**REQUEST FOR QUALIFICATIONS**

**WATER ASSET INVENTORY AND ASSESSMENT ENGINEERING SERVICES**

**PFEIFFER-NORTH STANLY WATER ASSOCIATION**

1. **GENERAL**

Pfeiffer-North Stanly Water Association (PNSWA) issues this Request for Qualifications (RFQ) to secure engineering services in connection with the recently funded (AIA) Asset Inventory and Assessment Projects for the water association’s drinking water system. The Association anticipates that this project will take approximately two years to complete.

1. **SUBMISSION REQUIREMENTS**

Please provide the following information in the RFQ response for engineering services:

1. Firm’s legal name.
2. Location of offices, addresses, email and telephone number, the principal(s) of the firm and their experience and qualifications.
3. Water Asset Inventory and Assessment 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; size of community served; names of local officials knowledgeable regarding the firm’s performance on related work. Include at least three references within the past three years.
4. A proposed work plan which defines the approach to the work.
5. Hourly rates for personnel to be utilized on the project.
6. **QUALIFICATION EVALUATION CRITERIA**

Pfeiffer-North Stanly Water Association will utilize the following criteria in evaluating the responses received:

* 1. Qualifications, Competence and Reputation of Firm and Personnel: Overall assessment of the firm’s qualifications and reputation; Assessment of the ability and competence of the firm to conduct the work. Evaluation of the specialized experience and technical competence of the staff to be assigned to the project and the qualifications of those persons. Specific experience with respect to AIA- related work. Include at least three references within the past three years.
	2. Firm’s Capability to Meet Time and Project Budget Requirements: The capacity and capability of the firm to perform the work outlined, including any specialized services, within the period of the project.
	3. Related Experience on Similar Projects: Assessment of the firm and assigned professionals in working with similar AIA projects.
	4. Familiarity with Locality: Evaluation of PNSWA’s prior experience with this firm.

*Summarized evaluation criteria and points assigned to each criteria are shown below:*

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| **Criteria** | **Points** |
| Qualifications, Competence and Reputation of Firm and Personnel | 40 |
| Firm’s Capability to Meet Time and Project Budget Requirements | 20 |
| Related Experience on Similar Projects | 30 |
| Familiarity with Locality | 10 |
| Maximum Total Points | 100 |

1. **SCOPE OF ENGINEERING SERVICES**

Pfeiffer-North Stanly Water Association operates a water utility that serves northern Stanly County. PNSWA was recently awarded an AIA grant and is awaiting the grant agreements for execution. PNSWA is working to identify a firm to assist with completion of the proposed scope of work related to these grants. In terms of timing, the project(s) will commence once a firm is selected, a scope of work established, and authorization is received from NCDEQ to begin work.

The proposed Asset Inventory and Assessment project will include at a minimum: review and assessment of all infrastructure assets, detailed review of critical assets, field inspections to support condition assessment, mapping of system(s), development of capital improvement plan, recommendations for funding, potential assistance in application submittals, together with specific system reviews to support needs to be negotiated with selected firm.

1. **DEADLINE FOR SUBMITTAL**

The above information should be submitted no later than **2 PM** on **June 2, 2023**, to:

Pfeiffer-North Stanly Water Association

Brian Burnside, Manager

116 W. Church Street

PO Box 370

Richfield, NC 28137

*Pfeiffer-North Stanly Water Association is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, and historically underutilized businesses.*