

**TOWN OF CHOCOWINITY, NC
ENGINEERING SERVICES FOR
WASTEWATER TREATMENT & WATER SYSTEM EVALUATION**

**REQUEST FOR QUALIFICATIONS
ISSUE DATE: June 14, 2017**

The Town of Chocowinity (Town) is issuing this Request for Qualifications (RFQ) soliciting Statements of Qualification from engineering consultants interested in providing services for the described project. The Town intends to select a qualified consultant or team to provide engineering services including tasks associated with the project as further described herein.

A. PROJECT BACKGROUND AND DESCRIPTION

Chocowinity is located in Beaufort County on the south side of the Tar-Pamlico River. The Town has operated a public water system for approximately forty years and a public wastewater collection system for approximately twenty-five years. The wastewater collection system serves all development within the corporate limits, but also is a regional provider serving a significant area beyond the corporate limits including several public schools, residential subdivisions, a NCDOT rest area facility, individual homes and commercial establishments. Wastewater treatment and disposal is currently provided contractually by the City of Washington.

The Town has previously undertaken efforts to consider its long-term goals for treatment and disposal of collected wastewater, including potential expansion of regional service. The Town now desires an in-depth evaluation of the feasibility of alternatives, including implementation methods for wastewater treatment and disposal facilities. This effort may also include analysis of additional potential growth areas within the region adjoining and surrounding the Town. Evaluation of implementation methods may also include consideration of existing regional water infrastructure owned by Beaufort County to the extent required to facilitate decisions by the Town

There is no assurance of additional services beyond the initial project description. Should however the Town elect to pursue implementation, the Town reserves the right to negotiate additional phases of service with the selected Consultant, or re-solicit services as desired. Those additional services may include but not be limited to: negotiation of interlocal agreements, project administration, funding assistance, engineering design, permitting assistance, bidding, construction contract administration and construction observation services.

B. GENERAL

1. All requests, contracts, transactions, agreements, etc., are made under and shall be governed by and construed in accordance with the laws of the State of North Carolina.
2. By submitting a Statement of Qualification, Respondent certifies that it has no knowledge of any circumstances which will cause a conflict of interest in providing professional services; and that no contingent fees have been paid for soliciting or securing this contract.

3. Each Respondent submitting a Statement of Qualification shall include a statement certifying that it does not discriminate on any basis prohibited by applicable Federal or State law in employment or provision of services.
4. The successful Consultant shall at its own cost and expense maintain General Liability and Worker's Compensation Insurance as required by the State of North Carolina covering each of the persons employed by it in the operation of this contract and keep the insurance in force during the term of this contract. The Consultant shall maintain and provide the Town with certificates of Professional Liability Insurance and Commercial General Liability and Insurance with the Town named as an additional insured.

C. SELECTION AND CONTRACT AWARD

The Town intends to enter into a contract as soon as practicable after receipt of Statement of Qualifications. The Town reserves the right to accept or reject any or all submissions in whole or in part and to waive informalities. The selection of a Consultant with which to negotiate a contract and award of a contract shall be at the sole discretion of the Town. Statement of Qualifications will be initially evaluated on the basis of the written material provided, with clarification as needed through telephone calls to Respondents. Based on the initial evaluation, the Town may select a Consultant whose services most closely meet the Town's needs, or Town may choose to invite one or more Consultants to make an oral presentation. Selection will be made based upon qualifications determined to be most advantageous to the Town, taking into consideration the evaluation factors set forth in the Evaluation Criteria.

If efforts to negotiate a fair and reasonable fee are unsuccessful with the selected most qualified Consultant, negotiations will cease with that firm and begin with the second ranked firm. If the Town is unable to negotiate a satisfactory agreement with the selected firms, the Town may select additional firm(s) in order of their competence and qualifications for negotiation of a satisfactory agreement. Alternately, the Town reserves the right to reject all submissions and re-solicit.

D. DISPOSITION OF SUBMISSIONS

All materials submitted in response to this RFQ will become the property of the Town. One (1) copy of each submission shall be retained for official files and will become a public record after award of a contract and then open to public inspection. It is understood that the submission will become a part of the official file on this matter without obligation on the part of the Town except as to the disclosure restrictions for specific sections of submitted material designated by Respondent as "confidential" (if any).

E. ACCURACY OF SUBMISSION INFORMATION

Any Respondent, which submits in its Statement of Qualification to the Town any information, which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration. The Town reserves the right to

contact the Respondent to verify any information it deems necessary to provide for a fair and equitable evaluation of the submission.

F. RESPONDENT'S INCURRED COSTS

All costs that may be incurred to prepare Statement of Qualification, attend meetings, attend site inspections, provide requested follow-up information, make formal and informal presentations, and for the entire contract negotiations process as applicable, shall be the sole responsibility of each Respondent. Town is not responsible under any circumstances for reimbursement of any costs that may be incurred by Respondent during the preparation, subsequent selection or negotiation stages.

G. SCOPE OF SERVICES

The general scope of service will include, but not be limited to, those services listed below.

1. Engineering Study & Report Services:

- a. Consider feasible future service areas and define optimal design flow.
- b. Serve as liaison with regulatory agencies to negotiate potential wastewater treatment and disposal option(s) available for consideration.
- c. Investigate option(s) available for wastewater treatment with surface water discharge and land application alternatives.
- d. Conduct engineering alternatives analysis as required to define wastewater treatment and disposal alternatives for permitting requirements.
- e. Conduct soil investigation(s) on potential wastewater treatment effluent land application site(s) to better define soil characteristics impacting design parameters.
- f. Develop preliminary opinions of probable costs for alternatives analysis, including present worth evaluation.
- g. Conduct an evaluation of implementation strategies including phases of potential development, potential funding options, statutory constraints (if any) upon development, and advantages/disadvantages of various optional implementing entities enabled by the North Carolina General Statutes.
- h. Preparation of a detailed report of all findings associated with the above tasks.

H. CONTENTS OF STATEMENT OF QUALIFICATION

1. Name of firm.
2. Person authorized to provide information and negotiate contracts.
3. Location of offices. If more than one, indicate office from which work will be performed.
4. Brief history of firm.
5. Firm employment profile.

6. Project experience. Provide a maximum of six (6) projects with wastewater or waste stream treatment experience similar to the proposed project. Include general project description, types of engineering services performed and client contact information.
7. List of key personnel to be directly involved in the project, as well as a brief description of their responsibilities. Include a brief resume for key personnel, including specific relevant project experience.
8. Project understanding and technical approach.
9. Hourly rate schedule for project personnel, including travel, overhead and miscellaneous expenses. In accordance with NCGS 143-64.31, DO NOT INCLUDE Lump Sum or Not-to-Exceed price for services.

I. EVALUATION CRITERIA

1. Consultant selection shall be conducted in accordance with NCGS 143-64.31. Statements of Qualification received by the deadline and prepared in accordance with RFQ instructions will be reviewed to determine the level of service considered most advantageous to the Town.
2. The Town will select the Consultant considered best qualified to provide the desired level of service, with consideration for the long-term interest of the Town's efforts based on demonstrated competence and qualifications without regard to fee other than unit price information.
3. After selection of the best qualified Consultant to meet the Town's needs, the Town shall negotiate a fair and reasonable fee with the consultant for the desired level of service.
4. Statement of Qualifications will be reviewed and evaluated by Town staff familiar with the existing facilities, in accordance with the following criteria:
 - a. General Qualifications, Competence & Reputation of Firm *(25 points)*
 - Age, size, staff qualifications and stability of firm
 - Projects to illustrate competence in wastewater treatment engineering
 - Availability of staff to handle the project
 - Reputation with previous clients
 - b. Experience of Involved Staff *(25 points)*
 - Experience with similar type projects
 - Key personnel – roles and experience
 - Sub-consultants, if any
 - c. Ability to Address Local Needs *(30 points)*
 - Grasp of project requirements
 - Project approach
 - Familiarity with Chocowinity utility systems, operations and system needs.
 - Completed similar project(s) in the region
 - d. Availability *(15 points)*
 - Ability to provide access to qualified project team members on a continual basis
 - Ability to commit available resources to the project
 - e. Hourly Rate Schedule *(5 points)*
 - Do not include a lump sum or not-to-exceed price
 - Rates indicative of experience and capabilities

J. SUBMISSION INFORMATION

1. Consultants intending to submit a Statement of Qualification are requested to notify Mr. Kevin Brickhouse, Public Works Director so that responses to questions and any addenda may be appropriately issued to all proposed Respondents.
2. Respondents shall carefully examine the RFQ and any addenda. Questions should be submitted in writing or by email no later than July 7, 2017. Responses will be provided to all Consultants known to be submitting a Statement of Qualification. Questions should be addressed to:

Mr. Kevin Brickhouse
Public Works Director
Town of Chocowinity
(252) 946-6568
kbtoc@suddenlinkmail.com

3. Responses must be double-sided and are limited to a total of 40 pages, excluding cover, cover letter and table of contents which may or may not be provided at the discretion of the Respondent. Font size shall not be smaller than 10-point. Respondents are requested not to include other generalized marketing information as a part of the submittal documents.
4. Three (3) copies of the Statement of Qualification must be received by July 14, 2017 at 5:00 P.M. in the office of the Public Works Director for the Town of Chocowinity. Facsimile and electronic submissions are not acceptable. Statement of Qualification must be in a sealed envelope marked "Statement of Qualifications for Town of Chocowinity, Engineering Services for Wastewater Treatment & Water System Evaluation".
5. Statement of Qualification may be mailed or hand delivered to:

Mr. Kevin Brickhouse
Public Works Director
Town of Chocowinity
PO Box 145
3391 Hwy 17 South
Chocowinity, NC 27817-0145