



Tryon Equestrian Partners Sewer Project
Request for Qualifications: Engineering Services

May 2017

Contact Information

Doug Barrick
Town Manager

Town of Rutherfordton
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Rutherfordton, NC 28139

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The Town of Rutherfordton desires to engage a qualified engineering firm to provide professional services for the successful completion of the TEP Hotel Site Sewer project. The Town is a recipient of a NC Rural Economic Development Grant. This project will initial the design and construction administration of approximately 6,60 feet of gravity sewer line.

**THE TOWN OF RUTHERFORDTON REQUEST FOR QUALIFICATIONS TO
PROVIDE DESIGN AND CONSULTING SERVICES FOR PUMP STATION
REMOVAL AND GRAVITY SEWER**

I. INTRODUCTION

The Town of Rutherfordton is in the process of improving the wastewater collection system. As a result the Town of Rutherfordton is seeking qualifications from CONSULTANTS to provide design and consulting services for the installation of 6,600 feet of gravity sewer line to a new hotel site on the Tryon Equestrian Properties.

Specific requirements for the project are outlined in the, scope of services. There is no expressed or implied obligation for the Town of Rutherfordton to reimburse responding CONSULTANTS for any expenses incurred in the preparation of the RESPONSE to this request.

Any inquiries concerning the completion of the RESPONSE should be directed to the Town Manager, Doug Barrick at 828-287-3520 or dbarrick@rutherfordton.net

To be considered, 1 hard copy and one pdf copy on a usb drive of the RESPONSE must be received by the Town Manager, Doug Barrick at the Town of Rutherfordton by 1:00 p.m. on Tuesday, May 24th. The Town Manager reserves the right to reject any or all RESPONSES submitted. The SELECTED CONSULTANT will enter into an agreement quickly and the Town will expedite approval on June 7th.

RESPONSES submitted will be evaluated by a Selection Committee made up of the Town Manager, Finance Director, Public Works Director, & the Operator in Responsible charge of the Collection System. During the evaluation process, the Town of Rutherfordton reserves the right, where it may best serve the interest of the Town of Rutherfordton to request additional information or clarifications from CONSULTANTS responding, or to allow corrections of errors or omissions.

The Town of Rutherfordton reserves the right to retain all responses submitted and use any ideas in a RESPONSE regardless of whether the CONSULTANT submitting that RESPONSE is chosen. Submission of a RESPONSE indicates acceptance by the CONSULTANT of the conditions contained in this Request for Qualifications, unless the CONSULTANT clearly and specifically notes the exception(s) in the response submitted, and confirms the exception(s) in the contract between The Town of Rutherfordton and the CONSULTANT selected.

Once a CONSULTANT has been selected, all CONSULTANTS submitting a RESPONSE will be notified. Once the contract has been made between the Town of Rutherfordton and the selected CONSULTANT, all proposals, ratings and scores will become public information.

II. BACKGROUND

The Town has received a grant to cover the installation of approximately 6,600 feet of gravity sewer lines for the Tryon Equestrian Properties.

III. SCOPE OF SERVICES

The project consists of designing, permitting, and providing the construction administration for installing 6,600 feet of new 8 inch & 10 inch sewer lines. (See Attached)

The services available from the Town, and the services required from the CONSULTANT are listed in the following sections:

A. Town of Rutherfordton shall provide:

1. Access to any records, reports, tapes and information
2. Daily Project visits with photographs

B. The CONSULTANT shall Provide:

1. Engineering Report I Environmental Information Document:

The CONSULTANT shall complete an Engineering Report I Environmental Information Document to satisfy the requirements of the Town's Funding. The Engineering Report I Environmental Information Document must follow the criteria as required by the granting agency.

2. Permitting:

The CONSULTANT shall provide the necessary permitting to complete the project which will include but not be limited to the following: the Division of Water Quality (DWQ), the funding agency (CWSRF), North Carolina Department of Transportation, Division of Land Resources, and any other permits needed to complete the projects.

3. Design, Plans and Specifications:

The CONSULTANT shall design and develop plans and specifications which meet the requirements of the Town of Rutherfordton, and any regulating and/or funding agency involved in this project. Any surveying needed for the development of the plans shall be included.

4. Contract Administration and Construction Observation:

Provide Contract Administration services to assure that the work performed by the contractor is in accordance with the Contract Documents, and the requirements of the Funding Agency. The CONSULTANT shall provide sufficient Construction Observation to assure the project is completed in accordance with the plans and specifications. Daily Construction Observation will also be performed by Town forces, and daily reports and photographs will be made, and sent to the CONSULTANT to assure the project is completed in accordance with the plans and specifications.

IV. TERMS AND CONDITIONS

The CONSULTANT chosen will be required to swiftly enter into an agreement which will be negotiated in accordance with the RESPONSE to the Request for Qualifications. It is recommended that the consultant provide an example contract with the response to this request, all fees and cost can be withheld from the contract and negotiated after selection. The CONSULTANT will also be required to complete the project in accordance with an aggressive schedule which is outlined below:

Milestone	Date
Engineering Approval	July 26, 2017
Permitting	August 18, 2017
Construction Bidding	September 4, 2017
Complete Project	November 30, 2017

V. RESPONSE REQUIREMENTS

The RESPONSE shall be divided into five sections which shall be titled as specified below. Each section shall include all of the information which is requested. Failure to supply the requested information may disqualify the CONSULTANT from consideration or may lower the score upon evaluation.

A. Company Qualifications

The RESPONSE shall present the qualifications of the organization which will perform the work. Included in the qualifications will be a description of the CONSULTANT, the financial status of the CONSULTANT. If a partnership or joint venture will be used on the project, the information on both CONSULTANTS will be required. If any subcontractors will be used, information on the subcontractor will be required. An evaluation of the CONSULTANT'S work load should be included to determine if the CONSULTANT will be able to devote the necessary time to the project.

B. Similar Projects with Results

A list of similar projects upon which the CONSULTANT has worked should be included. The list will include an evaluation of the performance of the CONSULTANT in completion of the project, and why the project is considered similar. The evaluation will not only include a performance in completion of the work, but also an evaluation of the results, such as ease of approval and if the proposed project was completed on time and on budget. For each project, a contact individual for the client should be included. If a partnership or joint ventures will be used on the project, the information on both CONSULTANTS will be required. If any subcontractors will be used, information on the subcontractor will be required.

C. Key Personnel Qualifications

The list of Key Personnel shall include an organization breakdown or organization chart. Resumes of each individual which will be involved with the project will also be included in this section. Each resume shall include experience on projects similar to the Kinston project.

D. Methodology Specific to Rutherfordton

A description of the approach and methodology which will be used on this project will be included. This description will be specific to and address the familiarization with Rutherfordton and this project.

E. Schedule of Charges

The schedule of charges shall include an explanation and description of how charges for project services are regularly handled and what the fee schedule for the project will be. The proposal may present a discussion of any special arrangements which may be proposed for this project. There is no requirement for specific project cost information. Specific project cost information will be required once the CONSULTANT has been chosen.

VI. SELECTION PROCESS

Each CONSULTANT will be evaluated based upon the information which is provided within the RESPONSE. A weighted criteria will be used by giving points as listed for each of the following items:

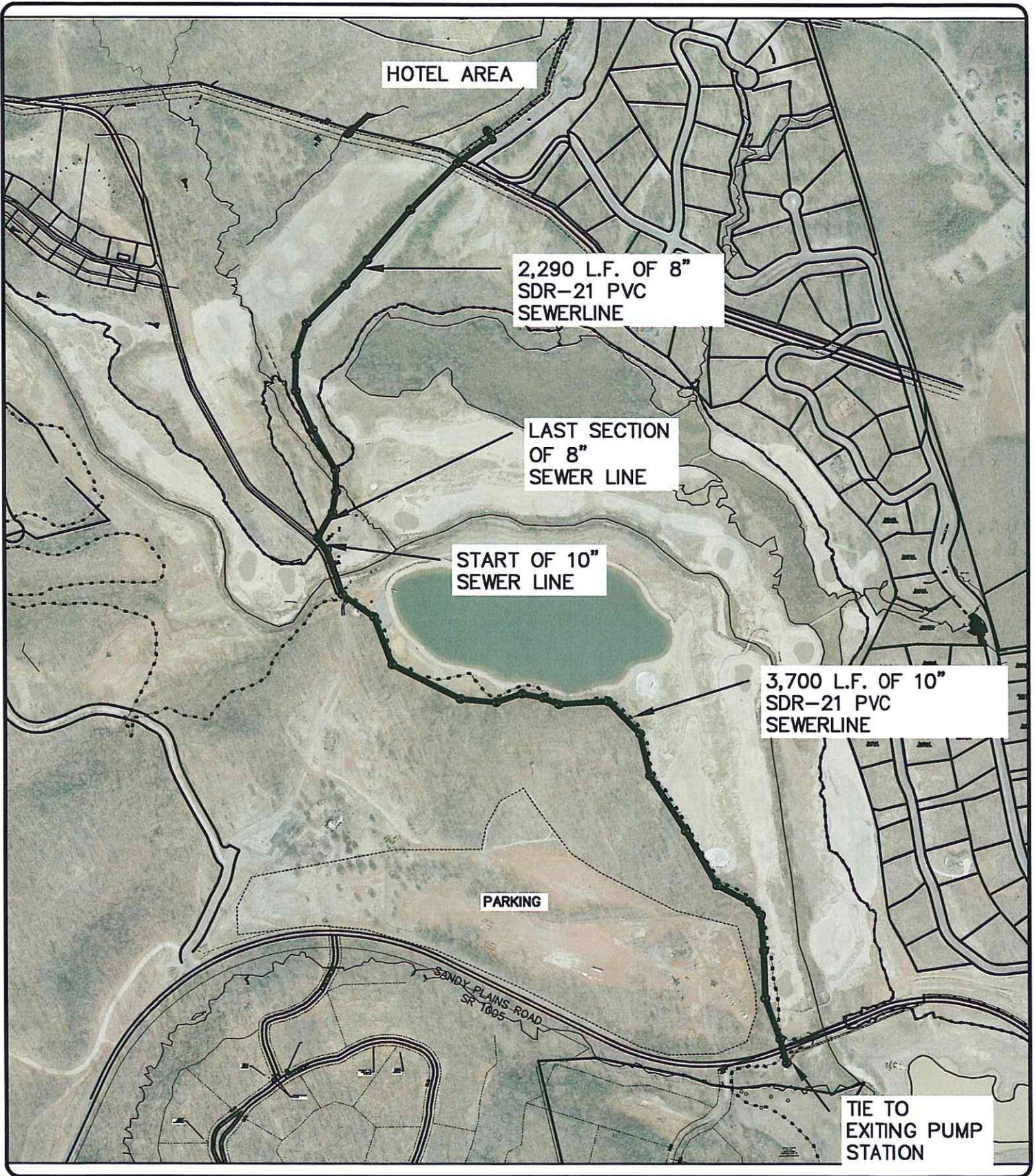
1. The financial status and stability of the Company (10 points)
2. The past performance of the Company on similar projects (20 points)
3. The Qualifications of Key Personnel (30 points)
4. Methodology & Familiarity with the system at Rutherfordton (25 points)
5. Fee schedule. (15 points)

Each RESPONSE will be reviewed and scored using the weighted criteria as described above. A selection committee made up of the Town Manager, Finance Director, Public Works Director, & the Operator in Responsible charge of the Collection System., will review and score each RESPONSE. The CONSULTANT whose RESPONSE receives the highest scores from each review will be selected as the recommended consultant to the Town Council for approval.

Recommendations for contract award will be made to the Rutherfordton Town Council, with a final selection anticipated in June 7, 2017. The selected firm will be expected to begin work immediately upon award of the contract & meet all deadlines for funding.

VII. POINT OF CONTACT

Please direct all questions regarding this project to Doug Barrick, Town Manager, at 828-287-3520 or dbarrick@rutherfordton.net. Incomplete RESPONSES may result in a reduced score in the first phase of the selection process or elimination from consideration. The Town of Rutherfordton reserves the right to reject any and all RESPONSES, to waive any informalities and to accept the CONSULTANT it deems most advantageous to the Town.



Odom
Engineering
PLLC

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RESORT HOTEL & SPA
PROPOSED SEWER

NOVEMBER 29, 2016

SCALE: 1"=600'



**COST ESTIMATE
TRON RESORT HOTEL AND SPA SEWER EXTENSION**

	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Mobilization	1	LS	\$5,000.00	\$5,000.00
2	Precast Concrete Manhole	34	EA	\$2,500.00	\$85,000.00
3	8" PVC SDR-21 Gravity Sewer	2290	LF	\$45.00	\$103,050.00
3	10" PVC SDR-21 Gravity Sewer	3700	LF	\$55.00	\$203,500.00
4	Creek Crossing	1	LS	\$7,500.00	\$7,500.00
5	Rock Excavation	200	CY	\$60.00	\$12,000.00
6	Attach to Bridge	150	LF	\$150.00	\$22,500.00
7	20" Underbore	30	LF	\$200.00	\$6,000.00
8	Tie to Existing Lift Station	1	LS	\$3,000.00	\$3,000.00
CONSTRUCTION SUBTOTAL					\$447,550.00
Contingency (10%)					\$44,755.00
Construction Administration					\$15,000.00
CONSTRUCTION TOTAL					\$507,305.00
9	Perliminary Engineering Report/Environmental Information Document				\$5,000.00
10	Surveying				\$5,000.00
11	Design Engineering				\$32,500.00
12	Permitting Fee				\$1,500.00
TOTAL PROJECT ESTIMATE					\$551,305.00