydraulic Modeling
- Culvert / Line / Inlet Inspections
- Field Survey of Stormwater Assets
- Alternatives Analysis

During the inventory and condition assessment, all assets will be reviewed, and a full set of

conditions will be developed and assigned. Critical assets will be identified, likelihood of failure established, and repercussions of failure clearly delineated. Life cycle costs will be established along with potential investments that can be made to extend the useful life of the asset. Upon completion of the stormwater system study, priorities will be established through the development of the Capital Improvement Plan. The plan will include a short and long-term funding strategy to meet the needs of the system. Please see attached narrative for more detailed information.

E. DEADLINE FOR SUBMITTAL

One (1) hard copy and one (1) electronic copy of the above information should be submitted no later than **4:00pm** on **June 16, 2023**, to:

City of Hamlet
Cindy Terry, City Clerk (cterry@hamletnc.us)
201 W. Main Street
PO Box 1229
Hamlet, NC 28345

Questions concerning the scope of work required by the city, or other questions related to your firm's submission should be addressed in writing to Matthew Christian, City Manager, at mchristian@hamletnc.us.

The City of Hamlet is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, and historically underutilized businesses.