

# ***REQUEST FOR QUALIFICATIONS***



## **PROFESSIONAL ENGINEERING SERVICES**

### **US 421 SEWER PUMP STATION, FORCE MAIN, & WATER MAIN**

**For Pender County Utilities - Burgaw, NC**

**RFQ # 210921-209**

**Date of Issue: September 21, 2021**

**Statements of Qualifications Due: October 20, 2021**

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

**Issued for:**



**PENDER COUNTY UTILITIES**

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

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P.O. Box 995

Burgaw, NC 28425

Phone - 910.259.0212

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Email – [kkeel@pendercountync.gov](mailto:kkeel@pendercountync.gov)

**Issued By:**

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

**US 421 SEWER PUMP STATION & FORCE MAIN**

**For PENDER COUNTY UTILITIES**

**Burgaw, NC**

**September 21, 2021**

**GENERAL**

Pender County Utilities (PCU) is seeking Statements of Qualifications (SOQ) from consulting engineering firms experienced with sewage pump station and force main design. The engineering firm will provide complete design, permitting, and construction administration/observation of a proposed 0.75 MGD capacity sewage pump station, approximately 5 miles of 10" force main, and related wastewater utilities improvements planned for the US 421 corridor in western Pender County. Approximately 14,000 feet of 12" water line along Blueberry Road will also be included.

**SUBMISSION OF SOQ**

Firms are invited to submit a SOQ to the PCU by no later than **3:00 PM on October 20, 2021**. Submittals received after this deadline will not be considered. Firms shall submit an electronic document in .pdf format.

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 PCU has received the statement of qualifications via email. If email reply is not received, please call 910-259-0212 before the 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 October 13, 2021 at 10:00am. Questions will be answered in the form of an Addendum on October 15, 2021.

Statements of Qualifications shall be submitted to:

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

## **BACKGROUND & SCOPE OF WORK**

The existing Pender Commerce Park wastewater treatment plant (WWTP) is located adjacent to the Pender Commerce Park and surface water treatment plant just off US 421 near the southern border of Pender County. This plant currently serves only the Pender Commerce Park, but Pender County desires to expand its service area to encourage development along the US 421 corridor. The WWTP currently has a 0.5 MGD capacity (approximately 0.1 MGD in use) and is expandable to 4 MGD.

This project proposes to install a wastewater pump station facility near the intersection of Blueberry Road and US 421, and construct a force main from the station to the existing WWTP. The anticipated capacity of the pump station is 0.75 MGD (to allow for future growth) and the force main size is anticipated to be 10". The length of the proposed main is approximately 5 miles and is anticipated to be constructed within or mostly within the US 421 right-of-way. Also proposed is a 12" water line along Blueberry Road from US 421 (existing 24" main) to Riverland Drive (existing 8" main) to complete a loop of the existing water system.

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

- Design phase services
- Funding coordination (construction funding source not yet determined)
- Environmental Assessment/CE/Other required environmental evaluations
- 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 wastewater pump stations of similar size, wastewater force mains, and water mains.
2. Experience with water and wastewater utilities and environmental permitting.
3. Accuracy on project cost estimates by the project team.
4. Ability to deliver projects on-time and on-schedule. The consultant shall have personnel and resources available to perform the work.
5. Experience working with sub-consultants required for the work, or ability to perform work in-house.
6. Understanding of the scope of work, along with potential project challenges.
7. State & local regulatory experience.
8. Experience with various potential funding sources, including funding applications, project design, and construction administration of projects with these funding sources.

## **SCHEDULE**

1. Questions about this RFQ submitted by 10am October 13, 2021.
2. Addendum with Answers issued October 15, 2021.
3. SOQs due by 3pm October 20, 2021.
4. Decision on selection by November 3, 2021.
5. Engineering contract negotiations and finalization by November 18, 2021.
6. Engineering contract consideration by Pender County Board on December 6, 2021.
7. Further scheduling to be determined and established within the engineering contract to the extent possible.

## **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. Standard 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. 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.

PCU 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 PCU to proceed with design and/or construction.