

**Request for Qualifications
Engineering Services
Water System – Asset Inventory and Assessment
Date of Issue: November 23, 2022
Submission Deadline: January 4, 2023 at 5:00 p.m.**

Proposals shall be submitted by electronic mail to:
Heather Finnell, Town Clerk
heather@hbtownhall.com

**TOWN OF HOLDEN BEACH
Request for Qualifications
Submission Deadline (via electronic mail: 4 January, 2023 at 5:00 p.m.)
Contract Type: Open Market
Description: Engineering Services**

Execution Page

By executing this Request for Qualifications (“RFQ”), the undersigned Vendor certifies that this response is submitted competitively and without collusion, that none of its officers or directors has been convicted of any violations under Chapter 78A of the North Carolina General Statutes (the North Carolina Securities Act), the Securities Act of 1933 or the Securities Exchange Act of 1934, and that it is not an ineligible vendor as set forth in N.C.G.S. § 143-59.1.

As required under N.C.G.S. § 143-48.5, the undersigned Vendor certifies that it, and each of its subcontractors, if any, for any contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

Proposals will be evaluated to rank the responding vendors in order of their qualifications and competence following which the Town will attempt to negotiate a fair and reasonable contract price with the best qualified vendor.

The failure to execute/sign this response prior to its submittal shall render the response invalid such that it will be rejected. Late responses shall not be considered.

Vendor:
Street Address:
City, State, and Zip:
Mailing Address:
City, State and Zip:
Federal ID No. or Social Security No.:
Name/Title of Person Signing on Behalf of Vendor:
Signer’s Telephone No.: Signer’s Mobile No.:
Signer’s Email Address: Date:
Vendor’s Authorized Signature:

1.0 PURPOSE, BACKGROUND AND SCOPE OF WORK.

1.1 PURPOSE.

The Town of Holden Beach (“Town”) is seeking qualified providers of engineering services to develop a system-wide asset inventory and assessment of the Town’s water system, with the specific goals of evaluating the adequacy of distribution, fire flows, storage and the need for a second water tank. This project will enable the Town to identify and prioritize critical water capital projects and strategically and efficiently direct funds to implement these projects. Activities shall include storage tank inspection/assessment, distribution lines inspection/assessment, valve inspection/assessment, mapping of assets, a capital improvement plan and an asset management plan.

1.2 BACKGROUND

The Town is a municipal corporation located in Brunswick County, North Carolina serving a community of 932 year-round residents and a summer population exceeding fifteen thousand. The Town provides for solid waste disposal, water distribution and sewer collection/transmission, building inspection, code enforcement, parks and recreation, police and fire protection.

1.3 SCOPE OF WORK.

The exact scope of services required by the Town shall be set forth in an agreement between the Town and the selected firm. The scope of work shall include, but is not be limited to, the following:

- Distribution system asset inventory and assessment
- Flow testing, pressure testing and leak detection
- Water supply system asset inventory and assessment
- Storage system asset inventory and assessment
- Hydrant inspection and assessment
- GIS mapping of assets and asset database
- Applicable grants recommendation and procurement assistance
- Capital improvement plan
- Asset management plan document

2.0 GENERAL INFORMATION.

2.1 NOTICE TO VENDOR OF RFQ TERMS AND CONDITIONS.

It shall be the Vendor's responsibility to read all parts and content of this RFQ and comply with all requirements and specifications set forth herein. Inquiries concerning this RFQ should be directed to Chris Clemmons, Public Works Director, pworks@hbtownhall.com.

2.2 RESPONSE SUBMITTAL.

A. Vendor shall submit one executed electronic copy of its response. Responses shall be submitted by electronic mail only. Paper copies shall be deemed non-responsive and shall not be considered.

B. Responses should be timely emailed directly to Heather Finnell, Town Clerk, at heather@hbtownhall.com. The subject line for the submission email should reference "RFQ Engineering Services Water Systems – Asset Inventory and Assessment"

C. It shall be the Vendor's responsibility to submit its response in accordance with these instructions by the specified time and date.

D. Responses shall be submitted with the Execution Page (page 1 herein) signed and dated by an official authorized to bind the Vendor. Failure to submit an executed response shall disqualify the Vendor.

2.3 RESPONSE CONTENTS.

A. Cover letter which includes the RFQ name, the Vendor's name, mailing address, email address, telephone number and the identity of the Vendor's authorized representative.

B. A fully completed and executed Execution Page.

C. Descriptions of the following:

i. General information and background of Vendor's firm including the size of the firm, the number of years it has been in business, total number of personnel and the number of staff by discipline.

ii. The overall capabilities of the firm relevant to this RFQ.

iii. Summaries of recently completed projects on which similar services were provided and references for those projects; each such summary and reference to include the client's and the project's name, the project description, the dollar value of the project and specific grant assistance provided/attained if applicable, and the name, title, email address and telephone number of the reference contact.

iv. Experience with green and sustainable design features.

D. Completed and signed Certification of Financial Condition attached hereto and incorporated herein by reference as Exhibit A.

E. Completed and signed Supplemental Vendor Information – Historically Underutilized Businesses attached hereto and incorporated herein by reference as Exhibit B.

2.4 TOWN RESERVATIONS.

The Town expressly reserves the right to:

A. Withdraw this RFQ anytime without prior notice.

B. Postpone the response due date for its own convenience.

C. Evaluate the responses deemed to be the most qualified for the project and in the best interests of the Town.

D. Reject any and all responses and waive informalities and minor omissions in the responses.

E. Reject any and all responses, in whole or in part, based on the following: by deeming the response unsatisfactory; non-compliance with the requirements and terms of this RFQ; lack of competitiveness; determining that the proposed requirement is no longer necessary; circumstances preventing evaluation of the most qualified response; or any other determination that rejecting the response is in the best interests of the Town.

2.5 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS.

During the evaluation period – from the date the responses are opened and the vendors ranked by qualifications – each vendor submitting a response is prohibited from having any communications with any person inside or outside of the Town if the communication refers to the vendor’s response or qualifications, the contents or qualifications of another vendor, and/or the transmittal of any other communication of information that could reasonably be considered to have the effect of directly or indirectly influencing the evaluation of submitted responses to this RFQ. A vendor failing to comply with this provision shall be disqualified from being evaluated for this RFQ unless it is determined, in the Town’s discretion, that the communication was harmless or that it was made without the intent to influence the evaluation of vendors under this RFQ. Only those discussions, communication or transmittals of information authorized or initiated by the Town or general inquiries directed to the Town regarding the requirements of this RFQ are excepted from this provision.

2.6 HISTORICALLY UNDERUTILIZED BUSINESSES.

The Town invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled individuals, disabled business enterprises and non-profit work centers for the blind and severely disabled. In responding to this RFQ, vendors shall complete and sign the Supplemental Vendor Information – Historically Underutilized Businesses attached hereto as Exhibit B.

2.7 WITHDRAWAL OF RESPONSE.

A response to this RFQ may be withdrawn only in a writing received by the Town Clerk before the January 4, 2023 submission deadline. A withdrawal request must be on the Vendor’s letterhead and signed by an authorized official of the Vendor.

2.8 INFORMAL COMMENTS.

The Town shall not be bound by informal explanations, instructions, or information given at any time by anyone on behalf of the Town during the evaluation process.

2.9 COST OF PREPARING THE RESPONSE.

Any costs incurred by a vendor in preparing or submitting a response are the vendor’s sole responsibility and the Town shall not reimburse any vendor for any costs incurred in preparing its response.

3.0 VENDOR'S REPRESENTATIONS.

A. Vendor warrants that only qualified personnel shall provide services under any agreement resulting from this RFQ and that they shall do so in a professional manner. As used herein, "professional manner" means that the personnel performing the services possess the skill and competence consistent with the prevailing business standards in the subject industry.

B. Vendor warrants that it: has the financial capacity to perform and to continue to perform its obligations under any agreement resulting from this procurement process; has no actual or constructive knowledge of any actual or potential legal proceeding brought or being brought against it that could materially adversely affect performance of any such resultant agreement; and is not prohibited by any contract or order by any court of competent jurisdiction from entering into an agreement resulting from this procurement process.

EXHIBIT A

Name of Vendor: _____.

The undersigned hereby certifies that [check all applicable boxes]:

Vendor is in sound financial condition.

Vendor has no outstanding tax or judgment liens.

Vendor is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.

Vendor is not the subject of any current litigation or findings of non-compliance under federal or state law.

Vendor has not been the subject of any past or current litigation or findings in any past litigation which may impact in any way its ability to perform its obligations under an agreement resulting from this procurement process.

The undersigned is authorized to make the foregoing statements on Vendor's behalf.

If one or more of the foregoing boxes is NOT checked, please set forth the reason in the space directly below.

Signature

Date

Printed Name and Title

EXHIBIT B

Pursuant to N.C.G.S. § 143-64.31, the Town invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform any required functions set forth in this RFQ. Any questions concerning NC HUB certification may be directed to the North Carolina Office of Historically Underutilized Businesses at (984) 236-0103 or huboffice.doa@doa.nc.gov.

- 1. Is Vendor a Historically Underutilized Business? Yes No
 - 2. Is Vendor certified with North Carolina as a Historically Underutilized Business? Yes No
- If so, state HUB classification: _____.

Signature

Date

Printed Name and Title