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COUNTY ATTORNEY

September 2, 2022

RE: **Request for Qualifications  
Professional Engineering Services**

To Whom It May Concern:

The County of Columbus is seeking qualified firms to provide professional engineering services for Columbus County, North Carolina. Attached you will find a "Request for Qualifications," which identifies the project anticipated to be undertaken by Columbus County during the contracted period.

In order to be considered, all responses must be submitted in writing no later than **5:00 PM (EST)**, on **September 16, 2022**. Firms mailing responses should allow delivery time to ensure a timely receipt of their proposals. The responsibility for getting the responses to the Columbus County Administration Office on or before the specified time and date is solely, and strictly, the responsibility of the responding firm. The County will in no way be responsible for delays caused by any occurrence.

Firms providing responses shall be responsible for complying with North Carolina Laws and Local ordinances. The County of Columbus reserves the right to waive any informalities, to reject any and all responses to the Request for Qualifications, and to accept any responses which in its opinion may be in the best interest of Columbus County.

No responses to the Request for Qualifications will be received or accepted after **5:00 PM (EST)**, on **September 16, 2022**. Late qualification packages will be deemed invalid and returned unopened to the firm.

Responses may be hand delivered or mailed to:

**Columbus County Administration**  
**Attn: Gail Edwards, Assistant County Manager**  
**127 West Webster Street**  
**Whiteville, NC 28472**

Thank you,

**Edwin H. Madden, Jr.**  
Columbus County Manager

# **REQUEST FOR QUALIFICATIONS PROFESSIONAL ENGINEERING SERVICES**

## **I. OVERVIEW**

The County of Columbus has received funding from the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure as follows:

- A. Asset Inventory and Assessment (AIA) for Columbus County Water & Sewer District IV (\$150,000) – Inventories linear and vertical assets, assigns conditions and criticalities, reviews O & M practices, prioritizes and estimates costs for construction needed for the next 10 years. We also propose to complete GIS mapping for approximately 52 miles of the county's estimated 485 miles of water lines.

Contingent upon formal awards, the County of Columbus is soliciting requests for qualifications for professional engineering services to assist the County of Columbus in a) Asset Inventory and Assessment for County Water System – Inventories linear and vertical assets, assigns conditions and criticalities, reviews O & M practices, prioritizes and estimates costs for construction needed for the next 10 years. We also propose to complete GIS mapping for approximately 52 miles of the county's estimated 485 miles of water lines. Payment terms will be negotiated with the selected firm. The fees for professional engineering services will be paid with grant funds.

## **II. SCOPE OF WORK:**

Engineering services for all work must comply with NCDEQ-DWI guidance documents and receive acceptance and/or approval from NCDEQ-DWI prior to final payments by the County of Columbus.

## **III. SUBMISSION REQUIREMENTS:**

RFQ submissions must include at a minimum:

1. Individual or Firm Information: firm's legal name, address, email, and telephone number, the principal(s) of the firm and the firm's experience and qualifications; and
2. Water/Wastewater Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to water/wastewater improvements or related work, description of firm's prior experience, including any similar projects, construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least five references within the past five years; and
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 control of costs, quality of work, and ability to meet schedules; description of firm's current work activities, capability of carrying out all aspects of related activities, and firm's anticipated availability during the term of the project; and
4. The proposed work plan and schedule for activities to be performed; and
5. Documentation of compliance with state and federal debarment/eligibility requirements.

Submissions will be evaluated according to the following factors: The County of Columbus will identify the number of points for each of the criteria below:

1. Qualifications, Competence, and Reputation of Firm and Personnel	20 points
2. Firm’s Capability to Meet Time and Project Budget Requirements	20 points
3. Present and Project Workload of Firm	20 points
4. Related Experience on Similar Projects	20 points
5. Recent and Current Work for the County	20 points
Total Points	100 points

Upon completion of the review, the County of Columbus will award and contract the work as authorized by the Columbus County Board of Commissioners.

Respondents may review the grant application which include descriptions of the proposed work including activities, budgets, schedules, and other pertinent information by visiting the Assistant County Manager’s Office at 127 West Webster Street, B Building, 3<sup>rd</sup> Floor, Whiteville, NC 28472 during regular office hours.

**IV. CONTRACT AWARD:**

Once the most qualified firm is selected, costs for the services will be negotiated. Contracts shall be contingent upon formal grant awards. If an agreement of contract compensation cannot be determined with the first qualified firm, the County of Columbus will eliminate that firm and begin discussion with the next most qualified firm.

The above information must be received no later than 5:00 PM on September 16, 2022 at 127 West Webster Street, B Building, 3<sup>rd</sup> Floor, Whiteville, NC 28472. Electronic submittals via email are acceptable. For more information, contact Gail E. Edwards, Assistant County Manager, at (910) 640-6630 or [gedwards@columbusco.org](mailto:gedwards@columbusco.org). Columbus County is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms.