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**City of Hamlet, North Carolina**

**CITY OF HAMLET, NC**

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
GENERAL WATER AND SEWER PROJECTS**

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## **INTRODUCTION**

The City of Hamlet is soliciting qualified engineering firms to provide general engineering services for water and sewer projects.

Hamlet intends to select the best-qualified firm to become a vendor of the City, but the City may select additional firms in the event that a contract cannot be negotiated with the best-qualified firm. In the event multiple firms are selected, the selected firms will become vendors of the City and will be asked to assist with water and sewer engineering needs based on expertise and availability.

The City intends for the selected firm(s) to maintain a relationship with the City for a period of three years. After the three year period the City may extend the relationship for an additional 1 year, or solicit engineering firms for another round of general services.

### **1.1 Background**

The City of Hamlet owns and operates water and sewer systems to serve residents and businesses inside the City Limits and some areas outside.

The City of Hamlet owns and operates a 3.0-MGD water treatment plant and provides water service to approximately 4,000 customers throughout the City. The City's distribution system was constructed at various times dating to the early 1900's, and some of it is need of repair.

The City of Hamlet owns and operates a 1.0-MGD sewer treatment plant that is in the process of being expanded to 2.0 MGD. Hamlet serves approximately 3,200 sewer customers. Some of the City's sewer collection systems are approaching or has exceeded its useful life and need repair or replacement.

### **1.2 Project Descriptions and Scope of Services**

The selected firms may be asked to assist with one or many of the following project types inside the City’s water and sewer systems:

1. Water distribution system rehabilitation or replacement – replacing old pipelines with new, perhaps larger pipes.
2. Elevated storage tank – rehabilitation to existing tanks or construction of new tanks
3. Water booster pump stations – rehabilitation to existing or construction of new
4. Gravity sewer analysis and rehabilitation, including cured-in-place pipe and dig-and-replace.
5. Sewer pump station and force main rehabilitation or construction of new pump stations and force mains.

The engineer’s scope of services for any project may consist of some or all of the following:

- A. Evaluation of the existing system assets relative to the specific problem being considered.
- B. Evaluation of alternatives including capital cost and long-term operation costs of the asset(s).
- C. Field surveying.
- D. Geotechnical investigations and subsurface utility engineering reports.
- E. Development of engineering plans and specifications.
- F. Regulatory permitting including DEQ, DOT, US Corps of Engineers, and others.
- G. Preparation of contract documents meeting requirements of the NC General Statutes and any relevant funding agencies.
- H. Bid management – facilitate the formal or informal bidding process.
- I. Construction management and onsite inspection
- J. Assistance with system startup and integration into the City’s operations.
- K. Record drawings and certifications.

Some of the projects may be funded through various state or federal funding programs. The selected firm(s) may be asked to assist with funding applications and managing the funding programs.

### 1.3 RFQ Timeline

Below is an estimated timeline for the RFQ process. Dates and timelines are subject to change at the City’s discretion.

Item	Date / Time
RFQ Publication	May 23, 2026
Pre-submittal meeting	None
Deadline for written questions	June 13, 2026
Submittal due date	June 22, 2026 / 2:00pm

### 1.4 Submission Process

Interested firms must submit 5 hard copies and a PDF on a thumb drive to the following address on or before the submittal date:

City of Hamlet  
Attn: Mackenzie Webb  
City Hall  
201 W. Main Street  
Hamlet, NC 28345

Hard copies and thumb drive shall be in a sealed envelope with the firm's name and address on the exterior and the title "Statement of Qualifications" written on the exterior.

## **2. QUALIFICATIONS PACKAGE**

Statements of qualifications shall be limited to a maximum of 15 pages. The document cover and divider tabs do not count towards the page limit so long as they contain nothing other than the general title and subsection titles. A minimum font size of 10 shall be used.

Each SOQ shall contain the following sections:

### **2.1 Cover Letter**

A short and brief cover letter shall be provided describing the firm's interest in the project and the contents of the submittal.

### **2.2 Firm Introduction**

Provide an introduction and history of the firm, including the office location(s) of the staff to complete the work for this project.

### **2.3 Project Team**

Provide a list of all team members and subconsultants, if any, that will assist with the project. Provide brief resumes for each staff member describing the years of experience, education background, primary office location, experience with similar projects, and experience working in Hamlet's water and sewer systems.

### **2.4 Similar Project Experience**

Provide a minimum of 5 projects similar in nature to this project with a written description of each. The description shall include the location of the project with brief details, year completed, overall budget, and the name and contact information for the project's utility owner that could be used as a reference.

### **2.5 Other**

Any other information the submitting firm deems relevant to the City's decision on which is the most appropriate and qualified firm to select for this project.

### **2.6 References and Hourly Rates**

A minimum of four references the City can contact to learn about their experience with the submitting firm. Name, utility or company, phone number, and email address must be included for each reference.

Provide the standard, published hourly rates for each employee category proposed for this project. Firms cannot provide any additional utilization information that would allow the determination of a fee proposal for the project, only the hourly rates shall be provided.

### **3. SELECTION PROCESS**

The City will consider the following factors, weighted as shown, when evaluating the SOQ's:

- Experience, depth, and qualifications of the firm's team members proposed for the project, including the proximity of the team members to Hamlet: 40%
- Experience with similar projects: 40%
- Experience working with the Hamlet water and sewer systems: 20%