

1. REQUEST FOR QUALIFICATION

SOLICITING AGENCY: Town of Four Oaks

PROJECT TITLE: Town of Four Oaks ARP Drinking Water and Wastewater Projects and Stormwater Infrastructure Fund Directed Projects

SERVICES SOLICITED: Professional Services

2. PROJECT DESCRIPTION/PURPOSE OF SOLICITATION:

The Town of Four Oaks has received the following ARP appropriations: \$2,600,000 – “Drinking Water and Wastewater Reserve – At Risk Projects” and \$1,500,000: Stormwater Infrastructure Fund Directed Projects. Funding requires that all funds be disbursed by 12/31/2026. To ensure this date is met the State requests that Bid and Design be submitted no later than 01/01/2023.

**Drinking Water and Wastewater Reserve – At Risk Projects**

The Town’s plans to use the \$2,600,000 “Drinking Water and Waster Reserve – At Risk Projects” for four (4) different projects: (1. Pump Station Upgrades; 2. Water Extension – Business Park; 3. Sewer Extension – Business Park; and 4. Elevated Water Tank); that will be bid as three (3) separate contracts with the Water Extension – Business Park and Sewer Extension – Business Park being combined into a single contract..

Project #1 Pump Station Upgrades: Total project cost - \$1,500,000/ARP cost \$1,500,000 –The project consists of upgrading 5 of the Town’s existing pump stations including upgrading approximately 1,800 lf of force-main that serves one of the stations.

Project #2 Total \$442,500 – ARP \$158,738– Water line extension into the Four Oaks Business Park The Town of Four Oaks plans to extend approximately 2,740 LF of 12” PVC and 100 LF of 12” DIP waterline from Keen Road to an existing 12” waterline located on the Four Oaks Parkway. This line will open up additional space within the Business Park for economic development, as well as, provide a “loop” to provide redundancy and improved hydraulics for fire protection within the park.

Project #3 Total \$441,262/ARP cost \$441,262 – Sewer extension into the Four Oaks Business Park. The Town of Four Oaks plans to extend approximately 1,900 LF of 8” DIP PVC Sewer 10’ – 12’; 4 manholes 10’ – 12’; and 150 LF 16” encase bore and jack from Keen Road to an existing pump station located within the Four Oaks Business Park. This extension will open up additional space within the Business Park for economic development.

Project #4 Total \$3,609,500 – ARP \$500,000– Water Tank consisting of the construction of a 1 MGD Elevated Water Tank; 1,100 LF 16” DIP and 2,200 LF 12” C900 watermain; two (2) 525 LF jack and bore; 3 fire hydrants; and appurtances.

**Stormwater Infrastructure Fund Directed Projects**

The Town plans to use the \$1,500,000 “Stormwater Infrastructure Fund Directed Projects” appropriation to upgrade approximately 4,950 LF of stormwater lines in the following areas in Town due to inefficient capacity and deterioration of existing lines in efforts to eliminate stormwater flooding around Town: Baker Street from Stanley Street to US 301 – 1,750 LF; Keen

Road, Grady Street, & US 301 to Baker Street - 1,200 LF; Old School Road to Massengill Street – 500 LF; and South Baker Street & Keen Rd – fix any additional issues to eliminate the bottleneck flooding issues – 1,500 LF. Project components consist of: pipe repair that includes in-place pipe lining and replacement, as well as, culvert repair and replacement

The Town of Four Oaks is seeking qualification statements from interested firms to provide professional services that include design, permitting, surveying, soils, bidding, contract award, construction observation/administration services. It is the intent of the Town to obtain qualification statements for comparison by soliciting proposals from an adequate number of sources to permit reasonable competition consistent with the nature and requirements of the project.

The qualifications of firms submitting proposals will be evaluated as provided for in the” Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments (24 CFR 85). The Town of Four Oaks reserves the right to make such investigations to determine the qualifications and ability of each offeror to perform the work in a satisfactory manner within the specified time frame. THE TOWN BASED ON ITS EVALUATIONS RESERVES THE RIGHT TO ENTER INTO A SINGLE OR MULTIPLE CONTRACTS TO ENSURE INDIVIDUAL PROJECTS MEET ARP SCHEDULING REQUIREMENTS.

3. MINIMUM QUALIFICATIONS

A responding firm must meet the following requirements at a minimum to submit a proposal:

- Have previous experience with providing planning, design, permitting, bidding, construction observation and administration services for the construction of public sewer, water, and stormwater infrastructure projects.
- Must be licensed to practice in the State of North Carolina and currently maintain and continue to maintain an office in the State;
- Must have an architect and engineer on staff with the appropriate North Carolina professional; and
- Must provide a "Certificate of Insurance for professional liability and Workmen's Compensation" with the Qualification Statement.

Determination of the qualifications and ability of offers shall be made, among other factors, on the following:

- Completeness of the proposal.
- Content of the proposal.
- Past performance of the firm or individual on similar projects.
- Qualifications of persons to perform the work **INCLUDING capacity/staffing to meet project schedule.**
- Minority, Small Business, Local Business, Section 3 Business Status.

4. RECEIPT OF QUALIFICATION STATEMENT:

The Town of Four Oaks will receive proposals from qualified professional firms registered and licensed in the State of North Carolina to perform the tasks as outlined in the Scope of Work set forth in Section 5. Each firm submitting a proposal shall be responsible for the examination of this Request for Qualification and shall become familiar with all requirements thereof, including site visitations if necessary to become thoroughly and fully acquainted with the factors affecting the work.

Proposals responding to this request are to contain the following information:

- A resume of the firm.
- Identification and brief qualifications statement on key personnel to be assigned to the project **AND staffing resources to meet the project schedule.**
- A list of experience with; design; construction observation and construction administration of similar projects with references.
- A "Certificate of Insurance for professional liability and Workmen's Compensation".

All proposals that are incomplete, unconditional, obscure, altered, contain additions or materials not requested, or which have any irregularities of any kind may be rejected since it is the intent of the Owner that all proposals be comparable for purposes of evaluation.

Five sets of a Qualification statement should be submitted no later than **4:00 p.m., Monday, June 27, 2022** to attention: Vic Medlin, Mayor, PO Box 610, Four Oaks, NC, 27524, or delivered to the same at 304 N. Main Street, Four Oaks, NC, 27524. Each envelope should be clearly marked on the outside "Town of Four Oaks Professional A/E Services – APR Projects" with the name of the A/E firm. Qualification statements not received by this time and date shall not be considered.

It is the Town's intent to award/execute the contract on or before July 11, 2022.

Each offeror shall agree to comply with all applicable state, federal and municipal laws, rules, regulations and ordinances governing this project, and any other requirements that may be dictated by state or federal agency participating in project funding. The A/E contract will include applicable CDBG contract requirements.

The Town of Four Oaks reserves the right to reject any or all proposals and to negotiate price and service with any offeror it may choose.

5. PROPOSAL EVALUATION CRITERIA:

Proposals for A/E professional services will be evaluated by the Mayor and at least one Town Commissioner member. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

1. General Qualifications, Competence and Reputation of Firm  
or Individual Consultant..... 20 points
2. Prior CDBG Grant Experience of Firm  
or Individual Consultant ..... 20 points
3. Qualifications of Actively Involved Staff  
(assigned staff members of Firm or Consultant)..... 25 points
4. Ability to Address Local Needs (Project Schedule)..... 10 points
5. Qualifications as a Section 3 Business..... 5 points

Upon completion of the review, the Mayor will make a recommendation to the Town Board of Commissioners for approval consideration.

6. SCOPE OF SERVICES:

The Town of Four Oaks is seeking to enter into a single OR multiple “turn-key” professional contracts that will include:

- a) Schematic design,
- b) Design development,
- c) Construction document design and permitting,
- d) Construction document procurement/bidding,
- e) Construction inspection/observation,
- f) Construction administration, and  
as applicable additional services including:
- g) Surveying,
- h) Soils, and
- i) Wetland delineations.

7. EQUAL EMPLOYMENT

The Town of Four Oaks prohibits discrimination in any manner on the basis of race, color, creed, national origin, sex, age or handicap or sexual orientation and will pursue an affirmative policy of fostering, promoting, and conducting business with Historically Under-utilized Businesses (women and minority-owned and Section 3 business enterprises).

8. ADDITIONAL INFORMATION

This information is available in Spanish or any other language upon request. Please contact, Martha Garris, Town Clerk, Town of Four Oaks, (919) 963-3112 ext. 123, PO Box 610, 304 N. Main Street, Four Oaks, NC, 27524 for additional information on this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, Martha Garris, Town Clerk, Town of Four Oaks, (919) 963-3112 ext. 123, for PO Box 610, 304 N. Main Street, Four Oaks, NC, 27524 póngase en contacto con de alojamiento para esta solicitud.

9. ENCLOSURES

DEQ Request for Funding S.L. 2021 – 180 Appropriated Projects.