

Request for Qualifications Professional Engineering On-Call Services

Submit to:

Town of Eureka

Attn: Manasa Cooper

C/O NC Department of State Treasurer

State and Local Government Finance Division

3200 Atlantic Avenue

Raleigh, NC 27604

Date of Issue: Wednesday, March 2, 2022

Proposals Due: Wednesday, March 9, 2022

Time: 5:00 pm

If you have received this Request for Qualifications from a source other than a representative of the Town of Eureka, it is the responsibility of the proposer to ensure that all addenda have been received. Bidders can notify Manasa Cooper by email at manasa.cooper@nctreasurer.com to ensure that your company is added to the distribution list.

However, it is still the responsibility of the proposer to ensure that all addenda are received prior to submitting a proposal.

REQUEST FOR QUALIFICATIONS (RFQ) TOWN OF EUREKA

SOLICITATION

The Town of Eureka is seeking qualified professional engineering consulting firms **for the following professional disciplines:**

**Wastewater Treatment and Sewer Collection
General Civil and Environmental Engineering**

Candidates will provide “on call” “as needed” professional services work for Town of Eureka.

A copy of the RFQ with the scope of work will be available in electronic format on the NC Department of State Treasurers Town of Eureka webpage at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/town-eureka> and will be available at Eureka Town Hall, 103 West Main Street, Eureka NC.

Please note that the scope of this RFQ is limited to the Asset Inventory Assessment, listed as item number 1 under the Scope of Services. The project schedule requires a completion of the work as quickly as possible.

The completed application must be completed and delivered to Manasa Cooper, Finance Officer at the address listed below. The envelope should be sealed with “RFQ-2022-Professional Engineering On-Call Services” listed on the outside of the envelope. **All qualification packets must be received on or before 5:00 pm on Wednesday, March 9, 2022.**

Mailing Address: Town of Eureka
C/O NC Department of State Treasurer
State and Local Government Finance Division
3200 Atlantic Avenue
Raleigh, NC 27604

Physical Address: Same as Above

The application package can be submitted electronically to Manasa Cooper at manasa.cooper@nctreasurer.com.

Town of Eureka invites and encourages participation in this procurement process by businesses owned by minorities, women, and disabled business enterprises. **Town of Eureka reserves the right to reject any and all RFQ’s.**

INTRODUCTION

Town of Eureka is seeking a qualified professional engineering consulting firm to conduct on-call engineering activities for a variety of services. Town of Eureka intends to complete a variety of technical, engineering, and consulting services under this on-call program as needed, to support its public services and facilities to Town residents. Examples of this project are listed below to help respondents provide their qualifications; however, it is not intended to limit projects that meet the overall intent of the on-call.

TYPES OF PROJECTS

The projects can be categorized as follows, with example projects listed below by category:

1. Wastewater Collection System Projects:
 - a. Collection System Inspection, Evaluation, and Survey
 - b. Collection System Modeling and Rehabilitation
 - c. Collection System Extensions
 - d. Collection System Improvement Design
 - e. Collection System Hydraulic Modeling
 - f. Other collection system projects as needed
2. Wastewater Treatment Projects
 - a. Treatment plant development and planning
 - b. Plant location, development and permitting services
 - c. Exploring new technology in wastewater treatment processes
3. General Civil and Environmental Projects
 - a. Permit and funding applications
 - b. Construction bidding, observation, and inspection
 - c. Other professional services projects as needed

One or multiple firms may be selected as qualified for each category, and firms may be selected as qualified in more than one category.

SCOPE OF SERVICES

1. **Asset Inventory Assessment.** This includes preparation of an Asset Inventory Assessment for the Town of Eureka's sewer system infrastructure in accordance with the North Department of Environmental Quality (DEQ), Division of Water Infrastructure (DWI). The assessment shall be prepared in accordance with the guidance document entitled "Water and Wastewater Utility Evaluation Guidance Document: Asset Inventory & Assessment, Capital Cost, and Operating Cost Analyses". A copy of this document is attached as Appendix A to this RFQ. This work is funded solely by Asset Inventory Assessment grants from the Division of Water Infrastructure and not by funds of the Town of Eureka.
2. **Surveying and field services as needed.** This may include engineering surveying, property research and surveying, right-of-way surveying / descriptions, and hydrographic surveys. Both traditional and GPS surveying methods would be included. Experience resolving conflicts with utilities while designing or managing construction projects is a plus. Preparation of property maps and plats suitable for recording may be required for some projects.

3. **Engineering analysis, studies, design, and construction plans, and specifications as related to wastewater management projects.** This may include designs for distribution and collection systems, impoundments, water treatment and reclamation facilities. SCADA integration capabilities for projects involving control improvements or upgrades may be required. Preparation of estimated quantities and project probable construction cost estimates would be included in this task.
4. **Field identification and delineation of streams and wetlands as needed.** Analysis, design, and construction plans and specifications for stream stabilization and restoration projects, using innovative techniques where possible.
5. **Engineering design and construction plans and specifications for design projects related to wastewater collection.** Projects may include booster pump stations, lift stations, force mains, storage tanks, retaining walls, culverts, water-control structures, etc. Geotechnical and specialty testing services, for example, tank or piping coating application testing and inspections, may be needed for certain projects and expertise in these areas should also be addressed.
6. **Engineering services associated with sewer data management, analysis, and modeling to meet Federal, State and local regulatory requirements and support Town planning and alternative evaluation efforts.** Distribution and collection system evaluations, to include modeling, water and sewer system sizing, sanitary sewer evaluation surveys (SSES), flow monitoring, manhole inspections, capacity analysis, and pump station analysis and design may be required as part of this task. This could also include FEMA Floodplain/Floodway modeling as well as Flood routing and any other Hydrologic and Hydraulic modeling and analysis.
7. **Preparation of contract bid documents and management of the bid process for wastewater improvement projects.** Consultants should demonstrate an understanding of the Town's Construction Bidding Process. Construction administration and oversight may also be required for some projects.
8. **Project management, construction administration and construction inspection services associated with wastewater projects.** This may include providing resident project representatives, construction inspectors, SCM and stream restoration specialty construction inspectors, project administrators, and project administrative services
9. **Preparation of required regulatory permit/certification applications, including supporting engineering and environmental documentation.** This area may include requirements pursuant to Section 401 and 404 of the Clean Water Act, the State Environmental Policy Act, State 2T rules, Public Water System rules, the State Erosion & Sedimentation Control Act, and other laws and regulations applicable to water reclamation and surface water resources related projects
10. **Preparation, in partnership with the Town, of applications for potential public grant and/or private agency funding for implementation of various sewer resource related projects.** Experience in working with grant funding agencies will enhance the merits of the statement of qualification.

RFQ PROPOSAL CONTENT

Please limit your submittal to 10 single-sided pages, excluding front and back covers, cover letter and table of contents. Proposals longer than 10 pages may be removed from consideration.

The professional engineering firm desiring to provide services for On-Call Services should submit a Letter of Interest that contains the following information:

1. Firm Overview- History, background, and geographical location of professional engineering firm.
2. Technical Approach- The proposed approach in which the professional engineering firm will carry out a typical project as part of an on-call contract.
3. Project Team- Qualifications of proposed personnel as well as specific abilities of identified team members.
4. Key Principal- who will be totally responsible for the project.
5. Relevant Experience- Experience of project team with on-call projects and category-specific projects of similar type, scale and/or complexity of project.
6. Contact Information- Provide contact information from owners of previous projects with relevant experience (names, phone, e-mail, addresses).
7. Responsiveness- The responsiveness to additional information requested by the Town of Eureka.

SELECTION

All qualified firms will be given consideration. The review team will evaluate each firm responding and will select 1-2 firms deemed most qualified from those indicating interest (except where fewer than two (2) are available).

Evaluation Factors	WEIGHT 1-10	X	RATING 1-5	=	TOTAL
Experience with and approach to on-call projects	5				
Experience of proposed personnel	10				
Firm's ability to do the proposed work and meet time and projected budget requirements	10				
Experience with similar/related projects	10				
Minority or Women-Owned / HUB	1				
References	3				
Met requirements for submittal	Pass / Fail				
Total					

Award of a contracts will be made to up to 2 firms but does not mean that the other proposals lacked merit, but that all factors considered, the selected proposal was deemed most advantageous to the Town.

All statements of qualifications shall become the property of the Town of Eureka and the Town reserves the right to request additional information it feels necessary to make a qualified judgement on a firm's ability to perform the work. The Town also reserves the right to award this contract in part or whole, in the best interest of the Town, and to reject any or all submissions. Questions may be directed to Manasa Cooper by emailing at manasa.cooper@nctreasurer.com.

CONFIDENTIALITY

Responses to the RFQ will become public records and, therefore, will be subject to public disclosure. However, North Carolina G.S. §132-1.2 provides a method for protecting some documents from public disclosure. If the firm follows the procedures prescribed by those statutes and designates a document confidential or trade secret, the Town of Eureka will withhold the document from public disclosure to the extent that is entitled or required to do so by applicable law.

EQUAL EMPLOYMENT OPPORTUNITY

Town of Eureka does not discriminate in administering any of its programs and activities. The engineering firm awarded the contract for work will be required to ensure that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, sex, religion, age, national origin, or handicap.

CONTRACTING

Any contract developed for work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Wayne County, North Carolina.

CONDITIONS AND LIMITATIONS

The Town also reserves the right to reject any or all responses to the RFQ, to advertise for new responses, or to accept any response deemed to be in the best interest of the Town. A response to this RFQ should not be construed as a contract or an indication of a commitment of any kind on the part of the Town nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract. The Town reserves the right to dismiss any part or all of the contracted team when, in the Town's opinions, the project is not moving as scheduled or is hindered in any way by the actions or personalities of the engineering firm team.

FEDERAL FUNDS

If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable):

Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324)