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THE TOWN OF WARRENTON DESIRES TO ENGAGE QUALIFIED PRIVATE ENGINEERING FIRMS TO PROVIDE PROFESSIONAL ENGINEERING SERVICES

The Town of Warrenton seeks statements of qualifications from firms capable of providing engineering services. The Town has received funding from the NC Division of Water Infrastructure (DWI) that will be used to fund a myriad of planning, engineering and construction projects related to municipal water distribution, wastewater collection, and wastewater treatment. Projects will include the rehabilitation of select gravity collector and outfall sewers, improvements at the Warren County Regional Wastewater Treatment Plant, and water and wastewater system asset inventory and assessment.

Scope of Work

The desired services will include providing all planning, surveying, design, permitting, bidding, construction and grant administration, and construction observation services necessary for the successful completion of the following projects in accordance with the requirements of the Division of Water Infrastructure and the Town of Warrenton:

- Warrenton Sanitary Sewer Rehabilitation – State No. SRP-W-0224
- Warrenton WWTP Improvements, Ph. IV – State No. SRF-W-0044
- Warrenton 2026 Water and Wastewater Systems Asset Inventory and Assessment

Proposal Format

1. Cover Letter
2. Background Information about the firm including the consultant or firm's legal name, address, email, and telephone number and the principal(s) of the firm
3. A description of the background, experience, and qualifications of the project team including identification of the project managers, project engineers, and other key team members
4. Similar types of projects completed by the firm
5. Any previous work with the Town of Warrenton

Evaluation Criteria

- A. Qualifications received by the deadline and prepared in accordance with RFQ instructions will be reviewed to determine the level of service and experience considered most advantageous to the Town.
- B. The Town will select the Consultant considered most qualified to provide the desired level of service, with consideration for the long-term interest of the Town.

- C. The Town will select the best qualified firm based on demonstrated competence and qualifications without regard to fee.
- D. After selection of the best qualified firm to meet the Town's needs, the Town shall negotiate a fair and reasonable fee with the firm for the desired level of service.
- E. Proposals will be reviewed by the Town, in accordance with the following criteria.

General Qualifications, Competence & Reputation of Firm

- Staff qualifications and stability of firm
- Projects to illustrate competence in applicable municipal water, wastewater and stormwater engineering
- Understanding and execution of grant requirements
- Reputation with previous clients

Experience of Involved Staff

- Experience with similar type projects
- Key personnel – roles and experience

Availability

- Ability to provide access to qualified project team members on a continual basis
- Ability to commit available resources to the project

Submission & Selection Criteria

Submit your proposal in electronic format to Robert Davie, Warrenton Town Administrator, at townadministrator@warrenton.nc.gov no later than midnight, December 1, 2025. All firms are required to submit any questions regarding the RFQ to Robert Davie no later than COB, November 24, 2025.

The Town of Warrenton is an Equal Opportunity Employer. **Minority-owned businesses are encouraged to apply.**