

REQUEST FOR QUALIFICATIONS

Franklin County, North Carolina, Water Supply Master Plan

Due Date:	September 20, 2019
Time:	11:00 am
Receipt Location:	Franklin County Office Building, 113 Market St., Louisburg, NC 27549, Attn.: County Manager's Office

CONTACT PERSON

Name: Angela L. Harris
Title: County Manager
E-mail: alharris@franklincountync.us
Telephone: (919) 496-5994

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1. SUBMITTAL SCHEDULE

In accordance with the requisite state statutes, local ordinances and resolutions, Franklin County, NC shall receive submittals for the services specified herein below at the above specified location, until the Time and Due Date cited above. Submittals received by the correct Time and Due Date shall be considered. Any submittals received after the Due Date and Time will not be considered and shall be rejected without exception.

Submittals shall be sealed and labeled on the outside **RFQ# 2019-01, Franklin County, NC Water Supply Master Plan, Engineering Professional Services**, along with the submitter's name and address clearly indicated on the envelope. Instructions for preparing the Statement of Qualifications (SOQs) are provided herein.

Mail or hand-deliver submission packets to the Receipt Location cited above.

Electronic (email) or facsimile submissions will not be accepted.

Questions: Submit all questions regarding this Request for Qualifications in writing to the Contact Person cited above. There will be no pre-submittal conference. Questions will be answered promptly in writing or by e-mail.

2. PURPOSE AND SCOPE

Franklin County, NC is seeking statements of qualifications (SOQ) for professional engineering services to develop a water supply master plan for the County to meet its water demand through a 30 year planning horizon.

The selected firm will be required to:

- forecast the water demand of County through a 30 year planning horizon;
- determine the extent to which existing contracted supply sources are able to satisfy such demand;
- ascertain whether and to what extent the demand will not be met by existing contracted supply;
- identify all additional alternative sources of supply with the consent of County;
- evaluate each alternative for engineering and regulatory feasibility, probable cost of construction and impact on County's existing rate structure;
- make a recommendation to County with respect to selection of a source of additional supply; and
- consider wholesale agreements with water suppliers and construction of a water plant to be owned and operated by County.

At this time County has not made any decision about the best or preferred choice for additional water supply.

BACKGROUND

Franklin County provides retail residential, commercial and industrial water supply to 6,928 customers. County sells water on a wholesale basis to the Town of Bunn and Lake Royale (a private gated residential community, not an incorporated township). County is under a contract with the City of Henderson, NC to purchase no less than 500,000 GPD up to 3 MGD until June 4, 2038. County purchases about 250,000 GPD of water from the Town of Louisburg under an expired contract. County owns and operates a water plant which is permitted to produce up to 1 million GPD of potable water. Between actual consumption and outstanding willingness and capability to serve commitments, County is concerned that its foreseeable anticipated water demand may soon exceed its available water supply. For that reason, County has enacted an ordinance which restricts the availability of new commitments for water service.

3. GENERAL TERMS

EQUAL EMPLOYMENT OPPORTUNITY:

All firms will be required to follow Federal Equal Employment Opportunity (EEO) policies. Franklin County will require that the successful firm offer equal employment opportunity to all persons without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

MINORITY BUSINESSES (MBE) OR DISADVANTAGED BUSINESSES (DBE):

Minority Businesses (MBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin. County will undertake a good faith effort to notify minority firms.

HOLD HARMLESS:

The selected firm shall indemnify Franklin County against any and all loss or damage to the extent arising out of the firm's negligence in the performance of services under this Request and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this Request. The selected firm further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

DRUG-FREE WORKPLACE:

During the performance of this Request, the selected firm agrees to provide a drug-free workplace for its employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or any illegal drug is prohibited in the workplace; specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the firm maintains a drug-free workplace.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a firm, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or any illegal drug during the performance of the Request.

E-VERIFY:

E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. The selected firm shall ensure that it and any sub-consultant performing work: (i) uses E-Verify if required to do so; and (ii) otherwise complies with applicable law.

4. SOQ SUBMITTAL REQUIREMENTS

Submit one (1) original, six (6) copies and an electronic copy on a USB/thumb drive or disc, in a sealed envelope labeled **RFQ# 2019-01, Franklin County, NC Water Supply Master Plan, Engineering Professional Services**, along with the submitter's name and address clearly indicated on the envelope. The original proposal package must have original signatures, be under engineering seal and must be signed by a person who is authorized to bind the proposing firm. All additional proposal sets may contain photocopies of the original package. A SOQ may be rejected if it is incomplete and does not contain the requisite statement of qualifications and performance

data, as well as the unit price information for the types of services. County may reject any or all proposals and may waive any immaterial deviation in a proposal as may be allowable in accordance with applicable law.

SOQs should be submitted in three ring binders or spiral bound, tabbed for each section outlined below. The total length of the proposal, including cover letter, should be no more than 15 pages (including front and back). Font size should be no smaller than Arial Narrow 11 point. Key personnel resumes should be brief and concise (included in the 15 page limit). Section dividers will not count toward the 15 page limit.

The submission of a proposal shall be deemed a representation and certification that the submitter:

- a. Has carefully read and fully understands the information provided by Franklin County in this RFQ;
- b. Is financially solvent and has the capability to successfully undertake and complete the responsibilities and obligations of the proposal submitted;
- c. Represents that all of the information contained in the submitted proposal is true and correct;
- d. Did not in any way collude or conspire with any other parties, directly or indirectly, in regard to the amount, terms, or conditions of the proposals;
- e. Acknowledges that Franklin County has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by submitters and hereby grants Franklin County permission to make these inquiries; and
- f. Acknowledges that any proposal cannot be modified after its submission for any reason.

Please provide the following information in the sequence of the following major headings described below.

TAB 1: COVER LETTER

The cover letter shall briefly introduce the firm and any sub-consultant, as well as:

- Designate the project manager and why they were chosen for this assignment;
- Specify the location of the local office from where project activities will be led;
- List the individual with contract signatory to enter into an agreement with County; and
- Provide contact information for any follow-up questions regarding the SOQ.

TAB 2: FIRM BACKGROUND

Provide a general description of the capabilities of the firm and any sub-consultant, including information related to its history, overall size, and local North Carolina resources with direct emphasis on water supply, including treatment, experience.

TAB 3: PROJECT TEAM

Provide a project team organizational chart identifying the team members and any sub-consultant proposed for this assignment, their availability, and a brief resume of each team member to include specific experience, project role, and office location. Only staff to be directly involved in the execution of the project shall be included with particular attention given to the project manager and technical staff. Billing rates of the staff to be involved in the project should be included in tabular format.

TAB 4: QUALIFICATIONS AND EXPERIENCE

Briefly summarize the project team's experience in the compilation of a water supply master plan within the Carolinas within the last 15 years. The qualification package should only include information about projects managed or worked on by key personnel listed in the organizational chart described above.

Key components will be a firm's ability to demonstrate recent experience in assisting an owner in determining water supply alternatives.

Provide references for each project including name, position, physical address, phone number, and email address of the owner(s).

TAB 5: PROJECT UNDERSTANDING AND APPROACH

Based upon the information presented herein, provide a one to two page description of the overall approach the firm will take to complete this master plan.

TAB 6: WHY YOUR FIRM SHOULD BE SELECTED FOR THIS PROJECT

In no more than one (1) page, please provide a summary of why your firm is the best qualified and should be selected for this project.

5. SELECTION PROCESS

Franklin County will read, review, and evaluate the qualifications on the basis of demonstrated competence and qualification, including fair and reasonable unit price information. County reserves the right to conduct interviews with a shortlist of selected respondents. County reserves the right to reject any or all submittals, to waive technicalities and to make such selection deemed in its best interest subject to the limitations of applicable law. With limited response, County reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement process. In making its selection, County shall take into account the established value, scope, complexity and professional nature of the services to be rendered.

The following factors will be used in the initial evaluation process.

REPUTATION, QUALITY, AND EXPERIENCE OF FIRM

- Has the firm worked with County successfully in the past?
- Do the firm and specifically its team members have specific experience with water supply master studies?
- Do the firm and specifically its team members, any sub-consultant team members or firm, have specific experience evaluating water supply alternatives?
- Has the firm successfully worked with other entities to develop water supply solutions with multiple water supply options?
- Does the firm have the depth and breadth of resources necessary to achieve the program goals in a designated timeframe in order to keep it on schedule?
- Has the firm demonstrated an understanding of the specific needs of County in this effort?

PROPOSED PROJECT TEAM

- Does the proposed project team appear to have the appropriate experience and capabilities to perform the project?
- Is the firm proposing to use local resources to enhance communication with County, regulatory agencies, and other interested stakeholders?
- Does the firm's organizational structure support the project team and project objectives?
- Do the key project team members have adequate availability to participate in the project and be responsive to the needs of County?

OVERALL PROJECT MANAGEMENT APPROACH

- How successfully does the SOQ provide a clear and concise answer to the question – “Why should County select the firm for these services?”
- Does the firm successfully demonstrate its approach to project management in regards to quality assurance, cost control, and schedule?

PROJECT UNDERSTANDING AND APPROACH

- Does the firm demonstrate an understanding of the critical issues associated with this project and provide County with an approach that will address both short-term and long-term goals and objectives?

6. SCHEDULE

It is anticipated that the review of qualifications are tentatively scheduled to be completed by October 11, 2019. All firms submitting a SOQ will be notified of the results of the selection process.