

Request for Qualifications

Town of Pink Hill

On-Call Engineering and Field Services for Lead and Copper Service Inventory

Pursuant to NCGS 143-64.31, the Town of Pink Hill (the “Town”) is soliciting Statements of interest and Qualifications from firms to provide the following Engineering and Field services.

1. Background

The Town operates water utilities for the citizens, businesses and industries within the Town’s service area. It is the intent of the Town to select an Engineering consultant to undertake projects associated with the required Lead and Copper Service Inventory as may be needed.

2. Scope of Services

- Grant administration and associated services related to project funding.
- Preparation and assistance with phases of lead and copper inventory project and subsequent replacement project, if needed.
- Condition Assessments (investigation, analysis and recommendation(s), for repair/replacement of existing Town infrastructure components).
- Engineered design and related services for public works infrastructure improvement projects that may be identified related to lead and copper inventory work.
 - Preparation of estimates, schedules, plans and specifications for public works and infrastructure improvement projects as needed.
 - Support services as required to accomplish primarily engineering task orders, including but not limited to:
 - Water Service Line Replacement;
 - Cost opinion preparation;
 - Water Resources;
 - Other support service tasks as needed to complete the scope of work.
 - Bidding and construction administration and management services.
 - Record drawing production.
- Opinions of cost and schedules during various stages of project development.
- Field services, including potholing of water services and service material identification.
- Additional services and tasks associated with Engineering Services related to Lead and Copper Service Inventory and/or Replacement projects.

3. Contents of Qualifications

- A. Firm name and location of office performing the work
- B. Brief history of Firm and list of personnel to be involved in the project, including a brief description of their qualifications, and project responsibilities.
- C. Experience with Lead and Copper Inventory or other similar water system projects, including funding assistance, field services and final reporting.

*In accordance with NCGS 143-64.31, **DO NOT INCLUDE** “lump sum” or “not-to-exceed” pricing*

4. Evaluation Criteria

- A. Qualifications received by the deadline will be reviewed to determine the Firm considered most qualified to provide the services needed, with consideration for the Town's long-term interest.
- B. Selection will be based on competence and qualifications without regard to fee. After selection, the Town shall negotiate a fair and reasonable fee with the firm for the desired level of service.
- C. Proposals will be reviewed by Town staff familiar with the existing facilities and project needs, in accordance with the following:
 - General Qualifications, Competence & Reputation of Firm
 - Staff qualifications and stability of firm
 - Projects to illustrate competence in applicable municipal water and lead and copper service inventories, engineering, field services, reporting and customer service
 - Understanding and execution of grant requirements
 - Reputation with previous clients
 - Experience of Involved Staff
 - Experience with similar type projects
 - Number of Lead and Copper Service Inventory and/or Replacement Projects worked on
 - Key personnel – roles and experience
 - Number of Lead and Copper Inventory and Replacement Project Applications Successful
 - Availability
 - Ability to provide access to qualified project team members on a continual basis
 - Ability to commit available resources to the project

5. Submission Information

An Electronic (PDF) version (20-page maximum) of the RFQ response must be received by email at townclerk@townofpinkhill.com no later than December 5, 2025 at 2:00 pm.