

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR PROFESSIONAL ENGINEERING SERVICES  
TOWN OF RICH SQUARE**

**Water & Sewer System Asset Management Plans**

**February 12, 2025**

The Town of Rich Square has received an Asset Inventory Assessment Award from the North Carolina Department of Environmental Quality (NCDEQ). The proposed project will develop a system-wide “Asset Inventory and Assessment” (AIA) of the Town of Rich Square’s “WATER SYSTEM”, including supply, treatment, distribution and storage. The project will also assess the Town’s “SEWER SYSTEM”, including collection, pumping and treatment.

This project will enable the Town to identify and prioritize critical water and sewer capital projects and strategically and efficiently direct funds to implement these projects. This will prevent the Town from needlessly spending construction funds for projects that may not be a priority or have little impact addressing identified issues. By accurately inventorying and assessing all areas of the water and sewer systems, the Town can locate the areas in the worst condition and maximize every dollar spent. The selected engineering firm will support the Town of Rich Square by providing the following services:

**Scope of Work:**

The “**Water Assessment**” will include the following:

- Supply system inspection / assessment
- Treatment system inspection / assessment
- Storage tank inspection / assessment
- Distribution line inspection / assessment

The “**Sewer Assessment**” will include the following:

- Collection system inspection / assessment
- Pumping system inspection / assessment
- Treatment system inspection / assessment

Other services include:

- Mapping of assets including GIS mapping
- Asset databases
- Asset Inventory
- Capital Improvement Plan
- Asset Management Plan
- Rate Study

During the course of this project, both the Town of Rich Square and the North Carolina Division of Water Infrastructure (NCDWI) will be provided regular updates as to this project's progress. At a minimum, all parties will provide updates every other month. Additionally, project deliverables, both in draft and final form, will be provided to NCDWI.

Engineering Firms are to submit their qualifications for the "Asset Inventory and Assessment Project **by 12:00 p.m., March 12, 2025 to:**

**Chiquita Monroe-Howard  
Town of Rich Square  
P.O. Box 336  
109 N. Main Street  
Rich Square, NC 27869**

**Also attached are submittal requirements and evaluation materials.**

*This information is available in Spanish or any other language upon request. Please contact Chiquita Monroe-Howard, at 252-539-2315 or at P.O. Box 336, 109 N. Main Street, Rich Square, NC 27869, for accommodations for this request.*

*Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, pongase en contacto Chiquita Monroe-Howard al 252-539-2315 o en P.O. Box 336, 109 N. Main Street, Rich Square, NC 27869 de alojamiento para esta solicitud.*

**Victoria Newcombe, Mayor**



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**RFQ submissions must include at a minimum:**

1. Individual or Firm Information: Firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. Water and Sewer System Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to water system improvements or related work, description of firm's prior experience, including any similar projects, size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least five references within the past five years;
3. Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; description of firm's current work activities, and firm's anticipated availability during the term of the project;
4. The proposed work plan and schedule for activities to be performed; and
5. Documentation of compliance with state and federal debarment/eligibility requirements.
6. Firms must submit three (3) copies of your proposal

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The Town of Rich Square is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 businesses concerns. (Section 3 applies if the contract is over \$100,000 for non-constructions contracts).



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**TOWN OF RICH SQUARE**  
**ASSET INVENTORY AND ASSESSMENT PROJECT**  
**TOWN OF RICH SQUARE, NORTH CAROLINA**  
**RFQ ENGINEERING EVALUATION WORKSHEET**

Each rater should complete an evaluation for each firm submitting a statement of qualifications.

The highest number represents the most value for each column. WEIGHT column: 1-10 points depending on value to the project and level of importance (assigned by rating group and must be identical on all evaluations), in each area, to the particular project. RATING column: 1-5 points. In this column grant recipients rate the firm based on each qualification. Multiply the rating by the weight for each category and enter the total. Add all totals to establish final score for firm.

Name of Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Project Description: \_\_\_\_\_

Individual Evaluation:

| Evaluation Factors   | WEIGHT<br>1-10 | X | RATING<br>1-5 | = | TOTAL |
|--|----------------|---|---------------|---|-------|
| 1. <u>Individual or Firm Information: firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;</u>   |                |   |               |   |       |
| 2. <u>Water and Sewer System Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to water system improvements or related work, description of firm's prior experience, including any similar projects, size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least five references within the past five years;</u> |                |   |               |   |       |
| 3. <u>Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance</u>  |                |   |               |   |       |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| <i>of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; description of firm's current work activities, capability of carrying out all aspects of related activities, and firm's anticipated availability during the term of the project;</i> |  |  |  |  |  |
| 4. <i>The proposed work plan and schedule for activities to be performed; and</i>   |  |  |  |  |  |
| 5. <i>Documentation of compliance with state and federal debarment/eligibility requirements.</i>  |  |  |  |  |  |
| <i>References</i>   |  |  |  |  |  |
| <i>Met requirements for submittal</i>   |  |  |  |  |  |

Name of Reviewer: \_\_\_\_\_

Total Points: \_\_\_\_\_



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Upon completion of the review, the Committee will make its recommendation to the Town Board for approval to negotiate a contract price(s).

For more information, contact Chiquita Monroe-Howard, 252-539-2315 or [ct.howard@richsquarenc.org](mailto:ct.howard@richsquarenc.org)

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