



# Town of Rutherfordton Wastewater Projects Request for Qualifications: Engineering Services

May 2024

**Contact Information**

Doug Barrick  
Town Manager

Town of Rutherfordton  
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The Town of Rutherfordton desires to engage a qualified engineering firm to provide professional services including preparation of engineering plans, specifications, and related documents and services for the funding assistance, design, project management, construction management and general project oversight for numerous projects to be funded by USDA Rural Utilities Service, NC Division of Water Infrastructure and the Town of Rutherfordton.

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**THE TOWN OF RUTHERFORDTON REQUEST FOR QUALIFICATIONS TO  
PROVIDE DESIGN AND CONSULTING SERVICES FOR VARIOUS  
WASTEWATER PROJECTS**

**I. INTRODUCTION**

The Town of Rutherfordton is in the process of improving the wastewater collection system and wastewater treatment plant operations. Rutherfordton is seeking letters of interest from qualified Engineering Firms to perform professional services including preparation of engineering plans, specifications and related documents and services for the funding assistance, design, project coordination, construction management and general project oversight for numerous projects. Projects may include wastewater collection wastewater treatment infrastructure assessment and planning as well as miscellaneous consulting for various infrastructure needs. Engineering firms must comply with all federal, state, local and uniform guidance procedures for these projects.

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](mailto: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 Friday, June 21<sup>st</sup>. 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 July 3rd.**

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 of Rutherfordton has secured funding from USDA Rural Utilities Service, NC Division of Water Infrastructure as well as Town Funds to perform various wastewater projects including improvements to the Wastewater Treatment Plant, Replacement of the John Smith Rd Pump Station, Installation of new Collection lines, and other infrastructure projects as well as infrastructure assessment as prescribed by the NC Department of Environmental Quality water and wastewater utility evaluation guidance document: asset and inventory assessment, capital cost capital, and operating cost analysis. The selected firm will assist the Town of Rutherfordton in the needed funding requirements for these above programs and various other projects associated with wastewater utilities including mapping services.

The Town operates a Wastewater Collection system that consists of approximately 36 miles of gravity lines, 12 miles of force mains, 6 pump stations and a 3.0 mpg extended aeration treatment facility. The Town was placed on the viable utilities list and has actively been making strides to improve and has reduced its initial points from a 9 to most recently a 5. Rutherfordton is also looking to make improvements to the WWTP with replacement of the headworks, various pumps, valves, tanks, and replacement of liners. These improvements are coupled with the need to replace an aging pump station on John Smith Rd, add some new gravity lines to an underserved area and assist the Town in long range planning efforts through the assessment described above.

## **III. SCOPE OF SERVICES**

Rutherfordton is seeking letters of interest from qualified Engineering Firms to perform professional services for a variety of capital projects within their infrastructure system, including funding assistance, engineering design and construction oversight of wastewater collection, and wastewater treatment, infrastructure assessment and planning, as well as miscellaneous consulting for various infrastructure needs and related projects that may be designated. Funding has been secured from USDA Rural Utilities Service, NC Division of Water Infrastructure as well as Town Funds and as such will be required to meet all program regulations and requirements. The firms will be critical in the delivery of these programs and compliance with program requirements.

The Engineer will be providing the following minimum services. This list is not intended to be all-inclusive, but to generally describe the scope of services expected for construction projects.

1. Design & Planning

- a) Completed PER, initial reports and documentation required by USDA and NC DEQ. Completion of environmental consultation and reports as required by USDA and NC DEQ
- b) Complete all design and specifications for a formal bid process.
- c) Obtain all permits and approvals for construction.
- d) Prepare bid documents and hold pre-bid conference.
- e) Refine cost estimates during design to confirm adherence to budget.

2. Contract Administration and Construction Inspection, as required.

- a. Open and verify bids.
- b. Conduct pre-construction conferences.
- c. Provide regular construction inspection of project work.
- d. Conduct monthly on-site progress meetings.
- e. Respond in a timely fashion to Requests for Information
- f. Process change orders.
- g. Review and approve pay requests from contractors.
- h. Perform final inspections, certifications, startups, and closeout of projects.

Services may also be required for infrastructure assessment, inventory, critical asset reviews, system modeling, field inspections and assessments, mapping, planning and general needs of infrastructure planning as it may relate to ongoing and future funding. The Town of Rutherfordton will expect the selected consultant to potentially be involved in securing funding and working with current funders for compliance and for additional projects that the planning process may deem necessary during these activities.

**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 agreed upon schedule that ensures compliance with funders.

**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, and 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 workload 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 with emphasis on compliance with Federal and State funds. 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 project. Highlighting the main contact project management for this RFQ and services.

**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 as well as grant funding coordination and reimbursements. 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. In reference to an hourly rate fee schedule and conformance with the Mini-Brooks Act (NC GS 143-64-31) and the Uniform Guidance Section (CFR 200.319), NO FEE PROPOSALS SHALL NEITHER BE SUBMITTED NOR CONSIDERED AT THE SELECTION STAGE.

## **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 on July 3, 2024. 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](mailto: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.