



*Town of Fairmont  
421 South Main Street  
PO Box 248  
Fairmont, NC 28340  
Phone: 910-628-9766  
Fax: 910-628-6025*

**REQUEST FOR QUALIFICATIONS  
STORMWATER ASSET INVENTORY AND ASSESSMENT  
ENGINEERING SERVICES**

**A. GENERAL**

The Town of Fairmont issues this Request for Qualifications (RFQ) to secure engineering services in connection with the Town's recently funded Stormwater Asset Inventory and Assessment Project. Fairmont was recently awarded a Stormwater Planning Grant by the NC Department of Environmental Quality Division of Water Infrastructure in the amount of \$350,000. The Town anticipates that this project will take approximately two years to complete.

**B. SUBMISSION REQUIREMENTS**

Please provide the following information in the RFQ response for engineering services:

1. Firm's legal name.
2. Location of offices, addresses, email and telephone number, the principal(s) of the firm and their experience and qualifications.
3. Stormwater Planning Experience. The specialized experience and technical competence of the staff to be assigned to the project with respect to stormwater planning and improvements or related work; description of firm's prior experience, including any similar projects; size of community served; names of local officials knowledgeable regarding the firm's performance on related work. Include at least three references within the past three years.
4. Projected availability of personnel needed for this effort over the next 24-month period.
5. A proposed work plan which defines the approach to the work and a schedule for activities to be performed.
6. Hourly rates for personnel to be utilized on the project.

**C. QUALIFICATION EVALUATION CRITERIA**

The Town of Fairmont will utilize the following criteria in evaluating the responses received:

1. Qualifications, Competence and Reputation of Firm and Personnel: Overall assessment of the firm’s qualifications and reputation; Assessment of the ability and competence of the firm to conduct the work. Evaluation of the specialized experience and technical competence of the staff to be assigned to the project and the qualifications of those persons. Specific experience with respect to AIA- related work. Include at least three references within the past three years.
  
2. Firm’s Capability to Meet Time and Project Budget Requirements: The capacity and capability of the firm to perform the work outlined, including any specialized services, within the period of the project.
  
3. Related Experience on Similar Projects: Assessment of the firm and assigned professionals in working with similar AIA projects.
  
4. Recent and Current Work for the Town: Evaluation of the town’s prior experience with this firm.

Summarized evaluation criteria and points assigned to each criteria are shown below:

<b>Criteria</b>	<b>Points</b>
Qualifications, Competence and Reputation of Firm and Personnel	40
Firm’s Capability to Meet Time and Project Budget Requirements	20
Related Experience on Similar Projects	30
Recent and Current Work for the Town/Familiarity with Locality	10
Maximum Total Points	100

#### D. SCOPE OF ENGINEERING SERVICES

The Town of Fairmont will utilize NCDEQ Division of Water Infrastructure funding to complete a comprehensive Asset Inventory and Assessment Program. The Program will include but not be limited to the following tasks to achieve the goals as established:

- Stormwater Asset Management Plan – Inventory and Assessment
- Capital Improvement Plan
- Stormwater System Mapping Update
- Hydraulic / Hydrologic Modeling & Preliminary Designs
- Operation & Maintenance Report / Critical Assets
- Digital Scanning of All Existing Plans & Record Drawings

#### E. DEADLINE FOR SUBMITTAL

Three (3) hard copies of the above information should be submitted no later than **2:00 p.m.** on **Thursday, January 16th, 2025** to:

*Jerome Chestnut, Town Manager  
Town of Fairmont  
421 South Main Street  
PO Box 248  
Fairmont, NC 28340*

Questions concerning the scope of work required by the Town, or other questions related to your firm's submission should be addressed in writing to Jerome Chestnut, Town Manager, at [jchestnut@fairmontnc.gov](mailto:jchestnut@fairmontnc.gov).

The Town of Fairmont is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, and historically underutilized businesses.