



**VILLAGE OF WALNUT CREEK  
REQUEST FOR QUALIFICATIONS FOR  
ENGINEERING SERVICES**

Posted *04/05/2023*.

The Village of Walnut Creek has been approved for a grant from the North Carolina Division of Water Infrastructure (DWI) in the amount of \$100,000 to conduct a Water Asset Inventory Analysis (AIA) for the village's water system. The Village 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 water system infrastructure
2. Development of a Drinking Water Rate Study
3. Develop a Hydraulic Model of the Water System
4. Preparation of a Capital Improvement Plan
5. Preparation of an Asset 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 village 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 Village of Walnut Creek
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 village’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 Village of Walnut Creek .....	20

The response to the RFQ should be submitted no later than **05/22/2023**, at 3:00 p.m. to Village Administrator, Robert Parchman, Village of Walnut Creek, 103 Village Drive, Goldsboro, NC 27532 or via email to [robert.parchman@walnutcreeknnc.com](mailto:robert.parchman@walnutcreeknnc.com). Questions may be directed to Robert Parchman at 919-778-9687.

Upon completion of the review, the committee will make its recommendation to the Village Council for final consideration and approval.

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



**VILLAGE OF WALNUT CREEK  
REQUEST FOR QUALIFICATIONS FOR  
ENGINEERING SERVICES**

Posted **04/05/2023**

The Village of Walnut Creek has been approved for a grant from the North Carolina Division of Water Infrastructure (DWI) in the amount of \$130,000 to conduct a Wastewater Asset Inventory Analysis (AIA) for the village's wastewater system. The Village 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 wastewater system infrastructure
2. Development of a Wastewater Rate Study
3. Assess the age and condition of the assets by CCTV of the sewer lines and other methods.
4. Preparation of a Capital Improvement Plan
5. Preparation of an Asset Management Plan

**Proposal Submission:**

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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 Village of Walnut Creek
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 the Village’s management staff. Proposals will be considered on an equally 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
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