



**MEMO TO:** Prospective Contractors

**FROM:** Nathan Bennett, Town Manager

**DATE:** September 5, 2024

**SUBJECT:** **Request for Qualifications**  
Engineering services for Calvin Edney Road water and sewer line extensions

**RESPONSES DUE FRIDAY, OCTOBER 4<sup>TH</sup>, 2024 AT 5:00 PM:**

The Town of Mars Hill is requesting proposals to design a water and sewer line extension and provide construction administration services. Enclosed are the specifications covering this project. Please review this document carefully.

All proposals are to be received no later than **FRIDAY, OCTOBER 4<sup>TH</sup>, 2024 AT 5:00 PM**. Each proposal should be clearly marked: "Qualifications for Engineering Services for the Town of Mars Hill Calvin Edney Road Water and Sewer Line Extension Project."

These materials should be mailed or delivered to:

Town of Mars Hill  
Mars Hill Town Hall  
ATTN: Nathan Bennett, Town Manager  
280 North Main Street (or mail: PO Box 368)  
Mars Hill, NC 28754

\*\*\*Email or facsimile submissions will not be accepted\*\*\*

Should you have any questions, please contact Mary Roderick, Project Administrator, by phone at 828-251-7444 or email at [mary@landofsky.org](mailto:mary@landofsky.org).

**Request for Qualifications for Engineering Services  
Calvin Edney Road Water and Sewer Line Extension**

The Town of Mars Hill (hereinafter called the “Town”) invites qualified engineering professionals (hereinafter called “contractor”) having sufficient experience in performing engineering services in accordance with the specifications outlined in this Request for Qualifications (RFQ) to submit a proposal.

There is no expressed or implied obligation for the Town of Mars Hill to reimburse contractors or firms for any expenses incurred in preparing proposals in response to this request. The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFQ shall govern in any resulting contract(s) unless approved otherwise in writing by the Town. The contractor consents to personal jurisdiction and venue in a state court of competent jurisdiction in Madison County, North Carolina.

**Introduction**

The Town is requesting proposals for the design and construction administration of an extension of the existing water and sewer lines along Calvin Edney Road in Madison County to a proposed commercial development parcel. The water line is expected to be 8” DIP and approximately 2,200 LF. The sewer line is expected to be 8” PVC and 1,200 LF. There is an existing sewer pump station on the east side of Interstate 26 at Exit 11 (Carl Eller Road/NC213) to which the new sewer line will connect. There is also an existing water line south of the development parcel.

**Scope of Work**

Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project:

1. Develop a final engineering design for both the sewer and water extensions and develop the associated construction bid package.
2. Assist Town in conducting the bid opening and contractor selection.
3. Supervise construction work on-site, including surveying and field-staking.
4. Review and approve contractor payment requests and change orders.
5. Provide “As-Built” plan drawings to the Town upon project completion.
6. Complete final inspection, testing and certifications.

**Required Qualifications**

Contractors will be evaluated in part on the basis of the following criteria:

1. Professional qualifications necessary for satisfactory performance of required services.
2. Specialized experience and technical competence in the type of work required.
3. Capacity to accomplish the work in a timely manner.
4. Past performance on contracts for similar projects with government agencies and private industry in terms of cost control, quality of work, regulatory requirements, and compliance with performance schedules.

The person/firm must keep current all required insurance coverage sufficient to cover the projected liability of the assigned project. As part of the contract, the person/firm will be required to provide evidence of coverage

of professional liability insurance and evidence that it will indemnify and hold harmless the Town from any and all claims and/or liability which may arise as a result of the person/firm's negligence, errors and/or omissions.

The Town reserves the right to reject any or all proposals, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the Town. Failure to respond to any requirements outlined in the RFQ, or failure to enclose copies of the required documents, may disqualify the proposal.

### **Proposal Requirements**

The following information should be included under the title "Qualifications for Engineering Services for the Town of Mars Hill Calvin Edney Road Water and Sewer Line Extension Project":

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Respondent federal tax identification number
5. Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

### ***Contents of Statement of Qualifications***

Respondents should letter and number responses exactly as the questions are presented herein.

- A. Introduction (transmittal letter)
- B. Background and Experience
- C. Personnel/Professional Qualifications

#### **A. Introduction (transmittal letter)**

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ transmittal letter should include:

1. A brief statement of the Respondent's understanding of the scope of the work to be performed.
2. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of North Carolina.
3. A confirmation that the Respondent has not had a record of substandard work within the last five years.
4. A confirmation that the Respondent has not engaged in any unethical practices within the last five years.
5. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract.
6. Any other information that the Respondent feels appropriate.
7. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.

## **B. Background and Experience**

Respondents should:

1. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, brief history, current ownership structure and any recent or materially significant proposed change in ownership.
2. Describe prior engagements in which Respondent's firm assisted a governmental entity in dealings with water and sewer infrastructure projects. Respondent should include examples of work on similar projects. Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted.
3. Describe Respondent's experience, if any, with the Town's water and/or sewer systems.
4. Provide information about the Respondent's insurance coverage.

## **C. Personnel/Professional Qualifications**

Respondents should:

1. Estimate the number of persons to be assigned to this project.
2. Identify staff members who would be assigned to act for Respondent's firm in key management and field positions providing the services described in the Scope of Work, and the functions to be performed by each.
3. Identify the hourly billed rates for each of these staff members.

## **Submission of Proposals**

Interested firms shall submit one original and two copies of the proposal in a sealed enclosure bearing the name and address of the firm and the words "Qualifications for Engineering Services for the Town of Mars Hill Calvin Edney Road Water and Sewer Line Extension Project" by **FRIDAY, OCTOBER 4<sup>TH</sup>, 2024 AT 5:00 PM**. Responses may be hand delivered, mailed, or delivered via courier service to the following address. Proposals received after this deadline will not be considered. Faxes and/or emails are not accepted.

### ***Address the submittal package to:***

Town of Mars Hill  
Mars Hill Town Hall  
ATTN: Nathan Bennett, Town Manager  
280 North Main Street (or mail: PO Box 368)  
Mars Hill, NC 28754

Any questions regarding this request should be directed to Mary Roderick, 828-251-7444 or [mary@landofsky.org](mailto:mary@landofsky.org).

The selected firm will be notified by telephone by 5:00 pm on Tuesday, October 8<sup>th</sup>, 2024. Notification will not be sent to firms not selected.

## **Conditions and Limitations**

The Town expects to select a firm from the qualifications submitted but reserves the right to request additional information from the firm if needed. The Town also reserves the right to reject any and all responses to the RFQ

and advertise for new responses, or to accept any response deemed to be in the best interest of the Town. A response to the RFQ should not be interpreted as a contract or an indication of a commitment of any kind on the part of the Town, nor does it commit either to pay for costs incurred in the submission of a response to this request prior to execution of a final contract.

Upon selection a professional service contract shall be prepared and negotiated and fully executed before work is initiated. The Town reserves the right to dismiss any part or all of the contracted team, when in the Town's opinion the project is not moving as scheduled or is hindered in any way by the action or performance of the team members. Unless authorized by the Town Manager, no other Town Official or employee is empowered to speak for the Town with respect to this RFQ.

The Town encourages minority and/or women-owned firms, historically underutilized businesses, and certified/registered Section 3 businesses concerns to submit proposals on this project. The Town also promotes Fair Housing, is an Equal Opportunity Employer, and encourages others to provide equal employment opportunities. The Town does not discriminate on the basis of handicap status.

This information is available in Spanish or any other language upon request. Please contact Mary Roderick at 828-251-7444 or at Land-of-Sky Regional Council, 339 New Leicester Hwy., Suite 140, Asheville, NC 28806 for accommodations for this request.

Esta Informacion esta disponible en espanol on en cualquier otro idioma bajo peticion. Por favor, pongase encontacto con Mary Roderick al 828-251-7444 o en Land-of-Sky Regional Council, 339 New Leicester Hwy., Suite 140, Asheville, NC 28806. De alojamiento para esta solicitud.

