

**REQUEST FOR QUALIFICATIONS  
ASSET INVENTORY AND ASSESSMENT ENGINEERING SERVICES  
TOWN OF BISCOE, NC**

**A. GENERAL**

The Town of Biscoe issues this Request for Qualifications (RFQ) to secure engineering services in connection with the recently funded Asset Inventory and Assessment (AIA) Project for the Town's wastewater system. The Town anticipates that this project will take approximately two years to complete.

**B. SUBMISSION REQUIREMENTS**

Please provide the following information in the RFQ response for engineering services:

1. Firm's legal name.
2. Location of offices, addresses, email and telephone number, the principal(s) of the firm and their experience and qualifications.
3. Wastewater Experience. The specialized experience and technical competence of the staff to be assigned to the project with respect to wastewater improvements or related work; description of firm's prior experience, including any similar projects; size of community served; names of local officials knowledgeable regarding the firm's performance on related work. Include at least three references within the past three years.
4. Projected availability of personnel needed for this effort over the next 24-month period.
5. A proposed work plan which defines the approach to the work.
6. Hourly rates for personnel to be utilized on the project.

**C. QUALIFICATION EVALUATION CRITERIA**

The Town of Biscoe will utilize the following criteria in evaluating the responses received:

1. Qualifications, Competence and Reputation of Firm and Personnel: Overall assessment of the firm's qualifications and reputation; Assessment of the ability and competence of the firm to conduct the work. Evaluation of the specialized experience and technical competence of the staff to be assigned to the project and the qualifications of those persons. Specific experience with respect to AIA-related work. Include at least three references within the past three years.
2. Firm's Capability to Meet Time and Project Budget Requirements: The capacity and capability of the firm to perform the work outlined, including any specialized services, within the period of the project.

3. Related Experience on Similar Projects: Assessment of the firm and assigned professionals in working with similar AIA projects.
4. Recent and Current Work for the Town: Evaluation of the town’s prior experience with this firm.

Summarized evaluation criteria and points assigned to each criteria are shown below:

<b>Criteria</b>	<b>Points</b>
Qualifications, Competence and Reputation of Firm and Personnel	40
Firm’s Capability to Meet Time and Project Budget Requirements	20
Related Experience on Similar Projects	30
Recent and Current Work for the Town/Familiarity with Locality	10
Maximum Total Points	100

**D. SCOPE OF ENGINEERING SERVICES**

The Town of Biscoe operates a sewer utility that serves the town. The Town was recently awarded an AIA grant and is awaiting the grant agreements for execution. The Town is working to identify a firm to assist with completion of the proposed scope of work related to these grants. In terms of timing, the project(s) will commence once a firm is selected, a scope of work established, and authorization is received from NCDEQ to begin work.

The proposed Asset Inventory and Assessment project will include at a minimum: review and assessment of all infrastructure assets, detailed review of critical assets, field inspections to support condition assessment, mapping of system(s), development of capital improvement plan, recommendations for funding, potential assistance in application submittals, together with specific system reviews to support needs to be negotiated with selected firm.

**E. DEADLINE FOR SUBMITTAL**

The above information should be submitted no later than **5pm** on **December 9, 2022**, to:

**Brandon Holland, Town Manager**  
**Town of Biscoe**  
**110 West Main Street**  
**Biscoe, NC 27209**

The Town of Biscoe is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, and historically underutilized businesses.