

**REQUEST FOR QUALIFICATIONS
THE TOWN OF LOUISBURG SEEKS ENGINEERING FIRMS FOR PROFESSIONAL
ENGINEERING SERVICES**

The Town of Louisburg seeks statements of qualifications from firms capable of providing engineering services. The Town has received funding from the NC Division of Water Infrastructure (DWI) that will be used to fund engineering and construction projects related to municipal wastewater collection and treatment. Projects will include improvements to the Water Reclamation Facility (WRF) and the Green Hill Pump Station.

Scope of Work

The desired services will include providing all surveying, design, permitting, bidding, construction and grant administration, and construction observation services necessary for the successful completion of the following state funded projects in accordance with the requirements of the Division of Water Infrastructure and the Town of Louisburg:

- WRF Nos. 1 and 3 Rotor Replacements – State No. SRF-W-0014 – Project is to replace the No. 1 and No. 3 oxidation ditch rotors and drives at the Louisburg Water Reclamation Facility (WRF).
- Green Hill Pump Station Replacement/Relocation – State No. SRP-W-0206 – Project is to replace the existing 260 GPM Green Hill Pump Station with a new 260 GPM station and relocate the new station approximately 500 feet upstream of the existing location. The project will also require approximately 460 LF of 8” gravity sewer, 20 LF of 18” gravity sewer, and 460 LF of 4” force main to reroute the sewer lines to the new pump station site.

Proposal Format

1. Cover Letter
2. Background Information about the firm including the consultant or firm’s legal name, address, email, and telephone number and the principal(s) of the firm
3. A description of the background, experience, and qualifications of the project team including identification of the project managers, project engineers, and other key team members
4. Similar types of projects completed by the firm
5. Any previous work with the Town of Louisburg

Evaluation Criteria

- A. Qualifications received by the deadline and prepared in accordance with RFQ instructions will be reviewed to determine the level of service and experience considered most advantageous to the Town.
- B. The Town will select the Consultant considered most qualified to provide the desired level of service, with consideration for the long-term interest of the Town.
- C. The Town will select the best qualified firm based on demonstrated competence and qualifications without regard to fee.
- D. After selection of the best qualified firm to meet the Town’s needs, the Town shall negotiate a fair and reasonable fee with the firm for the desired level of service.
- E. Proposals will be reviewed by the Town, in accordance with the following criteria.

General Qualifications, Competence & Reputation of Firm

- Staff qualifications and stability of firm
- Projects to illustrate competence in applicable municipal water, wastewater and stormwater engineering
- Understanding and execution of grant requirements
- Reputation with previous clients

Experience of Involved Staff

- Experience with similar type projects
- Key personnel – roles and experience

Availability

- Ability to provide access to qualified project team members on a continual basis
- Ability to commit available resources to the project

Submission & Selection Criteria

Submit your proposal in electronic format to Sean Medlin, Louisburg Town Administrator, at smedlin@townoflouisburg.org no later than August, 5, 2024 at midnight. All firms are required to submit any questions regarding the RFQ to Sean Medlin no later than July 24, 2024.

The Town of Louisburg is an Equal Opportunity Employer. **Minority-owned businesses are encouraged to apply.**