

**REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICES
WATERLINE EXTENSION PROJECT
RFQ NO. 25-1001**



catawba county
MAKING. LIVING. BETTER.

Date of Issue: July 5, 2024
Qualifications Statement Due Date: August 13, 2024
Time: 4:00 PM ET

Issued by:
Catawba County Purchasing Manager
25 Government Drive
Newton, North Carolina 28658
(828) 465-8224

INTRODUCTION

Catawba County (hereinafter “County”) is soliciting the submittal of qualification statements from experienced Engineering Firms (hereinafter “Firm”) interested in providing engineering design services for the extension of approximately 2,000 linear feet (LF) of 12-inch waterline to provide public water service to future development at the Claremont International Rail Park. The Firm will provide Professional Engineering Services for this project, including but not limited to, Project Management, Field Survey and Mapping, Geotechnical Engineering, Easement Plat Preparation, Engineering Design, Construction Plans, Project Manual, Permitting, Construction Bidding, Construction Administration, Construction Quality Assurance, Inspections and Closeout.

Catawba County reserves the right to reject any and all submittals. This submittal request is neither a contractual offer nor a commitment to purchase services. The County assumes no contractual obligation as a result of the issuance of this request, the preparation or submission of a qualifications statement by a Firm, the evaluation of statements or final selection.

PURPOSE

This Request for Qualifications (RFQ) is being issued by Catawba County for the purpose of soliciting Statements of Qualifications from Firms interested in providing engineering design services to extend the City of Claremont’s water infrastructure along the existing Kelly Blvd right-of-way and a separate extension from US Highway 70 crossing the Norfolk Southern Railroad’s right-of-way.

RFQ SCHEDULE

The table below shows the *intended* schedule for this RFQ. Catawba County will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFQ	County	July 5, 2024
Submitted Written Questions	Firms	July 23, 2024 by 5:00 PM
Provide Responses to Questions	County	July 30, 2024 by 5:00 PM
Submit Statement of Qualifications	Firms	August 13, 2024 by 4:00 PM
Contract Award	County	TBA
Contract Effective Date	County	Upon execution

The qualifications statement shall be submitted no later than 4:00 PM, August 13, 2024. No submittals will be accepted after the deadline.

Once the submittals have been reviewed, the County reserves the right to shortlist Firm(s) and request that the Firm(s) conduct a presentation and be interviewed by the selection committee.

RFQ QUESTIONS

Written questions shall be emailed to tinawright@catawbacountync.gov by the date and time specified above. Firms should enter “RFQ # 25-1001 – Questions” as the subject for

the email. Questions received prior to the submission deadline date, the County's response, and any additional terms deemed necessary by the County will be posted in the form of an addendum to the Catawba County website, <https://www.catawbacountync.gov/county-services/purchasing/bid-notices/> and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any County personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Firms shall rely *only* on written material contained in an Addendum to this RFQ.

SUBMISSION OF QUALIFICATIONS

The qualifications statement must be submitted with one (1) original and one (1) electronic copy on flash drive. When responding to this RFQ, please follow all instructions carefully. Please submit proposal contents according to the outline specified. Failure to follow these instructions may be considered a non-responsive submission and may result in immediate elimination from further consideration. The qualifications statement should be sent to the address indicated in the table below.

Mailing address for delivery of proposal via US Postal Service	Office Address of delivery by any other method (hand delivery, overnight, or any other carrier)
RFQ Number: RFQ 25-1001 Catawba County Government Center Attn: Purchasing Department Post Office Box 389 Newton, North Carolina 28658	RFQ Number: RFQ 25-1001 Catawba County Government Center Attn: Purchasing Department 25 Government Drive Newton, North Carolina 28658

IMPORTANT NOTE: All qualifications shall be physically delivered to the office address listed above on or before the submission deadline in order to be considered timely, regardless of the method of delivery. **This is an absolute requirement.** All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service is entirely on the Firm(s). **It is the sole responsibility of the Firm to have the qualifications physically in this Office by the specified submission deadline.**

BACKGROUND

Over the last decade, Catawba County Economic Development Corporation (EDC) has branded Claremont International Rail Park (CIRP) for industrial development and marketed the potential 187-acre site, which is uniquely served by rail. Industrial sized water and sewer lines are adjacent to the site, and construction of a wastewater outfall line to the Hickory-Catawba Wastewater Treatment Plant enabled by partnership between the County, the City of Hickory and Claremont has made development of the property much more viable and has significantly increased site visits.

With ownership or control of 99 acres, design of road access and utilities layout within the site are underway, and various grant funding sources to support this activity are being pursued. In March, the County was awarded the *Build Ready Site* Grant of \$500,000 from NC Railroad to defray the cost of site work, including potential activities involving utility

line engineering, design, construction, grading, drainage, and any other incidental site preparation activities.

SCOPE OF SERVICES

The Firm shall provide professional engineering design services for the extension of approximately 2,000 linear feet (LF) of 12-inch waterline to provide public water service to future development at the Claremont International Rail Park. The Firm will provide professional engineering services for this project, including but not limited to, Project Management, Field Survey and Mapping, Geotechnical Engineering, Easement Plat Preparation, Engineering Design, Construction Plans, Project Manual, Permitting, Construction Bidding, Construction Administration, Construction Quality Assurance, Inspections and Closeout. This list of services is not meant to be a full description of the work, but a summary of the scope in the design of the waterline extension.

The property acquisition for this project will be performed by others, but the Firm will be asked to prepare all easement and property purchase plats for all property acquisition. Eligible firms must have demonstrated experience in waterline project development from design through project certification.

CONTENTS OF QUALIFICATIONS STATEMENT

Respondents must carefully read the information in this “Contents of Qualifications Statement” section and submit a complete Qualifications Statement responding to each request for information. Incomplete Qualifications Statements will be considered non-responsive and are subject to rejection.

Qualifications shall be submitted on 8-1/2 x 11 paper, side bound with Table of Contents and reference tabs for key sections.

The qualification statement must be submitted with one (1) original and one (1) electronic copy on flash drive.

Qualification Statement shall include the following information:

1. Introduction – Letter of Transmittal

- Summarize in a brief and concise manner the Firm’s understanding of the scope of work and make a positive commitment to perform the work in a professional and timely manner.

2. Qualifications of Firm

Please provide:

- General work plan that demonstrates the Firm’s complete understanding of the scope of work.
- Company’s recent history and experience in waterline design in the last three years as relates to projects of same or similar scope as this project.
- Overall qualifications of project’s managers and key personnel.
- Previous project success for projects similar in scope to this project.

- Overall experience with:
 - Waterline Design
 - Developing written technical specifications
- Provide a summary of any litigation, claim(s), or contract dispute(s) filed by or against the Firm in the past five (5) years that are related to the services that the Firm provides in the regular course of business. The summary shall state the nature of the litigation, claim, or contract dispute; a brief description of the case; the outcome or projected outcome; and the monetary amount involved. If no litigation claim(s) or contract dispute(s) have been filed by or against the Firm in the past five (5) years, please state that.
- List any regulatory or license agency sanctions. If no license sanctions against the Firm, please state that.

3. Project Management and Key Personnel

Please provide:

- Firm staff resumes that show experience in North Carolina for staff assigned to this project.
- State qualifications of the firm and its key personnel who will be assigned to work with the County.
- List of personnel who will work on the project including their specific qualifications and experience on projects of similar scope.
- List any professional training and experience, especially in relation to the type and magnitude of work required for this particular scope of services.
- List any licenses or certifications related to the scope of work described in this Request for Qualifications.
- Describe the Firm's approach to and/or method of cost control and project scheduling.
- Current work load and percentage of availability of key personnel.
- Hourly billing rates charged by your Firm for each position type.

4. References – Past Performance and Existing Contracts

Please provide:

- List of previous and current clients for work similar to this scope of work within the past three (3) years. Include names and location of project, brief description and firm's key personnel's involvement, name of project manager and telephone number, date and value of project. In addition, please complete Attachment A: Reference Disclosure Form and submit with qualifications.

EVALUATION METHOD - SELECTION PROCESS

Catawba County will use the following selection process. This process is designed to ensure that Firms are selected in a fair and uniform manner, those selected for work are qualified and experienced in the professional services desired, and to ensure that every qualified Firm has the opportunity to be considered for providing professional services to Catawba County.

A Selection Committee will evaluate responses to the Request for Qualifications and determine the most qualified applicants. The Selection Committee will use the total point scores, based on the evaluation criteria below, to rank the prospective Firms. The Selection Committee will determine the most highly qualified Firm based upon the highest ranking score. Once the firm is selected, contract award and authorization will be sought from either the County Manager or the Catawba County Board of Commissioners, whichever is applicable.

EVALUATION CRITERIA

The Content of the Qualifications Statement, as referenced above, shall be evaluated as follows:

Description	Total Possible Points
Qualifications of Firm <ul style="list-style-type: none"> • Project Understanding (5 pts) • Success of Previous Projects (15 pts) • Overall Waterline Design Experience (10 pts) • Developing Written Technical Specifications (10 pts) • Previous/Pending Litigation (5 pts) 	45
Project Management and Key Personnel <ul style="list-style-type: none"> • Experience on similar projects (NC Only) (10 pts) • Projects on time and in budget. (5 pts) • Waterline project experience (10 pts) • Professional Training/Qualification (10 pts) • Work Load and Availability (5 pts) • Cost Control/Scheduling (5 pts) • Relevant Licenses/Certifications (5 pts) 	50
References – Past Performance and Existing	5
	100 Points

FIRM INSURANCE REQUIREMENTS

The successful Firm will be required to provide the County with Certificates of Insurance meeting the County’s insurance requirements at the time of project award as specified below. Failure to provide the required insurance will result in cancellation of the selection and the County will have the right to enter into an agreement with the Firm with the next highest ranking. Firm shall maintain at all times during the term of this Agreement, at the Firm’s sole expense:

I. Commercial General Liability Insurance

Firm shall maintain Commercial General Liability insurance written on an occurrence basis, including coverage for products and completed operations liability, contractual liability, liability from independent contractors, property damage liability, bodily injury liability, and personal injury liability with limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. The aggregate limit shall apply separately to each location. The limits may be satisfied by a combination of primary and excess insurance.

II. Professional Liability Insurance

Firm shall maintain Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$2,000,000 aggregate.

III. Business Automobile Insurance

At all times while the Firm's representatives are conducting on-site work, the Firm shall maintain Automobile Liability insurance for any owned, hired, rented, or borrowed vehicle with a limit of not less than \$1,000,000 per occurrence for bodily injury and property damage liability. The limit may be satisfied by a combination of primary and excess insurance.

IV. Workers Compensation & Employers Liability Insurance

At all times while the Firm's representatives are conducting on-site work, Firm shall maintain statutory Workers Compensation insurance in accordance with the laws of North Carolina. Firm shall also maintain Employers' Liability insurance with limits of not less than \$500,000 per accident and \$500,000 each employee for injury by disease.

V. General Requirements

1. Catawba County shall be named as an additional insured under Firm's automobile and general liability insurance. In the event of a loss arising out of, or related to the Firm's services performed under this Agreement, Firm's Liability insurance shall be primary (pay first) with respect to any other insurance which may be available to the County, regardless of how the "other insurance" provisions may read.
2. The Firm's General Liability, Automobile Liability, and Workers Compensation insurance must contain a waiver of subrogation in favor of the County.
3. Firm shall be responsible for insuring all of its own personal property, improvements, and betterments.
4. All insurance policies put forth to satisfy the above requirements shall require the insurer to provide a minimum of sixty (60) days' notice to the County of any material change in coverage, cancellation, or non-renewal.

5. All insurance put forth to satisfy the above requirements shall be placed with insurance companies licensed to provide insurance in the state of North Carolina. Any deductibles or self-insured retentions in the required insurance shall be subject to approval by the County.
6. Prior to execution of contract, Firm shall provide written evidence of insurance as requested by the County to confirm that these insurance requirements are satisfied. Firm agrees to indemnify County if the insurance policy referenced in the COI does not contain, at a minimum, the coverage amounts listed on the COI. Firm agrees to provide complete copies of policies if requested. Failure of Firm to provide timely evidence of insurance, or to place coverage with insurance, or to place coverage with insurance companies acceptable to the County, shall be viewed as Firm's delaying performance entitling the County to all appropriate remedies under the law including termination of the contract.

**ATTACHMENT A
REFERENCE DISCLOSURE FORM**

Firm shall provide information regarding experience in work similar to this scope of work by listing FIVE (5) RECENT CLIENTS, ONLY ONE OF WHICH MAY BE A CATAWBA COUNTY GOVERNMENT LISTING. References should be clients of a similar scale as the services requested in this RFQ.

1. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____

2. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____

3. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____

4. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____

5. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____