



**REQUEST FOR QUALIFICATIONS (RFQ)
General Engineering Services for
Minor Electrical System Projects
City of Kannapolis, North Carolina**

December 23, 2024

Dear Prospective Consultant:

The City of Kannapolis invites your firm to submit a Statement of Qualifications to provide general engineering services for minor electrical systems serving Kannapolis' infrastructure and facilities.

General Scope of Work

The Consultant will perform minor to complex professional, technical and administrative work as assigned by the Director of Water Resources. More specifically, the Consultant will:

1. Provide adequate professional and non-professional staff to carry out the duties described herein under the direction of the Director of Water Resources. A flexible selection of support staff of engineers, technicians, inspectors and administrators with a variable range of duties, responsibilities and initiatives are to be provided to carry out these activities.
2. Prepare plans, specifications, estimates, studies and construction observation/inspection for smaller scale projects involving water and sewer electrical systems, arc flash studies, renovations, streetlight systems, and pumping stations upgrades and repairs.
3. Perform computer-aided drafting, mapping, plotting, printing and archiving as needed to carry out the duties described herein.
4. Advise the City of known compliance issues relating to compliance to applicable local, state and federal environmental laws & regulations.
5. Participate in the development of/revisions to short & long-range plans for infrastructure & facilities improvements.
6. Monitor & analyze various technical reports for regulatory compliance as deemed necessary and within the realm of expertise of the firm.
7. Perform all relevant and related tasks, otherwise not stated above, as required by the Director of Water Resources.

The City may select up to three (3) firms for a 2-year contract with a one-time renewal should both the City and Firm agree.

Submittal Requirements

The Statement of Qualifications should be presented in the following general format:

- 1) *Transmittal Letter*: Designate contact person with address and telephone number.
- 2) *Project Manager*: Identify the project manager and describe their experience related to the scope of work presented in this RFQ. Provide client references for projects similar in scope. Discuss the experience of this project manager in relation to other members of the proposed project team.
- 3) *Project Team*: Identify other team members and their relative experience. Discuss the role of key team members for projects of similar scope. Specify the percentage and type of work that will be performed in the local area office and the location of the office. This information will become part of the contract with the selected firm.
- 4) *Firm Qualifications*: Discuss the firm's work on projects similar in size and complexity. Quality assurance should be addressed. Indicate firm's history of meeting established schedules.
 - The selected firm must reliably provide staff support on site upon short notice. Local office must be within a 75-mile radius of Kannapolis and have appropriate support staff for a project of this size and complexity; please identify the local office size and staff's specific disciplines.
 - Consultant team should demonstrate experience working for a community of relative size.

The total page limit for your Statement of Qualifications is 10 single-sided pages with a minimum 11-point font size. Document covers that serve only to identify the firm will not count toward the page limit.

Evaluation of Statements of Qualifications

The City of Kannapolis will choose a firm(s) based upon the following criteria:

1. Experience providing city engineering services with a focus on electrical system projects and arc flash assessments to a community.
2. Qualification and experience of the proposed team. Preference will be given to resident firms in accordance with NCGS Sec. 143-64.31.
3. Completeness of the submittal.
4. Any other experience or criteria deemed applicable.

Conclusion

If your firm is interested in this Project, please submit three (3) copies of the Statement of Qualifications, along with an electronic copy, before 2:00 p.m. on January 24, 2025. Deliver/mail your proposals to the attention of:

Alex Anderson
Director of Water Resources
City of Kannapolis
401 Laureate Way
Kannapolis, NC 28081
aanderson@kannapolisnc.gov

Should you have any questions please feel free to contact me at (704) 920-4252.

The City of Kannapolis reserves the right to reject any and all Statements of Qualifications.

Sincerely,

Alex Anderson

Alex Anderson
City of Kannapolis
Director of Water Resources