REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

The Town of Spruce Pine is seeking qualifications from interested engineering firms for the design and construction administration of a water line extension along Highway 226 in Spruce Pine, NC. The project will install approximately 5,300 linear feet of 8-inch water main within NCDOT right-of-way. The new water main will connect to an existing water main in front of Spruce Pine Town Hall, then run south directly along Highway 226 before connecting to another existing main in the vicinity of the intersection of Highway 226 and Swiss Pine Lake Drive. Funding for the project will be provided through the North Carolina Golden LEAF Foundation and the Town of Spruce Pine. The selected engineering firm will report directly to the Town. The project will consist of the following elements:

- Construction of approximately 5,300 linear feet of 8-inch water main
- Construction of all necessary appurtenances
- Connection to existing municipal water system

Services to be provided by the engineering firm consist of:

- Prepare field surveys and drawings
- Prepare final designs and specifications for the proposed improvements
- Prepare and submit all required permit applications
- Provide necessary documents and services to receive and analyze bids and place the work under contract
- Provide construction inspection services
- Provide record drawings of as-built conditions

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of $1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

SELECTION PROCESS & EVALUATION

The selection of an engineering firm to provide design, permitting, and construction administration services on this project will be handled in accordance with the following process:

1. Submission by the engineering firm of a letter of interest (LOI).
2. Town will review qualifications from engineering firm’s submittals.
3. Town will select an engineering firm to provide the services listed above.

LOI’s will be evaluated based upon certain considerations. The following considerations will be utilized to select a firm from those submitting a LOI:

1. **Work Plan/Technical Approach (40%)**
   - Detail of LOI; specific work products identified; specific services provided as part of the LOI; anticipated time required for completion of design and submission of required permit application(s)

2. **Experience of Firm (25%)**
   - Previous projects carried out by firm; experience working on projects within NCDOT right-of-way; references from previous clients; (provide a listing of local governments with which your firm has worked)

3. **Qualifications of Project Staff (15%)**
   - Identification of staff who will be assigned to the project with their roles and responsibilities; relevant qualifications and experience of staff, particularly with projects of a similar nature

4. **Understanding the Needs of the Town of Spruce Pine (20%)**
   - Responsiveness of firm to elements in the Request for Qualifications; familiarity with the geographic area and the specific requirements of the project; plans for coordination with local officials and citizens

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

LOI’s should be submitted to The Town of Spruce Pine and must be received no later than 12:00pm on July 31, 2021. LOI’s will be evaluated and submitted to the Spruce Pine Town Council for its decision. If you have questions regarding this project or need additional information, please contact Darlene Butler, Spruce Pine Town Manager, at (828)765-3000. Small businesses, minority-owned businesses, and female-owned businesses are encouraged to submit LOI’s.

**Mail LOI’s to:**
Town of Spruce Pine
P.O. Box 189
Spruce Pine, NC 28777

**Hand deliver LOI's to:**
Spruce Pine Town Hall
11050 S. 226 HWY
Spruce Pine, NC 28777