



**TOWN OF HAMILTON, NC
REQUEST FOR QUALIFICATIONS
FOR
ON-CALL ENGINEERING SERVICES**

A. GENERAL

The Town of Hamilton is soliciting a Request for Qualifications from qualified firm(s) or a team to provide engineering consulting and design services. These RFQs will be maintained on file to be used on an as-needed basis. Projects will be typically at the request of the Mayor, Mayor Pro-Tem and/or Board of Commissioners.

This request for qualifications is intended to provide the Town of Hamilton a flexible and effective way to respond to a range of engineering needs with an available firm ready to help in as many ways a possible. The firms selected shall have experience in, but not limited to, water, wastewater, stormwater, asset condition, transportation, parks and recreation, and public facilities.

The selected firms will help with all potential preliminary and subsequent post-award work (funding application & administration, analytical reports such as environmental/biological/wetland, engineering design, surveying, Geotech, easements, construction administration/observation, studies, planning, landscape architecture).

The selected firms shall also have experience in a variety of funding sources, not limited to but including, USDA, Golden Leaf, NC Commerce, NC DWI, EDA, FEMA, and any other funding sources. The selected firms shall also be knowledgeable with all state and federal regulations and requirements along with uniform guidance as needed as well as a good understanding of the Town of Hamilton Code of Ordinances, State and Federal permit regulations, and all other practices that pertain to various projects.

No work is guaranteed under any contract with work assigned on an as needed basis to be determined by the Town of Hamilton in its sole and absolute discretion. The Town will only consider one consultant at a time for any specific project, and should negotiations fail, price negotiations will be terminated with the selected firm and begin negotiations with another firm. The Town reserves the right to assign additional tasks to the selected firms, based on the Town's need, and the firm's availability, as well as past and current performance of the firm(s).

The initial contract duration will be three (3) years with the option to extend annually up to five (5) years. Anticipated annual contract amounts for on-call services will be dependent upon specific needs for supplemental engineering services and available funding.

Federal Uniform Guidance: If funding for any procurement is awarded from a federal source, whether in whole or in part, all provisions pursuant to 2 C.F.R. 200 will apply and will be followed by the Town and the firm.

Each future project is separate and shall be negotiated. The scope of work will include but not be limited to general engineering services, survey, structural, sewer, water, environmental, planning, landscape architecture and miscellaneous related services.

A general scope of services is listed below in Section B below.

B. SCOPE OF SERVICES

Engineering services shall include, but are not limited to, standard tasks necessary for the completion of various water, wastewater, stormwater, transportation and recreation projects in conformance with all applicable Town requirements and/or funding agency guidelines. These tasks will include, but are not limited to:

1. Environmental Review and Release of Funds and other funding conditions
2. CADD and GIS support hydraulics and hydrology drainage design
3. Field Surveying
4. Easement maps preparation
5. Engineering Report and Environmental Document preparation
6. Water System Design
7. Sewer System Design
8. Ground Water Wells and Water Treatment Design
9. Wastewater Treatment Design
10. Street and/or Pavement Design
11. Preparation of Construction Plans and Specifications
12. Construction and Environmental Permitting
13. Bidding and Recommendations for contractor selection
14. Construction Administration
15. Construction Observation
16. Assist with Funding Agency Reimbursements
17. Record Drawings
18. Construction Project Closeout

C. CONTENTS OF QUALIFICATIONS

1. Name of firm.
2. Person authorized to provide information and negotiate contracts.
3. Location of offices. If more than one, indicate office from which work will be performed.
4. Brief history of firm.
5. Firm employment profile.
6. Project experience. Provide a minimum of three (3) projects illustrating experience similar to the proposed project(s). Include general project description, types of engineering services performed and client contact information.

7. List of key personnel to be directly involved in the project, as well as a brief description of their responsibilities. Include a brief resume for key personnel, including specific relevant project experience.
8. Brief typical project approach.
9. 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 price for services.

D. EVALUATION CRITERIA

1. Consultant selection shall be conducted in accordance with NCGS 143-64.31. Statements of Qualification received by the deadline and prepared in accordance with RFQ instructions will be reviewed to determine the level of service considered most advantageous to the Town.
2. The Town will select the consultant considered best qualified to provide the desired level of service, with consideration for the long-term interest of the Town's efforts based on demonstrated competence and qualifications without regard to fee other than unit price information.
3. After selection of the best qualified consultant to meet the Town's needs, the Town shall negotiate a fair and reasonable fee with the consultant for the desired level of service.
4. Proposals will be reviewed and evaluated by Town staff familiar with the existing facilities, in accordance with the following criteria:
 - a. General Qualifications, Competence & Reputation of Firm *(40 points)*
 - Age, size, staff qualifications and stability of firm
 - Projects to illustrate competence in providing similar applicable services for public water utility enterprise
 - Availability of staff to handle projects
 - Reputation with previous clients
 - b. Experience of Involved Staff *(40 points)*
 - Experience with similar type improvements
 - Key personnel – roles and experience
 - Subconsultants, if any
 - c. Familiarity with Town and Region *(40 points)*
 - Grasp of project requirements
 - Project approach/methodology
 - Familiarity with the Hamilton's needs.
 - d. Availability *(20 points)*
 - Ability to provide access to qualified project team members on a continual basis
 - Ability to commit available resources to the project
 - e. Hourly Rate Schedule *(10 points)*
 - Do not include a lump sum or not-to-exceed price
 - Rates indicative of experience and capabilities

E. SUBMISSION INFORMATION

1. Responses may be double-sided and are limited to a total of 20 pages, excluding cover, cover letter and table of contents which may or may not be provided at the

discretion of the respondent. Font size shall not be smaller than 10-point. Respondents are requested not to include other generalized marketing information as a part of the submittal documents.

2. Three (3) copies of the Statement of Qualification must be received by _____, _____, 2026 at 5:00 P.M. in the office of the Mayor. Facsimile and electronic submissions are not acceptable.
3. Statement of Qualification must be in a sealed envelope marked "Statement of Qualifications for Hamilton, NC, Professional Services for Water System Improvements Project".
4. Proposals may be mailed or hand delivered to:

Mr. Ervin Williams, Mayor
Town of Hamilton
101 North Front Street
Hamilton, NC 27840

4. Questions should be addressed to:

Mr. Ervin Williams, Mayor
hamiltonmayor252@gmail.com
Phone: (252) 798-2001

F. SMALL AND/OR MINORITY FIRMS ARE ENCOURAGED TO SUBMIT QUALIFICATIONS.