

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS-
PROFESSIONAL ENGINEERING AND RELATED SERVICES
CITY OF HAMLET, NORTH CAROLINA**

City Demographic and Infrastructure Overview:

The City of Hamlet has a population of approximately 6,022 and is located approximately 60 miles east of Charlotte, NC. Also, Hamlet is less than 90 miles from Greensboro and Raleigh. Hamlet's central location in Richmond County provides great access to all types of transportation and utility infrastructure, making it an ideal location for a diverse commercial base consisting of local and national companies.

The city is a full-service municipality and currently operates and maintains:

- Streets & Sidewalks
- Stormwater system
- Water distribution system,
- Sewer collection system
- Sewer Treatment facility (1MGD)
- 3 MGD Water Treatment Facility (3 MGD)
- Multiple Dams
- Land Clearing & Inert Debris Landfill.

Professional Service Categories:

The City of Hamlet is seeking Letters of Interest/ Statement of Qualifications (LOI/SOQ) from firms to provide professional civil engineering and related consulting services including, but not limited to:

- Preliminary Engineering Studies and reports
- Grant writing, applications, and administration
- Design, including field surveys, plan and specification preparation
- Permitting (NCDEQ, NCDOT, USACE, FEMA, etc.)
- Construction Services including bidding, contract administration and observation
- Asset and records management, (GIS, web hosting, etc.)
- Environmental engineering
- Sanitary Sewer Evaluation Surveys
- Pretreatment Program Assistance
- Land surveying
- Transportation
- Land development and planning
- Water resources planning
- Financial analysis and rate studies
- ADA Transitioning
- Pavement condition surveys

Project Categories:

The City anticipates selecting multiple firms to provide these services, on a wide variety of projects requiring expertise and experience to the following broad categories:

- Water and Wastewater Treatment, Distribution and Collection,
- Storm Drainage Conveyance and Stormwater Management
- Geographic Information Systems Management

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS-
PROFESSIONAL ENGINEERING AND RELATED SERVICES
CITY OF HAMLET, NORTH CAROLINA**

- Asset Management Systems including pavement, sidewalks, utilities, and storm drainage
- Parks and Recreation Facilities
- City Planning

Selection Process:

Evaluation and Selection of firms will be a Qualification Based Selection process in accordance with the Mini-Brooks Act (GS 143-64.31). Price will NOT be considered in the qualifications-based selection phase. A variety of factors will be used in the selection of qualified engineering firms including, but not limited to:

- Specific municipal engineering experience in the categories outlined above.
- Availability of qualified staff to perform the work.

- Previous performance with respective project delivery, particularly schedules and budgets.
- Approach to providing excellent customer service, through effective communication, coordination, and management of projects, especially schedules and budgets.

Master Agreement and Specific Project (Task Order) Assignments:

At the conclusion of this LOI/SOQ selection process, it is the intent of the City to select multiple firms to enter into a Master On-Call Service Agreement for a three-year period, with the option of two one year extensions. Once specific projects are identified, the City will negotiate with the selected firm(s), to establish a scope and fee under a Task Order for specific project assignments. The city will only consider one consultant at a time for any specific project, and should negotiations fail, to terminate negotiations with selected firm and begin negotiations with another firm. The City reserves the right to assign additional tasks to the selected firms, based on the City's need, and the firm's availability, as well as past and current performance of the firm(s).

Submittal Requirements:

The following information shall be submitted with the maximum pages noted:

- A cover letter/Letter of Interest/ Statement (5 pages maximum) that states the firm's interest and expertise in one or more of the specific categories listed above that briefly describes which services that are provided by the firm, when the firm was founded, number of employees, office locations, including any proposed sub-consultants with like information. Minority business firms are encouraged to submit statements of qualifications.
- A list of key staff/sub-consultants proposed for project assignment including the Principal in Charge, Project Manager/Engineer, Construction Administrator, Sub-Consultants, etc. This should include overall experience, tenure with the firms/subs, certifications/ license's, and areas of expertise.
- (10 pages maximum – 1 page maximum per person/sub-consultant.)
- Related Project Experience comprised of five recently completed municipal projects, including client/reference contact information, brief project description, initial & final project budget, construction costs & fees. (10 pages maximum- 1 page per project.)
- Maximum LOI SOQ submittal document size is 20 pages, excluding firms work examples.
- A sample of the firm's work represented by a Preliminary Engineering Report, typical construction plan sheets, details, etc. is an additional 20 pages maximum.

A group of key City staff will evaluate each LOI SOQ submittal, based on the specific submittal information requested, and may also utilize interviews, reference checks, past performance, etc. to evaluate and rate each submittal. It is anticipated that multiple firms will be selected.

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS-
PROFESSIONAL ENGINEERING AND RELATED SERVICES
CITY OF HAMLET, NORTH CAROLINA**

Questions related to the RFQ shall be submitted by email to cterry@hamletnc.us no later than June 16, 2023. Every attempt will be made by the City to provide responses by August 1, 2023.

Submittal Format/Deadline and Selection Schedule:

Electronic submittals (email) or hard copy submittals shall include the LOISOQ cover letter, list of key staff, and project experience in a single pdf with a maximum of 20 pages, in addition to a separate pdf (20 page maximum) of work examples.

Electronic or hard copy submittals are due no later than Friday, June 16, 2023 at 5:00 pm.

Due to email file size limitations, firms may provide access to an FTP site in their electronic submittal sites for file download of the LOISOQ and work examples.

It is the intent of the City to finalize the selection process by August 1, 2023. It is also anticipated that based on the selected firms and the anticipated capital project needs, Master Service Agreements with each selected firm will be in place by September 2023.

Submittals shall be directed to:

Cindy Terry, City Clerk
910-582-2651 (Office) cterry@hamletnc.us

US Mail

City of Hamlet
PO Box 1229
Hamlet, NC 28345

Physical Address

City of Hamlet
201 W Main St
Hamlet, NC 28345