



City of Hamlet
Request for Qualifications (RFQ)
Water System Improvements

Introduction

The City of Hamlet is seeking letters of interest from qualified Engineering firms to perform professional services including preparation of engineered plans, specifications and related documents and services for the funding assistance, design, project coordination, construction management and general project oversight for a recently funded drinking water project with American Rescue Plan funds. Engineering firms must comply with all State, Local and Uniform Guidance procedures for this project.

Qualification packets should be submitted to Cindy Terry, City Clerk, at 201 W. Main Street, Hamlet, NC 28345, on or before June 16, 2023. The submittal package should be clearly marked "**Statement of Qualifications-City of Hamlet Water System Improvements**" and clearly identify the firm submitting the proposal.

Scope of Work

The City of Hamlet's Water Treatment Plant started operation in the early 1900s and aging components at the facility need to be addressed. The primary goal of the project is to replace existing components at the City's Water Treatment Plant which have surpassed their expected useful service life.

Clearwell #1 at the WTP is structurally deteriorating and needs to be replaced. This project will construct a new clearwell of the same size and function. Improvements to Clearwell #1 will allow the City to have safe and reliable storage for their finished water product before it enters the distribution system. Chemical feed piping at the WTP is deteriorated and at risk of failure at several locations, and the piping and chemical feed pumps need to be replaced with new components to ensure reliable treatment. Piping and equipment upgrades in the chemical feed rooms will be replaced with new lines appropriate for the chemical that is being distributed.

The City also plans to demolish an inactive sludge holding tank as part of this project, creating a more accessible plant yard and eliminating a potential hazard on the site. Components at the Raw Water Pump Station and High/Low Service Pump Stations have surpassed their useful service life and improvements to each of these stations are included in this project. Other site improvements included in this project include painting of two existing clarifiers, replace fencing around entire site, new roof installation for existing storage building, grading for a new asphalt access road around the plant site, curb & gutter work to match the existing curb at the plant site, and rerouting of storm drainage around the plant.

Also included in the project scope is the replacement of approximately 200 lead service connections within the City Limits of Hamlet. New service connections will be made to existing distribution mains using modern service materials.

The Engineer will be providing the following minimum services. This list is not intended to be all-inclusive, but to describe the scope of services.

- 1. Design**
 - a. Complete all design and specifications for a formal bid process.
 - b. Obtain all permits and approvals for construction.
 - c. Prepare bid documents and hold pre-bid conference.
 - d. Refine cost estimates during design to confirm adherence to budget.

- 2. Contract Administration and Construction Inspection, as required.**
 - a. Open and verify bids.
 - b. Conduct pre-construction conferences.
 - c. Provide regular construction inspection.
 - d. Conduct monthly on-site progress meetings.
 - e. Respond in a timely fashion to Requests for Information
 - f. Process change orders.
 - g. Review and approve pay requests from contractors.

Qualification Submittal

The City of Hamlet is seeking to engage a firm who has experience in this type of design.

Interested firms should provide one (1) hard copy and one (1) electronic copy of a package containing the following:

1. Cover letter expressing interest in providing these services. The letter should address what makes the firm/team uniquely qualified to provide these services.
2. A project team including project manager, project engineers, as well as subcontracting firms, including their key personnel.
3. Office Location of Project Manager who will be main point of contact. Location of office(s) where work would be performed. If work is shared between offices, please estimate and describe the split of this workload.
4. Resumes for project team members. These should be concise resumes with bullet points for specific project descriptions. Please specifically highlight the following:
 - a. Project experience specifically related to design of similar projects to our scope of work. These should be listed beginning with the most recent projects and should include reference contact information for the most recent projects.
5. Example projects ranging throughout the listed infrastructure needs noted previously.
6. Project approach, specifically outlining the procedures each firm or team envisions taking to provide these services.

7. Availability: The firm should provide an explanation of their availability to execute the work and begin immediately upon selection. The City intends to review the proposals and make a selection within one month of submittal. The importance of availability is important as the projects will require attention and a schedule for each task will be developed with the selected firm within two weeks of selection concurrent with contract negotiations.
8. Hourly Rate Fee Schedule: In conformance with the MiniBrooks Act (NC GS 143-64-31) and the Uniform Guidance Section CFR 200.319, NO FEE PROPOSALS SHALL NEITHER BE SUBMITTED NOR CONSIDERED AT THE SELECTION STAGE. A standard hourly fee rate schedule for each employee classification proposed on the project team shall be submitted.

Selection Criteria

The considerations below will be utilized for selection of the firm. Selection will be made after thorough review conducted by the City of Hamlet review panel. Actual interviews may be conducted after review of the initial responses by interested firms if the City feels it is necessary to determine the most qualified engineer. The city will provide a response to all submitting firms once a final decision is made. Selection criteria is as follows:

1. The firm's recent experience, knowledge, and familiarity with similar projects.
2. The successful experience and track record of the staff to be assigned to this project to perform the type of work required within budget with limited change orders.
3. The firm's ability to meet schedules for similar work. The firm must meet milestones for the funding for this project set by the Division of Water Infrastructure, unless otherwise amended. This project will require that the project be completed in accordance with various regulatory requirements, and it will be imperative to maintain those deadlines in order not to jeopardize funding. The selected firm will be required to provide a schedule based on details of all funding sources prior to final selection and award.

Deadline for Submittal

The above information should be submitted no later than 4:00 pm on June 16, 2023 to:

**City of Hamlet
Cindy Terry, City Clerk
201 W. Main Street
PO Box 1229
Hamlet, NC 28345**

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.