

# County of Martin

305 East Main Street / P.O. Box 668  
Williamston, NC 27892  
(252) 789-4300

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**June 30, 2023**

## **REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES ASSET INVENTORY AND ASSESMENT of WATER SYSTEM**

### **Introduction**

### **Project Scope**

The project scope is anticipated to involve the following professional consulting services:

Field Investigation (Fire Flow, Hydrant Inspection, Well Inspection)
Hydraulic Model
AMP Report
Rate Study
Asset Management Software + 1 year subscription service

This project was awarded a grant from the NC Department of Environmental Quality. Grant Administration will be a separate budget line item as part of this grant and will be contracted outside of this Request for Qualifications.

### **Submittal**

The Qualifications Package should consist of a bound document including a cover letter and the tabbed sections described below. Due to demands on the time of County's staff, the submittal is limited to fifteen (15) single-sided pages and all pages should be numbered. Sub-tabs or dividers are acceptable within the required tabs and do not count toward the page limit. **One (1) original and two (2) copies of the Qualification Package are due to the County of Martin, Attn: James Bennett, County Manager, 305 E. Main Street, Williamston, NC 27892 by 3:00 p.m. on July 21, 2023.**

### **Cover Letter**

Describe the consultant's interest in working with Martin County. Summarize the content of the proposal and identify a contact person for questions during the RFQ selection process, providing contact information including telephone number, email and postal address.

### **Tab 1 – Consultant Profile**

1. Consultant Profile – Identify the legal entity that would enter into the contract with the Town and include location of company headquarters, location of local office, type of

business (sole proprietorship, partnership, corporation), state of incorporation or organization, and the name and title of the person authorized to enter into an agreement. For proposed sub-consultants, please provide the name of each consultant, the office location, contact name and telephone number, and each consultant’s qualifications supporting the respective services to be provided.

2. Similar Experience – A list of 4-6 similar municipal engineering projects with a brief description of the project and a description of the team’s involvement on the project. All descriptions should include date services were performed, total project cost, contact name and phone number of individual representative (REFERENCE) possessing knowledge of the consultant’s work, and overall total project timeframe.
3. Conflict of Interest - Provide a statement regarding the consultant’s or sub-consultant’s possible conflicts of interest for any services to be performed.

**Tab 2 – Project Approach**

Describe the project team’s approach to completing the scope of work for the Asset Inventory and Assessment of Water System project.

**Tab 3 – Project Team**

1. Organizational Chart – A list of staff selected to work on the project with their qualifications (including sub-consultants). Include for each key member of the team:
  - o Title;
  - o Roles and responsibilities, including those projects identified under Tab 1;
  - o Professional registrations and certifications;
  - o Office location;

Scoring of the Qualifications Packages by the County’s staff will be conducted as follows:

<b>Scoring Criteria</b>	<b>Max Points</b>
Consultant’s Profile and Experience with Similar Projects	25
Project Approach	40
Project Team Experience	25
Familiarity with Locality	10
<b>TOTAL</b>	<b>100</b>

The County will review submitted qualifications packages and select the most qualified firm to enter negotiations. The County reserves the right to make no formal selection at this time. All expenses associated with response to this RFQ are the responsibility of the responder.

All questions about this RFQ are preferred in writing with submittal to Mr. James Bennett, County Manager at [james.bennett@martincountyncgov.com](mailto:james.bennett@martincountyncgov.com).

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