

**Request for Qualifications
Town of Canton Water and Wastewater System
Engineering Services**

I. Introduction

Town of Canton is requesting qualifications statements for contract services related to on-call engineering services to include planning, design, permitting, and contract administration for various water and sewer upgrade projects for the Town of Canton.

Statement of Qualifications must be submitted by 4:00pm on July 18, 2022 to:

Nick Scheuer, Town Manager
Town of Canton
85 Summer Street
Canton, NC 28716

The Town of Canton reserves the right to reject any and all submittals. All costs associated with responding to this request for qualifications are the responsibility of the responder.

II. Project scope requirements

The selected firm may be required to perform some, or all of the tasks listed below depending upon the project:

1. Meet with key project stakeholders to review aspects of the project.
2. Develop preliminary engineering reports or study documents and cost estimates for designated projects.
3. Assist with funding assistance applications and required paperwork in the event funding has been previously secured.
4. Prepare the final design and project development for selected project.
5. Assist with project bidding and construction administration during the construction phase of the project.
6. Be available on call as needed for the duration of project funding.

III. Selection Process

The deadline for receipt of the Statement of Qualifications is 4:00PM on July 18, 2022.

The Town of Canton will review all submitted qualification packages that adhere to the requirements contained in this document. The criteria by which the packages will be evaluated include as a minimum:

1. Firm's knowledge and demonstrated experience with sanitary sewer extensions, sewer pumping stations, water distribution system improvements, and water treatment engineering.
2. Firm's experience working with projects with multiple oversight requirements.
3. Firm's location relative to the Town of Canton and available staff including the diversity of staffing and services provided.

IV. Contents of Qualification Statements

Qualification statements shall include:

1. Firm name, address, telephone number, fax number, email address and contact person(s).
2. Names and office location of all personnel who will be assigned to this project.
3. Resumes of Project Manager and design team members for this project and licenses of key personnel.
4. List of prior similar projects, or projects of a similar nature, including a brief description of the project, contact names, phone numbers, and email addresses.

Questions regarding this Request for Qualifications should be submitted in writing to Nick Scheuer, Town Manager, Town of Canton, 85 Summer Street, Canton, NC 28716, at nscheuer@cantonnc.com prior to July 11, 2022