



**REQUEST FOR QUALIFICATIONS (RFQ)
General Engineering Services for
Water Quality and Compliance with the Lead and Copper Rule Revisions (LCRR)
City of Kannapolis, North Carolina**

September 5, 2024

Dear Prospective Consultant:

The City of Kannapolis invites your firm to submit a Statement of Qualifications to provide engineering services focusing on water quality and compliance mandates for the LCRR.

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. Maintain an inventory of service line materials, identifying and documenting both public and private service lines to ensure data accuracy and regulatory compliance.
3. Develop and implement a plan to replace lead service lines, including prioritization, cost estimates, scheduling, funding support, and public communication.
4. Create a sample monitoring plan that meets LCRR requirements, covering sampling site identification, sample collection coordination, result analysis, and compliance reporting. Develop and execute a public education program about lead service line issues and replacement efforts, including educational materials, community events, and communication channels. Assess and recommend improvements to corrosion control measures to meet state requirements, including designing and implementing enhanced corrosion control strategies.

5. Offer consulting services for LCRR implementation and management, including regulatory updates, grant application assistance, and water quality/infrastructure project expertise. Assist in developing and revising short- and long-term plans for water infrastructure improvements, ensuring alignment with regulations and community needs.
6. Review and analyze technical reports to ensure regulatory compliance, identify issues, and recommend corrective actions.
7. Carry out all related tasks as required by the Director of Water Resources to support LCRR, phosphate, corrosion control, and DDBP compliance, as well as overall water resource management.

The City may select up to 3 firms.

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 this Project. Provide client references for project similar in scope. Discuss the experience of this project manager with other members of the project team.
- 3) *Project Team*: Identify other team members and their relative experience. Discuss the role of key team members. 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.
 - The 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 type pitch of 11 point. 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 engineering services focused on water and wastewater planning and flow monitoring projects.

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 September 13, 2024. 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