

# ***REQUEST FOR QUALIFICATIONS***



## **PROFESSIONAL ENGINEERING SERVICES**

# **ELEVATED WATER TANK, WELLS AND ASSOCIATED IMPROVEMENTS**

**For Scott's Hill Water & Sewer District - Burgaw, NC**

**RFQ # 200807-107**

**Date of Issue: August 7, 2020**

**Statements of Qualifications Due: August 21, 2020**

**Time: 3:00 PM (EST)**

### **Issued for:**



### **PENDER COUNTY UTILITIES**

***Kenneth Keel, PE, Director***

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### **Issued By:**

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**REQUEST FOR QUALIFICATIONS (RFQ)  
PROFESSIONAL ENGINEERING CONSULTING SERVICES**

**ELEVATED WATER TANK, WELLS, AND ASSOCIATED IMPROVEMENTS**

**For SCOTT'S HILL WATER & SEWER DISTRICT**

**Burgaw, NC**

**August 7, 2020**

**GENERAL**

The Scott's Hill Water & Sewer District (SHWSD) and Pender County Utilities (PCU) are seeking Statements of Qualifications (SOQ) from consulting engineering firms experienced with elevated water tank and well design. The engineering firm will provide complete design, permitting, and construction administration/observation of a proposed 300,000 gallon elevated water plant, 3 water supply wells, and related water utilities improvements planned for the US 17 corridor in Eastern Pender County.

**SUBMISSION OF SOQ**

Firms are invited to submit a SOQ to the SHWSD by no later than **3:00 PM on August 21, 2020**. Submittals received after this deadline will not be considered. Firms shall submit an electronic document in .pdf format. Reference RFQ # 200807-107.

SOQ's shall be limited to **20 pages or less**, excluding cover page and tabs.

A reply will be sent to the email address submitting the statement of qualifications to confirm receipt. It is the submitting firm's responsibility to confirm that SHWSD has received the statement of qualifications via email. If email reply is not received, please call 910-259-0212 before deadline for submission.

Submitted information shall comply with NCGS 143-64.31 through 64.34 (aka Mini Brooks Act).

Firms submitting Qualifications are encouraged to carefully check for conformance to the requirements stated herein. Qualifications that do not meet all of the noted requirements or are sent to any address other than that noted, will be disqualified. No exception will be granted.

Any questions concerning this RFQ should be directed to Kenny Keel, Director, Pender County Utilities, at [kkeel@pendercountync.gov](mailto:kkeel@pendercountync.gov) or (910) 259-0212 no later than August 14, 2020 at 10:00am. Questions will be answered in the form of an Addendum on August 17, 2020.

Statements of Qualifications shall be submitted to:

Kenny Keel, Director  
Pender County Utilities / RPTWSD  
[kkeel@pendercountync.gov](mailto:kkeel@pendercountync.gov)

## **BACKGROUND & SCOPE OF WORK**

The existing Pender County surface water treatment plant (SWTP) is located on the western side of the county service area. The eastern portion of the service area (including the Rocky Point Topsail Water and Sewer District) currently receives all of its water supply from the Pender County SWTP via a booster pump station and single 12-inch diameter transmission main that extends approximately 19 miles. The capacity of the transmission main is inadequate for existing peak demands (as exhibited in May 2019 when a boil water advisory and water shortage emergency notice were issued). In addition, the existing transmission main provides no redundancy and is vulnerable during flooding (as experienced during Hurricane Florence).

This project is intended to increase the water system resiliency and storage for the Scott's Hill area. This project includes:

- 1) New 300,000-gallon elevated water storage tank to expand storage for the Scott's Hill Water and Sewer District and eastern portions of the distribution system.
- 2) Approximately 13,800 linear feet of 8-inch diameter waterline to provide increased capacity to fill the new elevated storage tank (size and length subject to change).
- 3) Three new groundwater production wells to provide additional water supply capacity in emergency situations.

ASADRA funding for the project was approved in July 2020 by the NCDEQ-Division of Water Infrastructure. The approved ASADRA funding includes the following deadlines, which must be met by the selected consultant:

Engineering Report Submittal	December 1, 2020
Engineering Report Approval	May 3, 2021
Bid and Design Package Submittal	November 1, 2021
Bid and Design Package Approval	March 1, 2022
Advertise Project, Receive Bids, Submit Bid Information, and Receive Authority To Award	July 1, 2022
Execute Construction Contract(s)	August 1, 2022

An engineering report on the proposed project was completed by CDM Smith in December 2019, entitled "Eastern Pender Service Area Water System Improvements." The report is available for review at

<https://pendercountync.civicweb.net/document/25193/Presentation%20of%20Eastern%20Pender%20Service%20Area%20Wat.pdf?handle=54879721412F4CDE980EEDFD01DAA4B1>

It is anticipated that the information in this report can be used by the selected consultant in the preparation of the Engineering Report required by NCDWI for project funding.

Engineering services shall include, but not be limited to, the following:

- Engineering Report/Environmental Information Document
- Design phase services
- Funding coordination
- Environmental Assessment/CE
- Water system modeling
- Surveying
- Easement Mapping (if required)
- Subsurface Utility Engineering
- Permitting Phase Services
- Bid & Award Phase Services
- Construction Administration
- Construction Observation

## **EVALUATION**

Firms submitting Qualifications to perform the work noted will be evaluated based upon the firm's experience, personnel knowledge & experience with similar projects, references, accurate response to criteria in the RFQ, and other criteria. Consultants must demonstrate their level of competence and qualification to complete the services noted in the scope of work.

Sub-consultants to be utilized for geotechnical, hydrogeology, electrical, mechanical, and/or other relevant work must be listed in the Statement of Qualifications.

Criteria that may be used to select an engineer includes the following:

1. Design experience for elevated water tanks, wells, and water distribution systems.
2. Experience with water utilities and environmental permitting.
3. Accuracy on project cost estimates by the project team.
4. Ability to deliver projects on-time within a tight schedule, and commitment to meet the project schedule. The consultant shall have personnel and resources available to meet the noted schedule.
5. Experience working with Hydrogeologists for well design, construction, performance, and data interpretation.
6. Understanding of the scope of work, along with water system and project challenges.

7. Water pipeline modeling for the design of potable water transmission mains, proven history of pipeline design, sizing, and routing.
8. State & local regulatory experience.
9. Experience with SRF funding, including funding applications, project design, and construction administration of projects with these funding sources.

## **SCHEDULE**

1. Questions about this RFQ submitted by 10am August 14, 2020.
2. Addendum with Answers issued August 17, 2020.
3. SOQs due by 3pm August 21, 2020.
4. Decision on selection by September 8, 2020.
5. Engineering contract negotiations and finalization by September 18, 2020.
6. Engineering contract consideration by SHWSD Board on October 5, 2020.
7. Project schedule to follow dates noted in Scope of Work.

## **REQUIREMENTS**

Qualifying Statements shall include:

1. Firm name, address, telephone number, fax number, email address, web address, and contact person(s).
2. Year in which the firm was established and any former names under which the firm operated.
3. Qualifications and experience of personnel who would be performing design services for the project(s) by providing:
  - a. A list of design projects demonstrating experience/understanding of the experience described in this RFQ. Project information shall include:
    - i. a summary of the scope of work and deliverables,
    - ii. the owner of the project, and
    - iii. the name, number and email of a reference for the project.
4. References for similar projects completed, including owner contact information.

5. Information related to items noted in the Evaluations section of this RFQ.
6. Fee schedule for firm's staff and services.
7. SOQ submittal is limited to 20 printed pages maximum, excluding cover page & tabs.

The following criteria will be deemed necessary for approval of a contract with the selected firm and can be submitted after selection:

- The firm must meet the following insurance requirements.
  - General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate. SHWSD & PCU must be additional insured
  - Workers Compensation \$500,000/\$500,000/\$500,000
  - Auto Liability Insurance \$1,000,000 per occurrence combined single limits applicable to claims due to bodily injury and/or property damage
  - Professional Liability not less than \$1,000,000 per loss.
- Any firm wishing to be considered must be properly registered with the Office of the Secretary of State of NC and the NC Board of Examiners for Engineers & Surveyors.

## **NOTIFICATION**

The selected firm will be notified by telephone and/or email.

The SHWSD reserves the right to reject any and all submissions, decline to proceed with selection of any firm, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications. Nothing in this document shall require SHWSD & PCU to proceed with design and/or construction.