



102 Town Hall Drive - Leland, North Carolina 28451  
(910) 371-0148 - Fax (910) 371-1073

**Request for Qualifications  
for  
Project Specific Engineering Services:  
Mallory Creek Drive  
Roadway, Water, & Sewer Extensions**

**Project Description**

The Town of Leland seeks a qualified firm to provide professional engineering services for the design of water, sewer, and roadway extension ("Project") in the Mallory Creek area of the Town. The Town of Leland owns and operates a water and sewer system that serves customers throughout the Town's boundary. Currently, the Town's water system is primarily in the Brunswick Forest subdivision. The Project will provide a water connection to the existing water system along Rice Gate Way and extend approximately 5600 LF of 12-inch water main from this connection point along a proposed right-of-way extension from Rice Gate Way to Mallory Creek Drive. The Project also includes approximately 9200 LF of 10-inch sewer main extension from the termination point of an existing 10-inch sewer main on Wire Road to the intersection with Rice Gate Way and then along a proposed right-of-way extension from Rice Gate Way to Mallory Creek Drive. In addition the Project will include the design of the approximately 5500 LF of roadway extension from Rice Gate Way to Mallory Creek Drive. All required permitting approvals associated with the design must be obtained.

Firms interested in being considered for this work should submit their qualifications to:

David A. Hollis, P.E.  
Town Manager  
Town of Leland  
102 Town Hall Drive  
Leland, NC 28451

For consideration, two copies of the response to this request for qualifications must be submitted to the Town by close of business on May 8, 2015. At a minimum, the proposal should include the following information:

1. Qualifications of the employees who will be assigned to the Project. The project manager and other key team members should be clearly identified. If subcontractors are to be used for any portion of the work, they should be identified and their qualifications included.

2. Experience on similar projects involving design and/or construction of a water and sewer systems and subdivision roadway design. The proposal should include a description and contact person for projects that were similar in size and scope as this project.

3. A project schedule including key milestones should be included. The project schedule should start from the Notice to Proceed and include reasonable review time for the Town staff. A project schedule will be included in the contract for this work.

4. A brief description of the firm's familiarity with the Project area including Mallory Creek and Brunswick Forest Planned Unit Developments and the firm's ability to meet the budget constraints on the Project should be included. This includes an estimate of man-hours required to complete the various components of the Project.

The Town of Leland reserves the right to select the firm that best meets its needs and negotiate a final Scope of Work that reflects the work to be done and the budget constraints. Based upon the number of qualification packages received, the Town may or may not receive oral presentations as a part of the selection process. All firms submitting a qualification package will receive notification once a firm is selected. A more detailed description of the work to be performed is contained in the Scope of Work. Firms submitting qualification packages should use the enclosed Scope of Work as a guide but should develop their own Scope of Work based upon their experience on similar projects. The Town will negotiate a final Scope of Work with the selected consultant based upon the Scope of Work contained in their proposal.

If you have any questions, please call us at 910-371-0148.

David A. Hollis, P.E.  
Town Manager.

### **Scope of Services**

1. Surveying of route and cross-sections to be provided for the water, sewer and roadway alignment as designated in the Project description. Previous wetland delineation information is available from the Mallory Creek developers.

2. Prepare construction drawings and specifications for the roadway and site work portion of the Project including grading, drainage, erosion control, and stormwater management. Design preparation includes 30%, 60%, 90% and 100% submittals to the Town for incremental approval. Submittal to the Town and State authorities for the stormwater management, site, and erosion control permits.

3. Prepare a separate set of construction drawings and specifications for water and sewer main extensions portion of the project including fire hydrants and future connection points along the

route in accordance with the Town's standards. Design preparation includes 30%, 60%, 90% and 100% submittals to the Town for incremental approval. Submittal to the Town and State authorities for water and sewer extension permits.

4. Preparation of bid booklets, design plans and specifications for distribution to contractors. Bidding services to include advertising bids, bidding opening, and recommendation of lowest responsible contractor.

5. Coordination with Town of Leland personnel, Mallory Creek developer group, and financial institutions through all phases of the project.

6. Construction Observation to satisfy certification requirements.

7. Provide as-built drawings from field measurements supplied by the contractor or a land surveyor.