

REQUEST FOR QUALIFICATIONS

WASTE WATER TREATMENT PLANT IMPROVEMENTS



RELEASE DATE: MARCH 23RD, 2020

DUE DATE: 5:00 P.M., FRIDAY, APRIL 10TH, 2020

*Town of Pembroke
100 S. Union Chapel Road
PO Box 866
Pembroke, NC 28372*

TOWN OF PEMBROKE
REQUEST FOR QUALIFICATIONS-ENGINEERING SERVICES
Waste Water Treatment Plant Improvements
Engineering Services

March 23rd, 2020

Dear Offeror:

This is a Request for Qualifications to provide engineering services in connection with the Town of Pembroke, Waste Water Treatment Plant Improvements Project. Project activities include engineering services.

You are invited to submit a proposal of qualifications to be received not later than 5 PM on **APRIL 10TH, 2020** to:

Tyler Thomas
Town Manager
100 S. Union Chapel Road
Pembroke, NC 28372
Phone: 910-521-9758
Fax: 910-521-0472
Email: tyler@pembrokenc.com

THREE copies of the proposal should be submitted in accordance with the following sections of this Request for Qualifications:

- A.** Scope of Work
- B.** Project Schedule
- C.** Hourly Rate Schedule
- D.** Proposal Content
- E.** Factors for Award/Evaluation Criteria

The Town of Pembroke will enter into a contract with the Engineering Firm whose proposal of qualifications is determined to be the most advantageous to the Town. Factors to be considered, the method used in the evaluation of the proposal, and selection of the Engineer are set forth in Section E.

The Town does not discriminate based on race, color, religion, sex, national origin, handicap, age or familial status and encourages proposals from **(and/or associating or partnering with)** small, minority, and female-owned businesses, and locally owned/operated businesses.

This information is available in Spanish and any other language upon request. Esta información está disponible en español o en cualquier otro idioma bajo petición.

If you have any questions concerning this Request for Qualifications, please contact Tyler Thomas, Town Manager, Town of Pembroke, at contact information above.

TOWN OF PEMBROKE
REQUEST FOR QUALIFICATIONS-ENGINEERING SERVICES
Waste Water Treatment Plant Improvements

A. SCOPE OF WORK

The Town of Pembroke has received a *Letter of Intent to Fund* certain Wastewater Treatment Plant (WWTP) Improvements, at the Town's existing WWTP, from the NC Department of Environmental Quality (NCDEQ). The project involves replacement of the WWTP headworks to include new screening and grit removal systems. In addition, the project includes the replacement of a caustic storage building and replacement of the rotors, motors, and baffles of the facility's oxidation ditch equipment with no increase in wastewater treatment capacity.

The Town does not have engineering staff necessary for the proposed activities. The Town is soliciting proposals from qualified consulting firms to provide engineering services for the preliminary design, final design, construction administration, construction observation and loan administration of the project. The project shall be completed in accordance with NCDEQ's Clean Water State Revolving Fund (CWSRF) loan schedule to avoid jeopardizing funding.

Below are the specific tasks requiring assistance:

1. Basic Design Services. The Engineer will design the wastewater treatment plant improvements to meet the standards of the North Carolina Department of Environmental Quality and the Town of Pembroke. These preliminary and final design services will include, but not be limited to, the following:
 - a. Prepare Engineering Report and required Environmental Documentation for the Project and submit to the Division of Water Infrastructure for approval.
 - b. Perform design survey and initial investigations, coordination with necessary regulatory authorities, prepare preliminary plans and sketches, prepare detailed drawings, technical specifications, bidding documents and contract documents. The Engineer shall prepare contract documents for distribution to bidders which include all addenda, notice and instructions to bidders, model contract agreement, general and supplemental general conditions, technical specifications, and all other compliance forms required by the funding agencies.
 - c. Submission of plans and specifications to the State (i.e. regulatory agencies) and the Town for review and approval prior to bid advertisement. Resolve, in an expeditious manner, any deficiencies in these documents as may be required by the Town and regulatory agencies.

2. **Contract Administration Services.** The Engineer shall provide contract administration services to include, but not limited to:
 - a. Placement of notice to bidders and advertisement for bids.
 - b. Attend bid opening, tabulate bid proposals, analyze and make recommendations to the Town.
 - c. Assist with the preparation and execution of the Construction Contracts.
 - d. Assist with preconstruction conference.
 - e. Check and approve necessary shop and working drawings.
 - f. Prepare change orders as may be required.
 - g. Conduct monthly site visits and progress meetings.
 - h. Make clarifications and interpret the Construction Contract document.
 - i. Review and approve estimates for progress and final payment.
 - j. Project closeout conference.
3. **Construction Observation Services.** The Engineer will be required to provide construction observation services to include, but not be limited to:
 - a. General engineering observations of the work appropriate to the stage of construction.
 - b. Report to the construction administrator when the work is unsatisfactory, faulty, or defective, or does not conform to the contract documents.
 - c. Make final observation of all construction and provide a written certification of final observation to the Town, and appropriate State regulatory agencies.
4. **CWSRF Loan Administration Services**
 - a. Assist the Owner in the administration of the CWSRF loan including the review of the contractor's DBE documentation, review of contractor's payrolls, preparation and submittal of loan drawdown requests and submittal of other documentation required by the Division of Water Infrastructure.

B. PROJECT SCHEDULE

The project is expected to commence immediately upon contract award. A final schedule will be further developed after selection of Engineer. A copy of the Town's "Letter of Intent to Fund", including accompanying CWSRF milestone schedule, is attached as Appendix "A".

C. HOURLY RATE SCHEDULE

For purposes of evaluating proposals of qualifications and in accordance with the Brooks Act and N.C.G.S. 143-64.31, the Engineer is requested to submit only its **standard rate schedule**. The rates should include fringe benefits, indirect costs and profit. The Engineer's charge for reimbursable expenses should also be provided. Upon review of qualifications, the Town will negotiate a final contract fee with the selected consultant(s) whose qualifications are most advantageous to the Town. The rate schedule will *not* be the sole criteria for selection of the Engineer. The Engineer should not submit a total project price or fee to complete the scope of

work. It is not part of the evaluation criteria. Submission of a total project price or fee may result in disqualification of the firm's proposal by the Town.

D. PROPOSAL CONTENT

The Engineer's proposal must contain the following parts and be no longer than 15 single-sided pages, plus a cover page and any dividers (optional):

- 1. Technical Approach/Understanding of the Project.** Describe the approach to be taken in addressing the proposed scope of work, as well as opportunities for optimizing the funds available. This description is to include delineation of specific tasks to be undertaken.
- 2. Work Management Plan/Experience of Proposed Personnel.** Describe the management plan to be used, staffing configurations, etc. specifying work to be completed relative to the Project. Brief resumes of the individuals involved in the project are required.
- 3. Experience of the Firm.** Provide a brief description of relevant experience specific to the proposed scope of work. Please list a reference for each project. Make sure the contact listed for each project was employed at the time the firm provided the services. If the local staff person who is most familiar with your work is no longer with the locality, include current contact information or indicate why the person can no longer be contacted.
- 4. Familiarity with Locality.** Include a list of project experience conducted within Robeson County. Describe any other project experience or related work that indicates the firm's level of understanding and familiarity with the area.
- 5. Standard Rate Schedule.** (See Section C, above.)
- 6. Proposed Schedule.** Provide a schedule for completion of major milestones and tasks and an approximate final project completion date.

E. FACTORS FOR AWARD / EVALUATION CRITERIA

The following factors will be used in evaluating Consultant's proposal of qualifications and negotiation of a contract:

Criteria	Points
Technical Approach / Understanding of Project	25
Qualifications, Competence and Reputation of Firm and Personnel	20

Firm's Capability to Meet Time and Project Budget Requirements	15
Related Experience on Similar Projects	30
Recent and Current Work for the Town / Familiarity with Locality	10
Maximum Total Points	100

Qualifications will be reviewed by a selection committee and a recommendation will be forwarded to the Town Council for consideration in May of 2020. After considering factors outlined in Section E, the engineering firm(s) will be selected based on qualifications most advantageous to the Town, subject to negotiation of fair and reasonable compensation. The Engineer will be notified by mail of the Town's selection.

APPENDIX A



NORTH CAROLINA
Environmental Quality

ROY COOPER
Governor

MICHAEL S. REGAN
Secretary

Kim H. Colson
Director

March 2, 2020

Mr. Tyler Thomas, Town Manager
Town of Pembroke
PO Box 866
Pembroke, NC 28372

Subject: Letter of Intent to Fund
Wastewater Treatment Plant
Improvements
Fall 2019 Application Cycle
Project No.: CS370465-03

Dear Mr. Thomas:

The Division of Water Infrastructure has reviewed your application, and the State Water Infrastructure Authority has approved your project as eligible to receive a Clean Water State Revolving Fund (CWSRF) loan of \$1,542,000. 25 percent of the loan (up to a maximum of \$385,500) will be forgiven, and the remainder will be repayable at a maximum interest rate of 0.38%. A loan fee of 2% will be invoiced after bids have been received.

Please note that this intent to fund is contingent on approval of the loan through the Local Government Commission and on meeting **all** of the following milestones:

<u>Milestone</u>	<u>Date</u>
Engineering Report Submittal	July 1, 2020
Engineering Report Approval	December 1, 2020
Bid and Design Package Submittal	June 1, 2021
Bid and Design Package Approval	October 1, 2021
Advertise Project, Receive Bids, Submit Bid Information, and Receive Authority To Award	February 1, 2022
Execute Construction Contract(s)	March 1, 2022

The first milestone is the submittal of an Engineering Report by close of business on July 1, 2020. The Engineering Report must be developed using the guidance found on our website (<https://deq.nc.gov/about/divisions/water-infrastructure/i-have-funding/engineering-reportenvironmental-information>). **Failure to meet any milestone may result in the forfeiture of funding for the proposed project.**



Upon detailed review of the project during the funding process, it may be determined that portions of your project are not eligible for funding and the total funding amount may be reduced. Additionally, changes in the scope or priority points awarded – based on additional information that becomes apparent during project review – may also result in changes to the total funding amount and loan terms.

Davis-Bacon Requirements and American Iron and Steel Provisions

Projects funded through the State Revolving Fund (SRF) program must comply with Davis-Bacon wage requirements and American Iron and Steel provisions. You can find standard specifications covering these requirements on our website.

Joint Legislative Committee on Local Government Notification Requirements

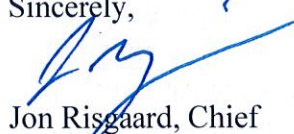
In accordance with G.S. 120-157.2, local government units with projects that require debt to be issued greater than \$1,000,000 **must** submit a letter to Committee Chairs, Committee Assistant, and the Fiscal Research Division of the General Assembly at least 45 days prior to presentation before the Local Government Commission. You are responsible for submitting that letter and providing a copy to the Division.

Brooks Act Compliance

Projects funded through the CWSRF program must comply with the federal Brooks Act for the selection of architectural and engineering services. SRF projects cannot be exempted from qualification based selection of these services under N.C.G.S. 143-64.32. Any services provided that were not selected in compliance with federal requirements will be ineligible for reimbursement.

If you have questions, please contact Anita Robertson, PE, Wastewater Projects Unit Supervisor, at 919-707-9174.

Sincerely,



Jon Risgaard, Chief
State Revolving Fund Section

CC: Miles Galloway PE, The Wooten Company, Greenville
Anita E. Robertson, PE
Mark Hubbard, PE
Project File (**COM_LOIF**)