



Town of Winfall, Winfall NC  
Request For Qualifications  
Engineering and Professional Services

Sewer Asset  
Inventory & Assessment (AIA) Grant Project  
Issue Date: March 17, 2025  
Due Date: April 17, 2025

Submit to:

Mayor Preston White, Town Mayor  
Town of Winfall, Winfall NC  
[pwhite@townofwinfall.org](mailto:pwhite@townofwinfall.org)

# Request for Qualifications Town of Winfall, NC Sewer Asset Inventory & Assessment (AIA) Grant Project

## 1. General

Pursuant to NCGS 143-64.31, the Town of Winfall (Town) is soliciting Statements of Interest and Qualifications from firms to provide engineering and professional services as it pertains to the recently acquired Sewer Asset Inventory & Assessment (AIA) Grant.

## 2. Background

The Town operates a sewer utility that serves most of the citizens within the incorporated city limits service area. The town submitted an AIA Grant application for funding consideration in the fall of October 2024. The Town was recently notified of the approval on March 10, 2025, of a Sewer Asset Inventory & Assessment Grant. The Town has received a Letter of Intent to Fund from NCDEQ\_ for this project and will soon execute a grant agreement and receive authorization from NCDEQ to begin the AIA Project.

The Town's sewer collection system is comprised of 20.903 linear feet of 8".15.907LF of 10" and 8".637 LF of 12" gravity sewer. These lengths of gravity sewer translate to 31.67 inch-miles of 8".30.18 inch-miles of gravity sewer.

## 3. Scope of Services

- A. The Engineering Assessment of the Town of Winfall sewer repairs and upgrades recommend repairs, and upgrades will be recommended with cost estimate.
- B. The wastewater collection system is experiencing a large amount of inflow and infiltration. Through investigation via a wastewater infiltration and inflow study, the town has a report that indicates that four of the six pump stations are experiencing problems that stem from I/I. The I/I, is coming from manholes that are flooding during rain events and cleanouts that need to be repaired and sealed and recommend repairs and upgrades.
- C. GIS mapping, and a capital improvement plan (CIP). The data collection and asset management plan will future investigate the system proving detailed information on the condition of the lines, manholes, cleanouts, and pumpstations.

#### 4. Contents of Qualifications

Firms interested in performing these services must exhibit relevant experience with this type of work, as outlined below, and should emphasize both the experience and capability of the personnel who will perform the work. The firm selected for this project will have comprehensive experience and can respond to requests in a timely manner. Communication is critical for any successful project, and the selected firm will be expected to communicate regularly with town staff and NCDEQ as needed. The selected firm will keep current all required insurance coverage sufficient to cover the projected liability. As part of the agreement, the selected firm will be required to provide evidence of coverage of professional liability insurance and indemnify and hold harmless the town from all claims and/or liability which may arise because of the engineering firm's negligence, errors, and/or omissions.

At a minimum, all interested firms are required to submit a statement of qualifications and experience containing the following information:

- A. Name of firm
- B. Brief history of firm
- C. Location of office performing the work
- D. General sewer engineering experience
- E. Summary of how your firm can provide these engineering and professional services to the town.
- F. An estimate of the time required to complete the project from the time that written authorization has been given by the town to begin.
- G. A list of at least three (3) recent Asset Inventory and Assessment (AIA) projects and/or recent studies comprising planned components of the town of Winfall's Sewer Project and a general description of the scope of work provided for each project. Please provide starting and completion dates for each project and the staff that were involved in each project. Indicate how the project was funded (grant, loan, local funding, etc.). Provide client contact information for these projects, including name, job title, telephone number and email address to be used for references.
- H. A list of key personnel to be directly involved in the Sewer AIA Grant Project, a brief description of their qualifications and project responsibilities and an organizational chart of the project team. For each member of the team, they provide relevant experience, length of service with the firm, job duties during his/her tenure and education and professional background.
- I. An hourly rate schedule for project personnel, including travel, overhead and miscellaneous expenses. In accordance with NCGS 143-64.31, DO NOT INCLUDE Lump Sum or Not-to Exceed pricing for services.
- J. A list of subconsultants/firms that may provide services or be directly involved in the Sewer AIA Grant Project, a brief description of their qualifications, experience and project responsibilities.

## 5. Evaluation Criteria

- A. Qualifications received by the deadline and prepared in accordance with the RFQ instructions will be reviewed to determine the level of service and experience considered most advantageous to the town. The town will select the firm considered most qualified to provide the desired level of service, with consideration for the long-term interest of the town's needs.
- B. The town will select the best qualified firm based on demonstrated competence and qualifications without regard to the fee.
- C. Proposals will be reviewed by town staff familiar with the existing facilities. Overall scoring will be based upon 1) the understanding of the town's required tasks and needs; 2) experience with similar projects comparable in type, size, and complexity; 3) qualifications of the staff and any subconsultants assigned to perform the work with this project; and 4) demonstrated ability to perform high quality work, to control costs and to meet project schedules. The following minimum checklist will be used in the evaluation:

### General Qualifications, Competence & Reputation of Firm

- Summary of how firms provide services
- Staff qualifications and stability of firm
- Projects illustrating competence in applicable municipal engineering and professional services projects
- Understanding and execution of grant requirements
- Reputation with previous clients (Based on references for three recent AIA projects)

### Experience of Involved Staff

- Experience with similar type projects
- Key personnel, their roles and experience

### Availability

- Ability to provide access to qualified project team members on a continual basis
- Ability to commit available resources to the project
- Ability to complete project before grant deadline

It is anticipated that a recommendation will be made to the Town Council at or prior to the April 17, 2025, Town Council Meeting for approval. A clear, well-defined scope of services will be established with the selected engineering firm, a proposal including costs will be developed and submitted by the engineer and the work will proceed immediately upon written authorization by the town. The preliminary project scope that was submitted to NCDEQ is shown above in Section 3.

## 6. Compliance Requirements

Projects funded by the State Fiscal Recovery Fund must meet applicable federal law and guidance for the ARPA funds. The following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable): Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671 q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. ss 200.322); and Record Retention Requirements (2 CFR 200.324). Other federal provisions may apply. The selected firm will be expected to ensure that all federal laws and requirements are met for the project.

## 7. Equal Opportunity

It is the practice of the Town of Winfall to provide equal opportunity to all who participate in all aspects of their contracting and procurement programs and to prohibit all discrimination against people or businesses in pursuit of these opportunities. The Town of Winfall is an Equal Opportunity Employer and invites and encourages submission of qualification statements from small, minority and women owned, disabled business enterprises, and historically underutilized businesses. Additional consideration will be given to firms that can prioritize and commence the project in an expedited manner. The engineering firm awarded the contract for work will be required to ensure that no person shall be denied employment, fair treatment, or be discriminated against based on race, sex, religion, age, national origin, or handicap. Firms and subcontractors must be licensed to perform work in the state of North Carolina.

## 8. Submission Information

An Electronic (PDF) version (20-page maximum) of the RFQ response must be received by email at Town of Winfall office mail ([officemail@townofwinfall.org](mailto:officemail@townofwinfall.org)) on or before 5:00 p.m. on Thursday, April 17, 2025. Responses received after the deadline will not be considered. Questions regarding this RFQ may be emailed to Mayor Preston White. The Mayor of Town of Winfall, at [pwhite@townofwinfall.org](mailto:pwhite@townofwinfall.org)

The Town of Winfall reserves the right to: reject all qualification statements, select the firm most qualified for the referenced work, waive technical errors and informalities and to accept the qualification statement which, in its sole judgment, best serves the public interest.

All original documents, reports, studies and other data produced as a direct result of the services performed under the contract shall become the property of the Town of Winfall.