

Town of Andrews
Request for Qualifications
Leatherwood Water Storage Tank Replacement

The Town of Andrews, North Carolina is soliciting Statements of Qualification (SOQ) from consultants to provide services associated with engineering services for the Leatherwood Water Storage Tank Replacement project.

Firms and individuals interested in providing these services should submit five (5) hard copies of an SOQ meeting the requirements of this request, to the Town of Andrews, 188 Main Street, Andrews, NC 28901. Please direct any questions to Tammy Holloway, Town Administrator at tammy.holloway@andrewsnc.gov. The Town must receive the SOQ no later than 3:00 p.m. on Friday, April 5, 2024.

Complete request for qualifications, including Scope of Services, Proposal Requirements, and Evaluation Criteria, is available at Andrews Town Offices, 188 Main Street, Andrews, NC 28901 or by visiting our website at www.andrewsnc.org.

REQUEST FOR QUALIFICATIONS
CONSULTING ENGINEERING SERVICES
LEATHERWOOD WATER STORAGE TANK REPLACEMENT

TOWN OF ANDREWS
188 MAIN STREET
ANDREWS, NC 28901

DEADLINE FOR SUBMISSION:

FRIDAY, APRIL 5, 2024

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A. Project Details

The project proposes to replace the 500,000-gallon Leatherwood storage tank located at the terminus of Justice Street. The Leatherwood tank is Town's primary storage reservoir serving the downtown area and surrounding neighborhoods. The existing prestressed concrete tank has significant structural deficiencies. Replacing the tank with a new storage tank on adjacent property, to be acquired by the Town, is considered a priority project to upgrade the water distribution system.

B. Scope of Services

The scope of services for the project may include, but are not limited to the following:

1. Preparation of Engineering and Environmental documents in accordance with North Carolina Department of Commerce guidelines.
2. Preparation of design construction drawings and technical specifications for the Leatherwood Water Storage Tank Replacement project.
3. Assistance with regulatory applications for all required federal, state, and local permits required for the project.
4. Assistance with a competitive bidding process to select a construction contractor for the project.
5. Furnishing construction administration and field inspection during the construction phase of the project.

C. Proposal Requirements

All interested firms should submit the following minimum information to the Town of Andrews no later than 3:00 p.m. on Friday, April 5, 2024, to be considered for this project.

1. Firm name, address, contact information and year established.
2. Names of principals of the firm and states in which they are registered.
3. Types of services customarily provided by firm.
4. Name and resume of key personnel to be assigned to this project.
5. Name of outside consultants, if any, who would be retained to provide services required for this project.
6. Brief description of the firm's experience with similar North Carolina projects over the past ten years. Emphasis should be given to water system improvements projects.

The SOQ shall be limited to no more than 20 physical pages, excluding front and back covers and a table of contents. To be considered, firms shall be appropriately licensed in the State of North Carolina. All qualification statements become property of the Town of Andrews upon submission, and the sole responsibility of preparing and submitting qualification statements is the sole expense of the consultant.

D. Evaluation Criteria

Qualification Statements will be reviewed and evaluated by the Town Administrator and other designated Town employees and elected officials in accordance with the following criteria. Factors are listed in their order of relative importance. The Town of Andrews intends to select the firm best qualified to perform the services and attempt to negotiate appropriate compensation for the level of services desired.

1. Familiarity with the Town's water system (20 points).
2. General qualifications, reputation, and competence of the firm (20 points).
3. Prior experience of the firm on similar projects (20 points).
4. Qualification of staff assigned to the project (20 points).
5. Availability of staff to perform required services (20 points).