

**Town of Andrews
Request for Qualifications
Water and Sewer Improvements**

The Town of Andrews, North Carolina is soliciting Statements of Qualification (SOQ) from consultants to provide services associated with engineering services for miscellaneous improvements to the Town's potable water and sanitary sewer systems.

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
WATER AND SEWER IMPROVEMENTS

TOWN OF ANDREWS
188 MAIN STREET
ANDREWS, NC 28901

DEADLINE FOR SUBMISSION:

FRIDAY, APRIL 5, 2024

Town of Andrews
Request for Qualifications
Water and Sewer System Improvements

The Town of Andrews, North Carolina is soliciting Statements of Qualification (SOQ) from consultants to provide engineering services for miscellaneous improvements to the Town's potable water and sanitary sewer systems. 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.

A. Project Details

The project consists of the following:

1. Extension of approximately 600 feet new 8-inch water line and appurtenances along McClelland Creek Road to serve Snowbird Wilderness Outfitters.
2. Replacement of approximately 30 fire hydrants within the distribution system.
3. Rehabilitation of existing sewer lift stations, including pump replacements, stand by power generator installation and control panel upgrades.
4. Extension of approximately 800 feet new 8-inch sewer line and appurtenances to serve a new restroom facility at the Town's recreation park.

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 and sewer systems (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).