

**Request for Qualifications (RFQ)  
for Engineering Services for  
the Town of Garland, North Carolina  
Wastewater Treatment Plant Improvements  
December 9, 2022**

**1.0 INTRODUCTION**

The Town of Garland (Town) is requesting Statements of Qualifications from engineering firms to evaluate their professional civil engineering qualifications in accomplishing the subject project in accordance with this Request for Qualifications (RFQ). The Town has received ARPA funding for wastewater treatment plant improvements. One requirement of the funding program is to request qualifications for engineering services for which ARPA funds will be used.

The Town proposes to construct and install a comminutor ahead of the influent pump station to grind/shred the waste. This will increase the reliability of the influent pump station and reduce the potential of pump station overflow.

The Town proposed to construct a new dual train chlorine contact chamber and relocate the dechlorination to the lagoon site in close proximity to the chlorination. The current chlorine contact occurs in the pipe which is not easily observed and maintained for solids accumulation. A new dual trail chlorine contact chamber will be constructed at the lagoon structure. Dechlorination contact will also occur at the lagoon site. The chlorination and dechlorination feeds will be flow paced. This should address the Fecal Coliform and Residual Chlorine Violations.

A new flow paced effluent sampler will be installed just beyond the dechlorination contact tank. The Town also proposes to do repairs to the lagoon dike structures which will address their structural integrity and reduce short-circuiting of the flow thereby enhancing BOD five-day removal. The Town also proposes to install some baffle curtains to help reduce short circuiting and help with BOD violations.

The Town reserves the right to waive all informalities in the selection process and also reserves to the right not to award the project. It is the Town's intent to award one contract for these services. The Town reserves the right to accept a firm that is most advantageous to the Town. Selection will be made based on evaluation factors of past performance and experience with municipal public utilities systems, experience with similar projects, and professional personnel.

**2.0 FORMAT AND CONTENT OF QUALIFICATIONS**

Each Statement of Qualifications shall follow the topic outline shown in Sections 2.1 to 2.4. The overall submittal is limited to fifteen (15) 8.5 x 11 written pages, including the cover letter, with a font size no smaller than 11 pt. Failure to comply with these requirements will result in disqualification of the submittal.

## **2.1 STATEMENT OF SERVICES**

The selected consultant will be responsible for the preliminary and design phase which includes the planning, coordination, design, permitting (as required), providing an opinion of probable construction cost, bidding and award phase services. The selected consultant will also be responsible for providing construction administration and construction observation services during the construction phase of the project.

## **2.2 COMPANY INFORMATION**

The respondent will provide information concerning: the name of the company(ies) involved; any prime, joint venture, or sub-contractor relationships; key services offered; areas of work responsibilities by company, office location(s) where the work will be performed; company size (number of offices and employees per office); and brief company history.

## **2.3 PROPOSED STAFF AND QUALIFICATIONS**

The respondent shall provide an organizational chart indicating its proposed team organization, key staffing, assigned project roles, and company affiliation. A written narrative shall accompany this chart briefly describing each team member's role, professional certifications, years of experience, background (educational & professional), and qualifications for the work.

## **2.4 RELEVANT PROJECT EXPERIENCE**

The respondent shall provide a list of relevant experience in the planning, design, permitting, bidding, construction administration, and construction observation of wastewater infrastructure projects of a similar nature. A reference shall accompany each project listing client contact information (name, title, and phone number) along with a project description.

## **3.0 EVALUATION CRITERIA**

The Town will consider, but not be limited to, the following evaluation criteria in reviewing the Statements of Qualification:

- Qualifications of key staff members
- Firm's relevant wastewater project experience
- Working knowledge of municipal wastewater infrastructure
- Successful past performance on Town of Garland infrastructure projects
- Other relevant considerations

## **4.0 TIMELINE**

- RFQ Release: December 9, 2022
- Submittals due: December 30, 2022
- Selection Committee Review: January 2-6, 2023
- Board review and vote by January 2023

#### 4.0 ANTICIPATED SCHEDULE

Milestone	Date
Engineering Report Submittal	December 1, 2022
Engineering Report Approval	May 1, 2023
Bid and Design Package Submittal	November 1, 2023
Bid and Design Package Approval	March 1, 2024
Advertise Project, Receive Bids, Submit Bid Information, and receive Authority to Award	July 1, 2024
Execute Construction Contract(s)	August 1, 2024

#### 5.0 SUBMISSION REQUIREMENTS

Each respondent shall submit three (3) bound copies and one (1) copy on a flash drive of its Statement of Qualifications **by 12:00 PM on December 30, 2022** to the address below.

Proposals will be opened at this time and at the location stated below. Submittals received after that date and time will not be considered.

*Mailing and Physical Address:*  
Samantha Wullenwaber  
Mid-Carolina Regional Council  
6205 Raeford Rd.  
Fayetteville, NC 28304

#### 6.0 CONTACT INFORMATION

Samantha Wullenwaber, Local Government Services Director, is the Town's contact for further information. Please note that any request for information or contact with elected officials of the Town of Garland regarding this Request for Qualifications will result in disqualification. Any request for clarification of the Request for Qualifications shall be directed by email only to [swullenwaber@mccog.org](mailto:swullenwaber@mccog.org).