



TOWN of OSSIPEE

2608 Ossipee Front St.

P.O. Box 336 Elon, NC 27244

Phone : 336-584-4258 Fax: 336-584-8512 Email : townofossipee@yahoo.com

REQUEST FOR QUALIFICATION/PROPOSAL

TOWN OF OSSIPEE

ASSET INVENTORY AND ASSESSMENT OF WATER SYSTEM

The Town of Ossipee is requesting qualified professional engineering firms to submit a statement of qualifications and surveying services and previous work done for an NC Division of Infrastructure's Asset Inventory Assessment grant that was funded in the spring of 2024 funding cycle for its Water Distribution System.

The Town of Ossipee owns and operates a water distribution system only and provides services to residents within the Town Limits and a few outside the town limits. The Town applied for and was awarded funding for Asset Inventory Assessment (AIA) for their water system in the fall of 2024. The AIA application includes an overall evaluation of our system as a whole and developing a GIS mapping system.

The Town intends to hire a professional engineering firm to assist the Town with the following aspects of the project. These tasks will include, but not limited to:

- Equipment (Tablets for GIS system, Flow meter)
- GIS Mapping Task
- Water Lines and Appurtenance Evaluation
- Risk Assessment
- Capital Improvements Program Development
- Rate Analysis and Presentation
- Asset Management Plan Development
- Project Management/Grant Administration

The selected consultant should be prepared to meet the Liability Insurance requirements of the Town. Project scope, duration, and terms shall be negotiated with the selected consultant.

This Request for Qualifications is intended to provide consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the response should respond to information presented in this Request. The Town will require the electronic submittal of the responses from all interested firms. Please keep all responses concise and on point and include the following information:

Cover letter

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Background information about the Consulting Firm

Proposed project schedule identifying length of time required for each phase of the work

A description of background, experience, and qualifications of members of the team, including project manager, engineer, and other key members if necessary.

Similar projects completed by the firm

Any other grant funded water evaluation projects

References

Responses will be reviewed by members of Town Officials for the purpose of identifying and recommending. It is anticipated that a notice to proceed will be issued within 60-90 day time frame to meet State requirements and totally follow guidelines of NCDEQ all within the amount of value of grant, that will be discussed.

Please submit your Qualifications via email submittal ASAP, to the attention of: Billy Carter, Mayor Pro Tem Town of Ossipee at cartbill53@gmail.com and townofossipee@yahoo.com f1

Scope to follow

All submittals received become the property of the Town and will not be returned. No faxed document allowed unless requested.

In the event additional information is needed, contact:

Billy Carter, Mayor Pro Tem, Town of Ossipee cartbill53@gmail.com

The Town of Ossipee reserves the right to reject any and all proposals, to waive any irregularities in the proposal, to revise the scope of the project as deemed by the State, and to award the project to the consultant they believe to be the most qualified to perform the work. If a contract is not able to be

negotiated, the Town reverse the right to terminate all negotiations and select one of the other finalists or issue a new RFQ.

The Town does not compensate for the cost of proposal preparation, and all materials submitted with the property of the Town.