



Request for Qualifications (RFQ) Professional Engineering Services

Project: Wastewater Collection System Improvements – Clinchfield Sub-Basin Rehabilitation/Replacement

The City of Marion, North Carolina, is seeking professional engineering services needed for a project that includes the rehabilitation or replacement of approximately 8,650 linear feet of gravity sewer and approximately 100 manholes. The project may also include the rehabilitation or replacement of an existing 200 GPM lift station and/or approximately 1,420 linear feet of force main. This project is being funded through a grant awarded by the NC Water Infrastructure Authority with American Rescue Plan Act (ARPA) funding from the State Fiscal Recovery Fund. Services needed include preparation and submittal of an engineering report, surveying and field services, design engineering, permitting, bidding and award, construction administration/observation, and grant administration. Experience in working with grant funding agencies, particularly the NC State Revolving Fund Section and the Division of Water Infrastructure, will enhance the merits of the Statement of Qualifications (SOQ).

Background Information:

The City of Marion owns and operates a wastewater treatment plant (WWTP) and sewer collection system that serves customers within the City's service area. The collection system contains 76 miles of gravity sewer lines, 9 miles of force main, 22 pump stations, and approximately 1,500 manholes and conveys an average daily flow of 0.9 million gallons per day (MGD) of wastewater to the Corpening Creek WWTP. The capacity of the Corpening Creek WWTP is 3.0 MGD.

As a result of an Asset Inventory and Assessment grant, the City recently identified the Clinchfield sewer basin as a severe basin with aging sewer infrastructure and high levels of inflow and infiltration (I&I). A subsequent condition assessment of the Clinchfield sewer basin, performed

by Hydrostructures PA, confirmed the aged condition of the infrastructure and the high levels of I&I within the sewer basin. The condition assessment performed by Hydrostructures PA included field inspection services and professional engineering services. The field services included detailed manhole inspections, zoom camera pipe inspections, survey/mapping, smoke testing, and CCTV inspection of sewer lines. Professional services included condition assessment with scoring of the pipes and manholes (PACP and MACP), GIS mapping, and preparation of desktop repair/replacement/rehabilitation recommendations to address the deficiencies identified. The results of the condition assessment were summarized in a Condition Assessment Report and cost estimates were provided for all of the recommended repairs. The recommendations contained in the Condition Assessment Report include the rehabilitation/replacement of 1,280 LF of 12” line, 500 LF of 10” line, 4,215 LF of 8” line, 2,650 LF of 6” line and approximately 100 manholes. The recommendations also include various point repairs to 8” – 12” lines.

Scope of Work:

The selected firm will be responsible for proposing a project design that will restore the structural integrity of the sewer mains and manholes in the Clinchfield sewer basin while substantially reducing I&I in the basin. Pipe rehabilitation and replacement technologies that may be utilized include bore-and-jack, cured-in-place, pipe bursting, and dig-and-replace. Manhole rehabilitation and replacement technologies that may be utilized include complete rehabilitation with cementitious liner, complete replacement with new manhole, grouting, rebuilding benches and inverts, etc. The project may also include the rehabilitation or replacement of an existing 200 GPM pump station and/or the replacement of an existing force main. More information is needed regarding the condition of the pump station before a rehabilitation or replacement recommendation can be made. City staff are currently coordinating a hydraulic study, the scope of which will be to determine if the pump station is operating at its maximum efficiency and, if not, what repairs/improvements need to be made to accomplish that. A drawdown test of the pump station was conducted as part of the previously mentioned condition assessment.

Scope of Services to Include:

- Engineering Report/Environmental Information. This includes the preparation and submittal of the Engineering Report/Environmental Information required by the terms of the grant. The engineering report must be developed using the guidance found on the Division of Water Infrastructure’s website (<https://deq.nc.gov/about/divisions/water-infrastructure/i-have-funding/engineering-reportenvironmental-information>). The date for the submittal of the engineering report is December 1, 2022.
- Surveying and Field Services as needed. This may include engineering surveying, easement surveying, and topographic surveys.
- Design and Construction Documents. This includes preparing drawings detailing all

repairs, modifications, and replacements. This item also includes the preparation of estimated quantities and construction cost estimates. The selected firm will be expected to prepare complete bid documents, contract documents, technical specifications, and construction drawings to detail the character and scope of the work proposed including all design functions, surveying, and coordination for all construction sequencing of the project. The selected firm will also be expected to provide plans, plats, and specifications to assist the City in obtaining encroachment agreements from public bodies and easements from private properties, if necessary for satisfactory construction of the project.

- Permitting. This includes assisting the City in obtaining all approvals and permits from all governmental authorities having jurisdiction over the project.
- Bidding and Award. This includes advertising, receiving, opening, and evaluating bids. The selected firm will be expected to coordinate the public bid advertisement, administer the distribution of bid documents, respond to bidder questions, and prepare and issue addenda as required. The selected firm will also be expected to make recommendations as to the lowest responsive responsible bidder, assist the City in the preparation of the Notice of Award, assist the City in the preparation and execution of construction contracts, and assist the City in checking performance and payment bonds and insurance certificates.
- Construction Administration/Observation. This includes providing all construction administration services necessary to determine if the work is proceeding in accordance with the contract documents and to guard the City against defects and deficiencies in the work performed by the Contractor. This item includes, but is not limited to on-site observation visits, keeping the City informed of the progress of the work, disapproving and rejecting any work that fails to conform to the contract documents, requiring special inspection or testing of the work if necessary, reviewing and approving pay requests if the work is in accordance with the contract documents, conducting a final inspection with all applicable parties, preparing and submitting certifications to all regulatory agencies to satisfy the requirements of permits issued for the project, providing record (as-built) drawings to the City, and providing other services necessary to effect proper project closeout.
- Serve as the Administrative Agent for the Project This includes development of needed correspondence, preparation of requisitions for reimbursement, progress meetings, reports to the City Council, and other administrative functions required to complete the project.

Submission Requirements:

The projects referenced in this RFQ were funded through the North Carolina Department of Environmental Quality - Division of Water Infrastructure utilizing funds from the American Rescue Plan Act. As such, the qualifications-based procurement standards of the Uniform Guidance (2 CFR 200.317 through 2 CFR 200.327) and the North Carolina state law, specifically NC General Statute 143- 64.31, Article 3D Procurement of Architectural, Engineering, and Surveying (A/E) Services shall apply.

Firms interested in performing the professional engineering services requested must exhibit relevant experience with the type of professional engineering requested and should emphasize both the experience and capability of the particular personnel who will actually perform the work. The firm shall have comprehensive experience and have the ability to respond to requests in a timely manner. Communication is critical to any successful project, and the selected firm will be expected to communicate regularly with City staff as needed. The firm will keep current all required insurance coverage sufficient to cover the projected liability. As part of the agreement, the firm will be required to provide evidence of coverage of professional liability insurance, and indemnify and hold harmless the City from any and all claims and/or liability which may arise as a result of the engineering firm's negligence, errors, and/or omissions.

At a minimum, Qualification Statements shall include:

1. Firm Overview- History, background and geographical location of the professional engineering firm including the firm's legal name and address and the email and telephone number of all contact persons. Please indicate the current size of the firm (staff) and how long the firm has been in business.
2. Technical Approach- The proposed approach in which the professional engineering firm will carry out the project. Please include a summary of how the firm can provide the requested services and include a proposed work plan and proposed schedule for the activities to be performed.
3. Project Team- Please include the names, responsibilities, and qualifications of all personnel who will be assigned to this project. Also indicate who the Project Manager (totally responsible for the project) will be.
4. Experience- Specialized experience and technical competence of the staff to be assigned to the project. Provide descriptions of recent projects, similar in scope, that the firm has completed in North Carolina. Please provide start and completion dates and identify the staff that were involved in the project. Provide client contact information for these projects including name, job title, telephone number and email address to be contacted for references. Providing project descriptions that demonstrate the firm's ability to control costs, meet schedules, respond to requests for additional information, meet or exceed expectations for the project outcomes, and that show experience in grant administration will enhance the merits of the Qualification Statement.
5. Description of Firm's ability to provide turn-key, comprehensive solutions- Please indicate how much of the work the firm is capable of performing using its own resources, personnel, and equipment and how much of the work would have to be subcontracted. List specialty consultants (if any) and identify their location.
6. Firm Capacity and Availability- Please provide an estimate of how quickly the firm can commence work on the project, once notice to proceed is given. Also provide the

estimated available capacity of each member of the firm's staff that will be assigned to this project.

7. Hourly Rate Schedule- Please provide an 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 pricing for services.
8. Documentation of compliance with state debarment/eligibility requirements.

Submission Instructions and Due Date:

To receive consideration, firms shall submit an electronic (PDF) version, 30-pages maximum, of their Qualification Statement to Public Works Director Brant Sikes at bsikes@marionnc.org no later than **2:00 PM on Friday October 7, 2022.**

Qualification Evaluation Criteria:

EVALUATION CRITERIA	RATING POINTS
Technical Approach	0-25
Experience and competence of proposed personnel with similar projects in NC	0-25
Demonstrated ability to accomplish project goals while controlling costs, meeting schedules, and maintaining good communication	0-20
Capacity and Availability	0-20
Experience with grant administration	0-4
Ability to provide turn-key, comprehensive solutions	0-2
Minority or women owned or historically underutilized business	0-2
Familiarity with locality & proximity of Firm's office to locality	0-2

Selection Process:

All Qualification Statements received shall become the property of the City of Marion. Qualification Statements received by the deadline and prepared in accordance with the RFQ instructions will be reviewed to determine the level of service and experience considered most advantageous to the City. The City will select the firm it considers to be the most qualified to

provide the desired level of service, with consideration for the long-term interest of the City's needs. Depending on the number of statements received, the City may choose a single firm from the information submitted; or, several firms may be selected to a "short list" and invited to make an oral presentation, at the City of Marion's sole discretion. Once the most qualified firm is selected by the City, a contract price for the project will be negotiated with the selected firm.

The City of Marion reserves the right to: reject any and all qualification statements, request any additional information it deems necessary to make a qualified selection, advertise for new responses, select the firm it believes to be the most qualified for the referenced work, waive technical errors and informalities, and to accept the qualification statement which, in its sole judgment, best serves the public interest. All original documents, reports, studies and other data produced as a direct result of the services performed under the contract shall become the property of the City of Marion.

Confidentiality:

Responses to the RFQ will become public records and, therefore, will be subject to public disclosure. However, North Carolina General Statute's section 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 as confidential or a trade secret, the City will withhold the document from public disclosure to the extent that it is authorized or required to by applicable law.

Equal Employment Opportunity:

It is the practice of the City of Marion to provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities. The City of Marion is an Equal Opportunity Employer and invites and encourages submission of qualification statements from small, minority and women owned, disabled business enterprises, and historically underutilized businesses. Additional consideration will be given to firms that can prioritize and commence the project in an expedited manner. 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. Firms and subcontractors must be licensed to perform work in the state of North Carolina.

Contracting:

Any contract or agreement developed for the project shall be construed and enforced in accordance

with the laws of the State of North Carolina.

Federal Funds:

Projects funded from the State Fiscal Recovery Fund must meet applicable federal law and guidance for the ARPA 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). Other federal provisions may apply. The selected firm will be expected to ensure that all federal laws and requirements are met for the project.

Contract Award:

Due to the due date of the first milestone (Engineering Report submittal due 12/1/22) required by the grant, the City’s Review and Selection Committee plans to expedite review of the Qualification Statements received and hopes to present a recommendation to the Marion City Council on October 18, 2022, for approval to negotiate a contract. The Review and Selection Committee hopes to present a proposed contract to the Marion City Council for approval on November 1, 2022. The State has set the following milestones which must be met at a minimum:

<u>Milestone</u>	<u>Date</u>
Engineering Report Submittal	December 1, 2022
Engineering Report Approval	May 1, 2023
Bid and Design Package Submittal	November 1, 2023
Bid and Design Package Approval	March 1, 2024
Advertise Project, Receive Bids, Submit Bid Information, And Receive Authority to Award	July 1, 2024
Execute Construction Contract(s)	August 1, 2024

*******The project must be completely closed out prior to December 31, 2026. The Division will make no reimbursements of ARPA funds after December 31, 2026.*******

Questions Regarding this RFQ:

Please submit all questions regarding this RFQ to Public Works Director Brant Sikes, via email at bsikes@marionnc.org, no later than 4:00 PM on September 30, 2022. Questions will be answered by 4:00 PM on October 5, 2022.