



ROCKY MOUNT
WATER RESOURCES
THE CENTER OF IT ALL

Water/Wastewater Division

Request for Qualification #: 320-060123RP

**Open-End Design Contract: Water Sewer Professional A&E
Services**

Term: 03/01/2023 – 02/28/2025

Date of Issue: 1/13/2023

Response Deadline: 2/9/2023

2:00 p.m.

Direct all inquiries concerning this RFQu to:

Ramana Plemmer

Purchasing Manager

Email: Ramona.Plemmer@rockymountnc.gov

Phone: 252-972-1228

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I. PROJECT DESCRIPTION

The City of Rocky Mount is requesting statements of qualifications from professional engineering firms licensed in the State of North Carolina to provide engineering services on multiple projects related to the expansion and improvement of the water and sanitary sewer system. This RFQ will be used to pre-qualify firms for projects as needed during the 2023 to 2025 fiscal years.

II. PROJECT BACKGROUND

The contracted services may include, but are not limited to base mapping, system inventory, engineering feasibility studies, planning reports, hydraulic analysis, project design, permitting, ROW acquisition documents and construction administration. Projects will be assigned to the selected firm(s) on an as-needed basis pursuant to the needs of the city. Any contract resulting from this RFQ shall have a term limit of two (2) years with the option to renew for two (2) additional one-year terms. The contract(s) resulting from this RFQ shall be Task Order based Professional Engineering Services contracts.

Capital improvement projects are intended to address known infrastructure problems. Identified projects include valve replacement, high-duty pump replacement, water main lining, manhole rehabilitation, and water line replacement and repair. Brief descriptions of programmed projects to be considered for an award pursuant to this RFQ can be found in the next section.

III. OBJECTIVE OF THE REQUEST

The purpose of this RFQ is to select the firm determined to be best able to provide the required Professional Engineering Services based on the criteria specified herein and to generally set forth the terms and conditions whereby the City of Rocky Mount will contract with the selected firm. The Request for Qualifications packet submitted, and possible subsequent interviews shall serve as the basis for selection. The information provided in the RFQ package from the City is intended to give information to the prospective firms concerning the required services and the basis for awarding of the agreement for engineering services. It is not necessarily intended to completely define the selection criteria or contractual relationship to be entered into by the City of Rocky Mount and the successful firm(s).

The contracted services may include, but are not limited to the following:

- “Water Main Relining” for the Water & Sewer Division. The application could either be an In-situ spray application, Cured-In-Place lining, or replacement
- Replacement of high-duty pump at the Sunset Avenue Water Treatment Plant
- Upgrade the sludge handling system at the Tar River Water Treatment Plant
- Filter rehabilitation at the Sunset Avenue Water Treatment Plant
- Study of areas of low pressure in the water distribution system
- Study of sewer lift stations and recommendations for rehabilitation
- Upgrading various items at the Wastewater Treatment Plant, including but not limited to, electrical switchgear rehab, aeration basin rehab, improvement to sludge digesters

IV. PROJECT SCHEDULE

Event	Responsibility	Date and Time
Issue RFQ	City	Friday 1/13/2023
Submit Written Questions No Later Than	Designer	Monday 1/23/2023 12:00 (noon)
Provide Response to Questions/Addendum	City	Wednesday 1/25/2023
Submit Responses No Later Than	Designer	Thursday 2/9/2023 2:00 pm
Contract Award	City	TBD

V. QUESTIONS

Written questions shall be e-mailed to Ramona.Plemmer@rockymountnc.gov on the date and time specified above. Contractors will enter “RFQ # 320-060123RP – Questions” as the subject for the email.

Questions received prior to the submission deadline date, the Purchasing Manager's response, and any additional terms deemed necessary by the City of Rocky Mount will be posted in the form of an addendum to the Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and the City of Rocky Mount website and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise concerning this RFQ, shall be considered authoritative or binding. Vendors shall rely only on written material contained in an Addendum to this RFQ.

Inquiries should be submitted no later than the date and time noted in the schedule on page 3. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

VI. SELECTION CRITERIA

Respondents should address each of the evaluation criteria listed below and provide specific examples of projects they have undertaken that demonstrate their qualifications. Response document shall be no more than 25 pages (single sided). The page limit does include the coversheet but does not include any issued addenda.

Section I: Project Details

- A. Work Plan Approach: Provide a narrative or other form to explain your general approach to development of similar projects, development of design specifications, and bid/construction administration services.
- B. Experience: Provide examples of project related experience. Evaluation of experience will be based on the following:
 - a) Resumes of the proposed members of the program and design team who will be committed to the project(s). Resumes must include a description of the person's qualifications, professional licensing, and past experience with similar projects. 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.
 - b) Project related experience of the managing firm and subcontractors. Provide specific examples of similar or larger projects and all applicable contact information, including owner, contractor, and other parties.
- C. Schedule: Provide the following:
 - a) Discussion of current workload including current project commitments for the project team and resources available for the projects.

Section II: General Management

- A. Project Management and Implementation: Describe your process for project management and implementation and ensuring that the project stays within budget and is completed within the contract time.
- B. Quality Assurance and Quality Control: Discuss the firm's quality control/quality assurance procedures related to management of data collection and condition ratings.
- C. Legal Issues: Note if any lawsuits; Federal, State or Local tax liens; or any potential claims or liabilities pending against you, your firm, or the officers of the firm at this time. If yes, please explain.

VII. SUBMISSION CRITERIA:

Firms interested in performing the professional services requested must submit the following information:

1. Mail or hand deliver one (1) hard copy and one (1) electronic copy (USB) of their RFQ response. Note the firm (s) name, address, and phone number of the contact person on the cover of the envelope. RFQ responses shall not exceed 25 pages in length (excluding issued addenda).

RFQ responses shall be addressed to:

Attn: RFQu # 320-060123RP
City of Rocky Mount
Purchasing- Ramona Plemmer
331 S. Franklin Street
Rocky Mount, NC 27804

All RFQ responses shall be received by the date and time noted in the schedule on page 3. RFQ responses may be sent via US Mail, FedEx, UPS, or hand-delivered. **Faxed RFQ responses will not be accepted.**

VIII. METHOD OF AWARD

Responses will be reviewed by the City of Rocky Mount and evaluated based on the stated criteria. Submitting firms may be asked to supplement their initial response with additional written material. Depending on the results of the response evaluations, the City of Rocky Mount may select solely on the responses or may develop a shortlist of firms for interviews. The number of firms selected for an interview, if any, will be based on the recommendation of the selection panel taking into consideration all available information.

The City reserves the right to award this contract to the firm that it believes best demonstrates the ability to fulfill the requirements of the project. The successful firm(s) will be chosen based on the qualifications, selection criteria evaluation as demonstrated in the response, possible interviews, and other available information. All firms submitting a response will receive notification once the contract has been awarded.

IX. EQUAL OPPORTUNITY RIGHTS

The City of Rocky Mount does not discriminate in any of its projects and activities. The Consultant awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, on the basis of race, sex, religion, age, national origin, or disability.

X. CITY OF ROCKY MOUNT RIGHTS

The City of Rocky Mount reserves the right to reject all or portions of any or all responses, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the City. The City may, at its sole discretion, modify or amend any and all provisions herein. The City will not pay for any information herein requested, nor is it liable for any costs incurred by the participating firm.

The City of Rocky Mount reserves the right to extend the Request for Qualification submittal deadline if needed. All changes and/or clarifications will be distributed to all firms indicating interest in the form of addendums. A list of firms and others who have been issued Request for Qualification documents will be made available upon request.

XI. INSURANCE REQUIREMENTS

Prior to the commencement of performance, the successful firm / joint venture shall furnish to the City of Rocky Mount a certificate of insurance for workers' compensation and professional liability, (errors and omissions) with limits of not less than \$1,000,000.