

MARTIN COUNTY
REQUEST FOR QUALIFICATIONS- ENGINEERING SERVICES
Water System Asset Management Plan
Engineering Services

Date: August 17, 2022

Dear Offeror:

This is a Request for Qualifications to provide engineering and/or surveying services in connection with the Martin County Water System Asset Management Plan. Project activities may include system component surveying, condition assessment, system mapping, evaluation of existing system, and development of an asset management plan (including a capital improvements plan).

You are invited to submit a proposal of qualifications to be received not later than 5:00 P.M. on **August 31, 2022** to:

U. James Bennett, County Manager
Martin County
P O Box 668
Williamston, NC 27892
252.789.4300 (O)
James.bennett@martincountyncgov.com

Three copies of the proposal should be submitted in accordance with the following sections of this Request for Qualifications:

- A.** Problem Statement
- B.** Scope of Work
- C.** Project Schedule
- D.** Hourly Rate Schedule
- E.** Proposal Content
- F.** Factors for Award/Evaluation Criteria

Martin County will enter into a contract with the Engineer whose proposal of qualifications is determined to be the most advantageous to the County. Factors to be considered, the method used in the evaluation of the proposal and selection of the Engineer are set forth in Section F.

The County does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, and encourages proposals from small, minority, and female-owned businesses, and locally owned/operated businesses that provide employment opportunities to low-income individuals.

This information is available in Spanish and any other language upon request. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con James Bennett, 252.789.4302, PO Box 668, Williamston, NC 27892, de alojamiento para esta comunicado.

If you have any questions concerning the Request for Qualifications, please contact James Bennett at 252.789.4302.

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A. PROBLEM STATEMENT

Martin County has been awarded an Asset Inventory and Assessment Grant. The County does not have sufficient engineering staff necessary to complete the proposed activities and is soliciting proposals from qualified engineering firms to provide complete engineering services for the Water System Asset Management Plan.

B. SCOPE OF WORK

Martin County is soliciting proposals from qualified firms for engineering services necessary to implement the AIA project within the approved budget and schedule. The selected consultant will be expected to provide the following services at a minimum as a part of the project's scope of services.

- Survey of existing water system components, including hydrants, valves, pumps stations, water tanks and WTP.
- Condition assessment of system components, including hydrants, valves, pumps stations, water tanks and WTP.
- GIS mapping of existing water system.
- Evaluation of identified conditions to determine where improvements may be needed.
- Work with Martin County to develop capital improvements projects related to the identified deficiencies.
- Develop a Water System Asset Management Plan.

C. PROJECT SCHEDULE

The project is expected to commence immediately upon approval of the Engineer by the governing body and approval of grants by the funding agency. A completed plan must be prepared within two years of the date of grant award. A final schedule will be further developed after selection of the Engineer.

D. HOURLY RATE SCHEDULE

For purposes of evaluating proposals of qualifications and in accordance with the Brooks Act and N.C.G.S. 143-64.31, the Engineer is requested to submit only an **hourly rate schedule** for all personnel to be involved in the project. The hourly rates should include fringe benefits, indirect costs and profit. The Engineer's charge for reimbursable expenses should also be provided. Upon review of qualifications, the County will negotiate a final contract fee with the selected consultant whose qualifications are most advantageous to the County. The hourly rate schedule will *not* be the sole criteria for selection of the Engineer. The Engineer should not submit a total project price or fee to complete the scope of work. It is not part of the evaluation criteria. Submission of a total project price or fee may result in disqualification of the firm's proposal by the County.

E. PROPOSAL CONTENT

The Engineer's proposal must contain the following parts and be no longer than 15 single-sided pages, plus a cover page and any dividers (optional):

- 1. Technical Approach/Understanding of the Program.** Describe the approach to be taken in addressing the proposed scope of work, as well as opportunities for optimizing the funds available. This description is to include delineation of specific tasks to be undertaken, and a project schedule showing start and completion dates for major tasks.
- 2. Work Management Plan/Experience of Proposed Personnel.** Describe the management plan to be used, staffing configurations, etc. specifying work to be completed relative to Water System Asset Management Plan in Martin County. Brief resumes of the individuals involved in the project are required, including a list of asset management planning related project experience (5 projects) for each individual.
- 3. Experience of the Firm.** Provide a brief description of water experience specific to asset management planning, including federally or state funded project experience. Please list a reference for each project. Make sure the contact listed for each project was employed at time the firm provided the services. If the local staff person who is most familiar with your work is no longer with the locality, include current contact information or indicate why the person can no longer be contacted.
- 4. Familiarity with Locality.** Include a list of underground infrastructure project experience conducted within Martin County. Describe any other grant project experience or related work that indicates the firm's level of understanding and familiarity with the County.
- 5. Hourly Rate Schedule.** (See Section D, above.)

F. FACTORS FOR AWARD/EVALUATION CRITERIA

The following factors will be used in evaluating Consultant's proposal of qualifications and negotiation of a contract:

- 1. Technical Approach/Understanding of Program.** (25 points)
- 2. Work Management Plan/Experience of Proposed Personnel.** (20 points)
- 3. Engineering Experience of the Firm.** (25 points)
- 4. Familiarity with Locality.** (25 points)
- 5. Hourly Rate Schedule.** (5 points)

Qualifications will be reviewed by a selection committee and a recommendation will be forwarded to the County Commissioners for consideration in **September 14, 2022**. After considering factors outlined in Section F, the engineering firm will be selected based on qualifications most advantageous to the County, subject to negotiation of fair and reasonable compensation. The Engineer will be notified by mail of the County's selection.