

**Town of Bostic**  
**Request for Qualifications (RFQ)**  
**Engineering Design, Permitting, Bid Assistance,**  
**and Construction Management Services**  
**January 11, 2023**

**Project Overview:**

The Town of Bostic has been awarded a \$1,309,500 earmark funding request for utility improvements in the recently approved state budget, North Carolina S.L. 2023-134. The two projects funded consist of making improvements to the potable water system and stormwater drainage system in the vicinity of Old Sunshine Highway within the Town of Bostic.

The Town of Bostic is requesting responses to this Request for Qualifications (RFQ) seeking qualified applicants who can provide the engineering, permitting assistance, bidding services, and contract administration services and assistance with grant administration for the implementation of the potable water system and stormwater improvements project. The project must be administered in compliance with applicable state statutes. Payment terms will be negotiated with the selected firm.

**Scope of Work:**

The project involves replacing the water distribution system on Old Sunshine Highway from the intersection of North Main Street on both ends and stormwater drainage improvements along the road. Improvements include new water lines, valves, fire hydrants, stormwater culverts, associated appurtenances and site restoration.

Engineering services shall include but are not limited to standard tasks necessary for the implementation of the project in conformance with NCDEQ and NCDWR compliance. This includes preliminary engineering and cost estimates, surveying, engineering design and permitting, bid documents, construction observation, project closeout and assistance with grant administration as follows:

1. Preparing and obtaining approval of an engineering report if required by the funding agency prior to the Release Funds.
2. Upon the Release of Funds, the following scope of work is anticipated:
  - a. Preparing the final design and construction bid package in conformance with applicable regulations and requirements.
  - b. Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting bid opening, and issuing the notice to proceed.
  - c. Conducting the pre-construction conference.
  - d. On-site observation of construction work and preparing field observation reports.

- e. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body.
- f. Providing reproducible plan drawings to the Town upon project completion.
- g. Submitting certified "as-built" drawings to appropriate authorities

**Submission Requirements:**

RFQ submissions must include at a minimum:

1. Firm and/or Individual Information: firm's legal name, address, email, and telephone number, the principal(s) of the firm, proposed project manager and their experience and qualifications.
2. Potable Water System and /Stormwater Drainage Design: Experience and technical competence of the staff to be assigned to the project with respect to potable water system and stormwater drainage improvements or related work, description of firm's prior experience, including size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least three references within the past seven years.
3. Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance of the firm with respect to such factors as, quality of work, ability to meet schedules, control of costs, description of firm's current work activities, and firm's anticipated availability during the term of the project.
4. Firm Past Experience and Knowledge of the Town of Bostic potable water system.
5. Documentation of compliance with state and federal debarment/eligibility requirements.

**Qualification Evaluation Criteria:**

Submissions will be evaluated per the following factors:

- Experience of firm and personnel to be assigned to the project 35 points (35%)
- Firm's Capacity to meet the project schedule 15 points (15%)
- Firm's Knowledge of the Town of Bostic potable water system 25 points (25%)
- Experience with NCDEQ/ DWI permitting and funding 25 points (25%)

Upon completion of proposal review and scoring the project review committee will make a recommendation to the Town Board for approval to negotiate a contract for Engineering Services with the selected firm.

**Contract Award:**

Once the most qualified firm is selected, a contract shall be drawn up for professional services as described and required and the award for the proposed project. Contracts executed for professional services shall be contingent upon the Release of Funds and Funding Conditions.

**Submittal Information:**

Proposals should be submitted in digital formats to town hall on **January 31, 2024, by 4:00 pm:**

**Town of Bostic**

Cindy Moore – Finance Officer/Town Clerk

Town of Bostic

104 Pearidge Road

PO Box 158

Bostic, NC 28018

828-245-5108

[townofbostic@nctv.com](mailto:townofbostic@nctv.com)

The Town of Bostic is an Equal Opportunity Employer and invites the submission of proposals from small, minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 businesses concerns.