

TOWN OF MAXTON REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES TO DEVELOP A STORMWATER ASSESSMENT AND PLAN

The Town of Maxton has received a Golden Leaf Foundation Grant (“Golden LEAF”) in the amount of \$122,500 to develop a Stormwater Assessment and Plan for the eastern half of the Town. The Town of Maxton is soliciting request for qualifications for professional engineering services to assist in the development of this stormwater infrastructure assessment and proposed management plan. Components of this project include field data collection, modeling of existing watersheds, development of concept plans and alternatives, and improvements that are identified in a stormwater comprehensive plan. Payment terms will be negotiated with the selected firm.

Scope of Services:

The stormwater infrastructure assessment should include the following information and analysis. Alternative services and deliverables maybe proposed on evidence of the need to meet the purpose of the RFQ. Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with Golden LEAF and applicable fund requirements of S.L. 2021-180.

Task 1: Existing Condition Analysis

- Identify and review existing stormwater infrastructure.
- Prepare analysis on the current health of stormwater infrastructure.
- Make recommendations to correct deficiencies or concerns with the existing stormwater system.
- Develop a risk formula to rate existing and future stormwater infrastructure and provide interactive map showing risk data.
- Rank the existing system by risk and prioritize projects by order of Town’s needs.
- Include cost estimates and Capital Improvement Plans (CIP) in a comprehensive stormwater program.

Task 2: Stormwater Infrastructure Program

- Provide stormwater consultant engineering services for stormwater and drainage conveyance, watershed management studies, stormwater modeling, hazard mitigation, water quality, green stormwater infrastructure, stormwater control measures, stream restoration, and stormwater asset management.
- Provide engineering analysis and design of key stormwater features such as stream stabilization and restoration, stormwater sewer system design, drainage and culvert system retrofits, energy dissipaters, and other associated stormwater features.
- Analyzing replacement or rehabilitation benefits for high-risk stormwater systems.
- Develop estimated cost and project duration for scoped projects.

Task 3: Annual Stormwater Budget for the Town

- Develop a cost structure for an annual proactive stormwater operations and maintenance plan.

Engineering services shall include but are not limited to these requirements to implement the project in conformance with Golden LEAF requirements and applicable fund requirements of S.L. 2021-180.

Submission Requirements (RFQ submissions must include at a minimum):

Project Approach:

- The name and address of the prime consultant and the state in which it is incorporated.
- Provide supporting information on why your team is qualified.
- Identify the project team, including roles and relevant work experience for each team member.
- Summary of the scope of services that show an understanding of the Town’s needs.

Firm and Staff Qualifications:

- General description of the firm and its background as related to this project.
- References of clients with similar project start and end date.

Anticipated Schedule:

- Submission shall demonstrate how submitting firm will manage its responsibilities and work schedule to be performed.

Qualification Evaluation Criteria:

After submission of the RFQ responses, firms maybe requested to participate in an interview. Each response will be evaluated and ranked on the criteria set forth below. The criteria will be weighted as noted below in determining the award. After the evaluation, the Town will identify the firm that can provide the greatest overall benefit to the project. Should the firm with the highest score decline the offer, the firm with the second highest score will be extended the opportunity to provide services.

Scoring Criteria (100 Points)

1. Qualifications, Competence, and Reputation of Firm and personnel	50 points
2. Firm’s Capability to meet time and projected budget requirements	20 points
3. Present and project workload of the Firm	15 points
4. Successful completion of comparable projects	15 points

Contract Award:

Upon completion of the review, the Committee will make its recommendation to the Board of Commissioners for approval to negotiate a contract.

The above information should be submitted no later than **April 5, 2023, at 3:00 p.m.**, to Angela Pitchford, Town of Maxton, PO Box 99, Maxton, NC 28364 or delivered to same at 201 McCaskill Avenue Maxton, NC 28364. For more information, contact the Town Clerk at (910) 844-5231.

The Town of Maxton 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.

This information is available in Spanish or any other language upon request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Angela Pitchford al (910) 844-5231 o en 201 McCaskill Avenue Maxton, NC 28364, de alojamiento para esta solicitud.

