

**TOWN OF FREMONT**  
**REQUEST FOR QUALIFICATIONS FOR**  
**ENGINEERING SERVICES**

Posted *March 27, 2023*

The Town of Fremont has been approved for a grant from the North Carolina Division of Water Infrastructure (DWI) in the amount of \$400,000 to conduct a *Stormwater Asset Inventory Analysis (AIA)* for the town's stormwater system. The Town is soliciting responses to a Request for Qualifications (RFQ) for engineering services for the project.

This project is being funded with ARPA Funds through the State of North Carolina's Water Infrastructure Authority and must meet applicable state and federal laws.

**Scope of Services:**

Engineering services shall include, but are not limited to, standard tasks necessary for the completion of the project in conformance with all applicable funding agency guidelines. These tasks will include, but are not limited to:

1. Producing GIS maps of the stormwater system infrastructure and drainage area
2. Capturing and documenting attribute data for the stormwater system infrastructure
3. Perform a condition assessment, including CCTV of known problem areas
4. Development of a 5+ year Stormwater Assets Capital Improvement Plan
5. Preparation of a Stormwater Management Plan

**Proposal Submission:**

This RFQ is intended to provide consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the response should respond to the information presented in this RFQ. *The town will accept electronic submissions.* Responses shall not exceed 20 (single spaced, one sided) pages and must contain the following information:

1. Cover
2. Cover Letter
3. Table of Contents
4. 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
5. A description of the background, experience, and qualifications of the project team including identification of the project manager, project engineer, and other key team members
6. Other AIA projects completed by the firm

7. Any previous work with the Town of Fremont
8. References (minimum of 3)
9. Availability of the firm to begin work and proposed project schedule

**Proposal Evaluation Criteria:**

Proposals will be evaluated by members of town’s management staff. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

	MAX Points
1. General qualifications, competence and reputation of firm or individual consultant.....	15
2. Familiarity with federal and state regulations .....	15
3. Previous experience with similar projects .....	15
4. Qualifications of key members .....	15
6. Previous experience with grant funded projects .....	20
7. Previous experience with the Town of Fremont .....	20

The response to the RFQ should be submitted no later than ***April 13, 2023***, at 3:00 p.m. to Tony Howell, Town Administrator, Town of Fremont, 126 East Main St., Fremont, NC 27830 or via email to [dahowell@fremontnc.gov](mailto:dahowell@fremontnc.gov) . Questions may be directed to Tony Howell at 919-242-5151.

Upon completion of the review, the committee will make its recommendation to the Town Board of Aldermen/Women for final consideration and approval.

*The Town of Fremont is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms.*