



Request for Qualifications

On-Call Professional Engineering Services

1. BACKGROUND

NRWASA is soliciting statements of qualifications ("SOQ") from qualified engineering firms interested in entering a multi-year contract for on-call professional engineering services. It is anticipated that the contract term will be three years with two one-year extension options. Task orders will be issued under the contract on an as-needed basis. NRWASA will select firm(s) using a qualifications-based selection process as required by Article 3D of Chapter 143 of the N.C. General Statutes. Minority and historically underutilized business firms are encouraged to submit a SOQ or to team with another firm in submitting a joint SOQ.

The contacts for this RFQ are:

Harold Herring
NRWASA Executive Director
harold.herring@nrwasa.org
252.522.2567

James Norment
Legal Counsel
jwn@wardandsmith.com
252.672.5453

2. TIMELINE

Questions about this RFQ must be submitted to the contacts listed in Section 1 before 5:00 P.M. EST on March 1. NRWASA will provide responses as promptly as possible to each firm that submits a question as well as any firm that requests to be notified of responses.

Deadline for submission of the SOQ is Wednesday, March 13, 2024, at 2:00 P.M. EST. The SOQ must be submitted via email to the contacts listed in Section 1. Acknowledgment of receipt of the SOQ will be provided when reasonably possible, but it is the proposing firm's responsibility to ensure that the SOQ is received prior to the deadline.

NRWASA anticipates making a selection decision at any time on or after March 28, 2024. The SOQ should be complete and provide enough information that NRWASA can use to determine whether the firm is qualified. NRWASA may request interviews, but firms should not assume that interviews will be granted.

3. BACKGROUND AND SCOPE OF SERVICES

NRWASA is a water and sewer authority organized under Chapter 162A of the North Carolina General Statutes. NRWASA provides potable water for over 100,000 customers in Pitt and Lenoir counties. NRWASA is governed by a board of directors. Directors represent NRWASA's members, which are Town of Ayden, Bell Arthur Water Corporation, Deep Run Water Corporation, Eastern Pines Water Corporation, Town of Grifton, City of Kinston, North Lenoir Water Corporation, and Town of Pink Hill. NRWASA currently operates and maintains a 15 mgd water treatment plant that includes more than 74 miles of water transmission mains that provides water supply to the eight member systems.

A qualified firm should be capable of:

- Engineering, design, and construction administration for improvements and expansions related to NRWASA's water treatment plant, pump station, water distribution system, water towers, and related infrastructure.
- Reviewing water and sewer construction documents for conformance with Federal, State, and NRWASA requirements, as applicable.
- Reviewing water and sewer allocation requests and making recommendations to the NRWASA.
- Providing technical assistance to NRWASA staff related to water plant operation and water distribution infrastructure.
- Attending NRWASA Board of Director meetings when requested.
- Grant application preparation assistance and advice.

More than one firm may be selected for contract award. The final scope of each task order will be negotiated with the selected firm and may include modified and/or additional capabilities. Anticipated annual contract amounts for task orders will be dependent upon the needs of the work. No work is guaranteed, and work will be assigned on an as-needed basis to be determined by NRWASA at its sole and absolute discretion. NRWASA may engage other engineering firms for specific projects that will not be covered by the multiple award contract awarded under this request for qualifications.

4. SOQ FORMAT

- a. The SOQ must be submitted in Adobe Acrobat 9.0 (or later) PDF format attached to an email addressed to the contacts listed in Section 1.
- b. The PDF file must not exceed 20 megabits in size. If a proposing firm's email is rejected even if the size is less than 20 megabits, it remains the proposing firm's responsibility to ensure delivery prior to the deadline. If the proposing firm

encounters email delivery problems, the firm may contact the NRWASA contacts listed in Section 1 via alternative means or via an email without attachments. NRWASA may, in its sole discretion, allow alternative SOQ delivery methods upon request.

5. SOQ CONTENTS

- A.** A cover letter that states the firm's interest in providing engineering services that are within the scope of work in Section 3. The cover letter should state the name and contact information for the firm's primary representative, describe services that are provided by the firm, when the firm was founded, number of employees, office locations, and other information the firm believes would be helpful for NRWASA to know in evaluating the SOQ.
- B.** Resumes or other description of the qualification and experience of personnel who are likely to provide services to NRWASA. This should include overall experience, tenure with the firms/subs, certifications/licenses, and areas of expertise.
- C.** A description of related project experience that demonstrates experience consistent with NRWASA needs.
- D.** A description of the firm's method of keeping a task or project on schedule and within budget. Creative techniques that minimize research and work redundancy while providing a comprehensive effort should be described.
- E.** A list of similar contracts performed in the past five (5) years, accompanied by at least three (3) references, including contact persons, owner name, telephone number and email address.
- F.** A unit rate sheet of the hourly rates for the persons or positions likely to perform under the contract. Do **not** provide an estimate of the number of hours to complete a given type of project.

6. SELECTION CRITERIA

- A.** A firm will be awarded the contract on the basis of demonstrated competence and qualification for the engineering services required by NRWASA, which includes, without limitation, the scope of work described in Section 3.
- B.** A variety of factors will be considered in the selection of qualified engineering firms including, but not limited to:
 - a. Specific engineering experience in the categories outlined above
 - b. Availability of qualified staff to perform work

- c. Previous performance with respective project delivery, particularly schedules and budgets
- d. Approach to providing excellent customer service, through effective communication, coordination, and management of projects, especially schedules and budgets
- e. Previous experience with NRWASA
- f. Minority or historically underutilized business qualifications

7. CONTRACT REQUIREMENTS

The final multiple award contract between NRWASA and the selected firm(s) will be drafted by NRWASA's attorney and will contain standard terms and conditions required by Chapter 143 of the N.C. General Statutes as well as applicable terms which are or may be required by federal funding sources. Task orders issued under the multiple award contract may contain additional or different contract terms specific to the project's funding source.

- END OF REQUEST FOR QUALIFICATIONS –

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