



WATER RESOURCES DEPARTMENT

Request for Qualification #: 320-220822RP

Professional Engineering Services:

Wastewater System Asset Inventory and Assessment (AIA)

Date of Issue: 8/25/2022

Response Deadline: 10/6/2022

4:00 p.m.

Direct all inquiries concerning this RFQu to:

Ramona Plemmer

Interim Purchasing Manager

Email: Ramona.Plemmer@rockymountnc.gov

Phone: 252-972-1226

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“All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. All prospective contractors shall be responsible for complying with state law and local ordinances.”

I. PROJECT DESCRIPTION

The city of Rocky Mount has been awarded grant funding from the NCDEQ to assist in the completion of a Wastewater Collection System Asset Inventory and Assessment (AIA). The city invites submittal of responses to this Request for Qualifications (RFQu) from firms qualified in the State of North Carolina to perform engineering services.

II. BACKGROUND

The city of Rocky Mount owns and operates a wastewater collection system under Permit #WQCS000011 issued by the State of North Carolina. The city collects approximately 13 million gallons of wastewater daily and transports it through 413.8 miles of gravity collection lines, 23.1 miles of force mains, and 33 lift stations. This collection system receives wastewater from five municipalities and parts of Nash and Edgecombe counties. The collection system discharges to the Tar River Regional Wastewater Treatment Plant. The plant is permitted to treat twenty-one (21) million gallons per day of wastewater by a pure oxygen activated sludge process using the Air Products "A2O OASES" biological nutrient removal process which provides both nitrification (conversion of ammonia to nitrates) and denitrification (conversion of nitrates to gaseous nitrogen). The effluent is filtered and disinfected before being returned to the Tar River.

The city was awarded funds for an AIA of the wastewater utility in August 2022. It is expected that this project will take approximately 18-24 months to complete once a contract is awarded.

III. OBJECTIVE OF THE REQUEST

The purpose of this RFQu 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 RFQu 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:

- A. Complete inventory of sanitary sewer system and update system mapping.
 - Assess current mapping and system data.
 - Design database for GIS data collection and ongoing management.
 - Complete a thorough survey and assessment of system components.
 - Create GIS mapping and files for entire system.
 - Develop a flow model for each pump station and an overall sewer model for the entire system.
- B. Flow tracking to assess current capacity and to identify major sources of Inflow and Infiltration (I/I).
 - Track flow at strategic locations to identify current conditions and future growth limitations.
 - Narrow down primary locations of I/I with flow tracking at agreed upon manholes.
 - Develop recommendations and strategies for improving I/I issue.
- C. Develop an Asset Management Plan.
 - Utilizing assessment data from mapping, create a risk analysis.
 - Determine condition of critical system components.
 - Create a recommended Capital Improvement Plan priorities/needs list to include anticipated costs for infrastructure and ongoing operations and maintenance.
 - Set groundwork for upcoming rate study tied to existing system.
 - Examine possibilities for system expansion with general recommendations.

- D. Create Final Report for Council Review and Adoption.
- Document efforts, findings, and methods.
 - Compile results of work into final report.
 - Present report to City Council.

IV. PROJECT SCHEDULE

Action	Responsibility	Date/Time
Issue RFQu	City	Thursday August 25, 2022
Pre-Proposal Meeting	City	Thursday September 8, 2022, 2:30 pm
Submit Written Questions/Question Deadline	Vendors	Thursday September 29, 2022, 5:00pm
Provide Response to Questions/Addendum	City	Monday October 3, 2022
Submit Bids	Vendors	Thursday October 6, 2022, 4:00pm
Award Contract	City	TBD

V. QUESTIONS

Written questions shall be e-mailed to Ramona.Plemmer@rockymountnc.gov by the date and time specified above. Contractors will enter "RFQu #320-220822RP – 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 RFQu. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise concerning this RFQu, shall be considered authoritative or binding. Vendors shall rely only on written material contained in an Addendum to this RFQu.

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 20 printed pages (double sided), *excluding* cover, cover letter, and table of contents, which may or may not be provided at the discretion of the respondent.

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 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. Economic, Workforce, & Social Impacts: Demonstrate commitment to economic, workforce and social impartiality.
 - a) Provide information on past contracting opportunities awarded to minority owned and women owned firms. Include dates and ownership status of each firm.
 - b) If awarded this contract what are the subcontracting opportunities that would be subcontracted with minority or woman owned firms?
- D. Project Scope: Provide a recommended scope of work to include:
 - a) Provide as built drawings when completed.
 - b) Provide time table and cost estimates to facilitate bid
 - c) Drawings and Bid Specifications
 - d) Bid Administration Services
 - e) Construction Administration Services and Site inspections
- E. Schedule: Provide the following:
 - a) Discussion of current workload including current project commitments for the project team and resources available for the projects.
 - b) Provide a sample project schedule based on your recommended project approach. Project schedule should include key milestones, reasonable review times for the City, and estimated man-hours per task.

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:

- A. Name of firm.
- B. Location of firm's office(s) and address, email, and telephone number of office out of which work will be performed.
- C. Brief history of firm.
- D. List of key personnel to be directly involved in the project with a short bio. Also include a brief description of their responsibilities and relevant project experience.
- E. List of 3 recent AIA projects with contact information for local officials involved with the projects.
- F. Projected availability for personnel needed for this effort over the coming 18-month period.
- G. A proposed work plan/schedule for activities to be performed.
- H. Hourly rate schedule for personnel to be utilized on the project. In accordance with NCGS 143-64.31, DO NOT INCLUDE Lump Sum or Not-to-Exceed pricing for services.

Responses must be printed double-sided and are limited to a total of 20 printed pages, *excluding* cover, cover letter, and table of contents, which may or may not be provided at the discretion of the respondent. A sheet which has content on both sides shall be considered 2 pages. Respondents are requested not to include other generalized marketing information as part of the submittal documents.

Five (5) copies and one (1) digital copy (USB) of the Statement of Qualifications should be submitted no later than 4pm on Thursday, October 6, 2022. The copies shall be in a sealed envelope marked "Statement of Qualifications for Wastewater System AIA project." Proposals may be sent via US Mail, FedEx, UPS, or hand delivered. **Faxed or emailed proposals will not be accepted.**

RFQu responses shall be addressed to:

Attn: RFQu #320-220822RP
City of Rocky Mount
Purchasing- Ramona Plemmer
331 S. Franklin Street
Rocky Mount, NC 27804

Note the firm (s) name, address, and phone number of contact person on the cover of the envelope. All RFQu responses shall be received by the date and time noted in the schedule on page 4.

VIII. METHOD OF AWARD

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.

The firm(s) selected will be given the first right to negotiate an Agreement acceptable to the City. A detailed scope of work will be collaboratively developed by the selected firm and the City to base the fee schedule upon for the City's consideration. In the event that an Agreement satisfactory to the City cannot be reached, the City may enter into negotiations with one or more of the remaining firms. The successful firm shall commence work only after execution of an acceptable Agreement and approval of insurance certificates. The successful firm(s) will perform all services indicated in the response in compliance with the negotiated Agreement.

IX. EVALUATION CRITERIA

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 make a selection solely on the responses or may develop a short-list of firms for interviews. The number of firms selected for interview, if any, will be based on the recommendation of the selection panel taking into consideration all available information.

The Evaluation Criteria and their respective weights are as follows:

	EVALUATION CRITERIA	WEIGHT
A.	Completeness of Response: Responses to this RFQu must be complete. Responses that do not include the proposal content requirements identified within this RFQu and subsequent Addenda and do not address each of the items listed	Pass/Fail

	below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration.	
	Debarment and Suspension: Bidders, its principal and named subcontractors are not identified on the list of Federally debarred, suspended or other excluded parties located at www.sam.gov .	Pass/Fail
	References	Pass/Fail
B.	Qualifications, competence, and reputation of firm and personnel	40 Points
C	Related experience on similar, recent projects	40 Points
D	Ability to meet time/schedule requirements	10 Points
E	Demonstrated familiarity with locality and NCDEQ grant process	10 Points
Economic, Workforce and Social Impacts		
	MWBE: Points equaling five percent (5%) of bidders total score, for the above Evaluation Criteria, will be added. This will be the bidder's <u>final score</u> for purposes of award evaluation.	Five Percent (5%)

X. 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.

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 \$1,000,000.00.

HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this IFB. Any questions concerning NC HUB certification, contact the **North Carolina Office of Historically Underutilized Businesses** at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

- a) Is Vendor a Historically Underutilized Business? ☐ Yes ☐ No
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? ☐ Yes ☐ No

If so, state HUB classification:

MINORITY BUSINESS PARTICIPATION

For professional service contracts, firms submitting responses to this solicitation have the responsibility to make a good faith effort to solicit minority sub-contracting proposals and to attain the aspirational ten percent (10%) goal. We encourage all firms even MWBE/DBE/HUB firms to obtain the ten percent (10%) goal where sub-contracting opportunities exist.

IDENTIFICATION OF MINORITY BUSINESS PARTICIPATION AND GOOD FAITH

I,
(Name of Bidder)

do hereby certify that on this project, we will use the following HUB / minority business as subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #	Work Type	*Minority Category

*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

Non-certified HUB and MWBE vendors/contractors will be counted towards the City participation goals but

not the State participation.

CITY OF ROCKY MOUNT - Listing of Good Faith Efforts

County of

I , have made a good faith effort to comply under the following areas checked:
(Name of Bidder)

Bidders must earn at least 15 points from the good faith efforts listed for their bid to be considered responsive. If extenuating circumstances prevent 15 points from being met an explanation must be provided for a bid to be considered.

- ☐ **1 – (5 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government-maintained lists, at least 7 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ **2 --(5 pts)** Made all plans, specifications, and requirements available for review by prospective minority businesses or providing these documents to them at least 7 days before the bids are due.
- ☐ **3 – (5 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ **4 – (5 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ **5 - (5 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

If the goal of 10% participation by HUB Certified or minority businesses is not achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- a) Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- b) Copies of redacted quotes or responses received from each firm responding to the solicitation.
- c) A telephone log of follow-up calls to each firm sent a solicitation.
- d) For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of redacted quotes received from all firms submitting quotes for that particular subcontract.
- e) Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- f) Copy of pre-bid roster
- g) Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.

- h) Letter detailing reasons for rejection of minority business due to lack of qualification.
- i) Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.