

# ***REQUEST FOR QUALIFICATIONS***



## **PROFESSIONAL ENGINEERING SERVICES**

### **Water Plant Generator & Wastewater Plant Berm**

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

**RFQ # 211214-219**

**Date of Issue: December 14, 2021**

**Statements of Qualifications Due: January 11, 2022**

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

**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**

**Water Plant Generator & Wastewater Plant Berm**

**For PENDER COUNTY UTILITIES**

**Burgaw, NC**

**December 14, 2021**

**GENERAL**

Pender County Utilities (PCU) is seeking Statements of Qualifications (SOQ) from consulting engineering firms experienced with the design of protective flood control berms and natural gas fueled generators. The engineering firm will provide complete design, permitting, and construction administration/observation of a proposed approximately 1100 linear foot flood control berm around a portion of the PCU wastewater treatment plant (WWTP), and an approximately 1500 kW natural gas generator at the water treatment plant (WTP). Both plants are located on Quality Way off US 421 in southwestern Pender County, adjacent to the Pender Commerce Park.

The Preliminary Engineering Report for this project is available upon request from the Pender County Utilities Director, Kenny Keel (contact information noted below).

**FUNDING**

Pender County has received a \$1,575,000 Economic Development Administration (EDA), US Department of Commerce Grant (04-01-07673) to assist in the design and construction of a permanent fixed natural gas fueled generator at Pender County's water treatment plant and a berm around the County's adjoining Pender County wastewater treatment plant. Selected engineering and construction firms must meet Federal contract requirements.

**SUBMISSION OF SOQ**

Firms are invited to submit a SOQ to the PCU by no later than **3:00 PM on January 11, 2022**. 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 January 5, 2022 at 10:00am. Questions will be answered in the form of an Addendum on January 7, 2022.

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 proposed project includes improvements to both plants to address issues that arose during the aftermath of Hurricane Florence in September 2018. Both the Pender County Water Plant and Wastewater Treatment Plant were designed based on existing and approved flood maps. This proposed project is necessary to eliminate potential power losses to the WTP in normal and extreme flooding events, and to eliminate flooding of the WWTP site that could cause damage and cease operations of the plant.

While the WTP currently has a diesel generator to run the plant during emergencies, widespread flooding of roadways in the county and surrounding areas threatened delivery of diesel fuel following Hurricane Florence. The installation of an approximately 1500 kW natural gas fueled emergency generator will eliminate the need for diesel deliveries during an extreme event.

Portions of the WWTP were flooded following Hurricane Florence. Floodwaters rose approximately 6 feet higher than the 500-year flood elevation. The entire plant was constructed several feet higher than this flood zone; however, due to the extreme flooding, the UV disinfection facility, tertiary filters, and influent pump station were inundated with flood waters and unable to operate for several weeks following Florence. The construction of an approximately 1,100 feet long flood control berm around the back of the plant and drainage modifications will prevent future flooding of the site. The berm is anticipated to be up to 5 feet tall and will vary in height subject to the surrounding grade. Drainage modifications will focus on preventing floodwaters on the discharge end of drainage piping from coming into the site.

This project proposes to install an approximately 1100' berm around the WWTP and install a natural gas powered approximately 1500kW generator at the surface water treatment plant. The flood control berm should be constructed to at least 5 feet, some places may be higher or lower due to existing elevations.

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

- Design phase services
- Funding requirements compliance

- Surveying
- 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, 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 with emergency generators and flood-control berms.
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 on projects with Federal funding sources, including project design and construction administration of projects with Federal funding sources. EDA-funded project experience is desired, but not required.

## **SCHEDULE**

1. Questions about this RFQ submitted by 10am January 5, 2022.
2. Addendum with Answers issued January 7, 2022.

3. SOQs due by 3pm January 11, 2022.
4. Decision on selection by January 21, 2022.
5. Engineering contract negotiations and finalization by February 4, 2022.
6. Engineering contract consideration by Pender County Board on February 22, 2022.
7. Design complete and permitting start by August 31, 2022.
8. Advertise for construction by October 28, 2022.
9. Construction bids due by November 30, 2022.
10. Construction start by February 28, 2023 (firm funding deadline).
11. Construction completion by February 28, 2025 (firm funding deadline).

## **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.