



**REQUEST FOR QUALIFICATIONS (RFQ)
ENGINEERING SERVICES – LITTLE RIVER WATER MAIN REPLACEMENT**

February 28, 2020

1. PUBLIC NOTICE

Pursuant to NCGS 143-64.31 Montgomery County is soliciting statements of interest and qualifications from individuals or firms to provide professional engineering and consulting services related to a waterworks project to replace a damaged water main under Little River south of Troy, NC. Responses are due by 2:00PM on March 13, 2020.

Information related to this solicitation, including the full RFQ document is available via the County’s website at www.montgomerycountync.com or may be obtained by contacting the RFQ Coordinator.

2. RFQ COORDINATOR

Any questions, concerns, or request for information regarding this RFQ shall be directed in writing to the RFQ Coordinator:

Chris Hildreth, Director of Development & Infrastructure
Montgomery County
102 E. Spring St.
Troy, NC 27371
910.220.7103
chris.hildreth@montgomerycountync.com

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions. Oral and other interpretations or clarifications will be without legal effect.

3. RFQ SCHEDULE

Provided below is the anticipated schedule of events. The County reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this project.

02.28.2020	RFQ Released/Advertised
03.06.2020	Last day to submit written requests for information/clarification
03.13.2020	Submissions due by 2:00PM; evaluation of qualifications begins
03.17.2020	Recommendation of Award (Pending successful negotiations)

4. RFQ SUBMISSION

Timely delivery is at the risk of the Respondent. Submittals received after the deadline will be rejected. All items required for a responsive proposal shall be included. Responses must be enclosed in a sealed envelope or package. The envelope or package must clearly show the name and address of the responding firm, and the phrase: “Request for Qualifications: Engineering Services – Little River Water Main Replacement”. Submissions must adhere to the format and content requirements established in Sections 8 & 9 of this RFQ.

Responses should be delivered to: Montgomery County Public Utilities
Attn: Chris Hildreth
Montgomery County Administration Building – 3rd Floor
102 East Spring Street
Troy, NC 27371

5. BACKGROUND & SCOPE OF SERVICES

Montgomery County operates and maintains a 6 MGD surface water treatment facility, 10 storage tanks, 10 pumping stations, and two pressure reducing stations, over 400 miles of water line ranging in size from 2”-24”, 950 valves, and 700 fire hydrants. Montgomery County treats and delivers an average of 2.4 million gallons a day to six municipalities, two private water systems, and approximately 5700 retail customers.

In the fall of 2018, Hurricane Florence caused catastrophic damage to a water transmission line located just south of the Town of Troy, at the Little River crossing adjacent to Pekin Rd (S.R. 1005). This line serves the south central part of the county and provides an alternate route for serving the southeastern portion of the county, including the town of Candor. Immediate temporary repairs were made and water was re-routed to keep all customers in service and the system operational - operational, but with limited pumping capacities, higher service outage risks from lack of redundancy, and higher water quality risks due to water age. The County has secured FEMA funds to replace the damaged line and is sourcing professional engineering services to help complete the project.

The successful respondent(s) shall provide usual and customary services associated with water infrastructure construction projects. Services shall include preliminary design; final design; easement preparations; permitting assistance; bidding and negotiating assistance; construction administration/inspections; and a post-construction phase. Additional services shall include FEMA funding/grant administration.

6. PROJECT DESCRIPTION

The scope of the project includes replacing damaged 12-inch ball and socket pipe under Little River. Original installation of this pipe was ball and socket joint, weighted down in the river bed. This method of repair is no longer used, and not an option. To return this site to pre-disaster function and capacity, the County will award a competitively bid contract to use horizontal directional drilling to install approximately 900 feet of equal capacity water line underneath the bed of Little River. Topography in the area is challenging and requires the additional repair length, and easement acquisitions.

7. EVALUATION CRITERIA

The County will consider and evaluate qualification packages in accordance with N.C.G.S. 143-64.31. Qualification packages will be evaluated by a committee. Evaluation criteria include, but are not necessarily limited to, the following, listed in relative order of importance:

- A. Demonstrated experience of the firm and key personnel in sourcing, researching, designing, and completing projects of similar size and scope on time and in budget
- B. Managerial approach to quality control of: project design, product evaluation, developing accurate specifications, bid documents, and contract award recommendations
- C. Managerial approach to quality control of: submittal review, construction inspections, pay application

review, contractor/engineer/owner communications, changes in work, project closeout, and record drawings

- D. Resources and capacity of the firm to prioritize Montgomery County and accelerate timelines
- E. Submittal's completeness, relevance, readability, and conveyed understanding of Montgomery County's water infrastructure, and needs

8. **SUBMITTAL FORMAT**

Interested firms must submit three (3) bound original copies and one (1) USB-drive containing a digital copy of the complete response package in PDF format. Responses should be prepared as standard 8-1/2 x 11 portrait oriented paper. Pages containing organizational charts, matrices, or large diagrams may be printed on larger paper in order to preserve legibility. Responses shall be bound on left hand side, and limited to twenty-five (25) pages. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

9. **SUBMITTAL CONTENT**

- A. **Table of Contents:** Please include after the Statement of Interest the following information.
- B. **Statement of Interest:** Statements shall be bound with and at the beginning of the response package. At minimum, please provide the following information:
 - i. A statement expressing which projects are of interest.
 - ii. A summary statement detailing you or your firm's capacity to perform the work. Include any attributes that uniquely align you or your firm to be a successful partner in the project(s); present your understanding of the County's water infrastructure, the project(s) benefits for the County; and reasons why you or your firm is interested in participating in the project(s);
 - iii. Statements identifying any conflicts of interest your firm or employee(s) may have with this project;
 - iv. Report any litigation, arbitration and alternative dispute resolutions within the last five (5) years, involving your firm or any proposed sub-consultants, arising out of any design work for government entities; and whether still pending, or if concluded, the final result. If so, please provide an explanation.
- C. **Firm Description:**
 - i. Firm name, address, web address, telephone and fax numbers, and type of organization;
 - ii. Contact person (provide direct phone number and email address);
 - iii. Number of years in business under current name;
 - iv. Services provided/areas of expertise;
 - v. Staffing level;
 - vi. In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the office that will be serving the County (key personnel, project experience, etc.). If resources from multiple offices are planned, please reflect this in Sec. 9.D. The office(s) designated to serve the County in the qualifications submission, must be the office to perform the work in the event that a contract is awarded;
 - vii. List any previous names of firm and years of business under each name;
 - viii. Provide a certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm. Minimum coverage to be as follows:

General Liability -	\$1,000,000 / \$2,000,000
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Automotive Liability -	\$1,000,000
Professional Liability -	\$1,000,000 / \$1,000,000
Worker's Compensation -	Statutory Limits

D. Key Personnel:

- i. Provide a simple organizational chart identifying the names and titles of the person(s) that will be assigned to lead this project, supporting staff, and sub-consultants that will be engaged;
- ii. Provide resumes of personnel that will be working on project (including those of any sub-consultants) including their education, qualifications, certifications, accreditations, and project history of each. Highlight relevant rehabilitation projects that required maintaining service or operations during construction. Do not include project pictures or general firm information;
- iii. If any staffing changes should occur between the submission of qualifications and the award of a contract, the firm must notify the County in writing. Unapproved staffing changes may result in a rejection of qualifications.

E. Qualifications and Experience: List up to five (5) projects that have been completed in the last 7 years, or are under construction, where your firm has provided relevant, and similar professional services. Specific projects related to chemical process rehabilitation, booster pump station rehabilitation, and line replacements in densely populated areas are desired. Please include the following information for each project:

- i. Project Information: project name, owner, location, funding agency (if applicable), project budget, final or anticipated final completion date
- ii. Project Team Members (name(s) and organization for each); please include sub-consultants;
- iii. Project Purpose and Description: Detail the owner's goal for the project and the owner's position upon completion. List the scope of work involved. Report efficiencies and innovations in operations that have been sustained since completion.
- iv. Services & Solutions: Describe in detail the services provided by your firm; the challenges met and solution derived; your firm's approach to ensure project intent was achieved within the established budget; programs, technologies, and best practices used; rationale behind any key decisions.
- v. Lessons learned and any resulting changes in methodology or approach.

F. Methodology, and Approach

Describe your firm's methodology and approach to providing the services required and why you feel they establish a high level of quality assurance, quality control, and budget management in the design and construction process of municipal civil engineering projects. Respondents are encouraged to include examples, templates and/or descriptions of:

- i. Cost estimations;
- ii. Schedule management;
- iii. Drawing / drafting standards;
- iv. Sourcing technical consultants;
- v. Evaluating materials, equipment, technologies, and specifications use in projects;
- vi. Contractor vetting prior to recommending award of contracts;
- vii. Instruments included in construction contract documents to ensure questions and changes in work are efficiently addressed and recorded;
- viii. Submittal review and routing;
- ix. Payment application review;

- x. Construction inspections & final inspections;
 - xi. Project close-out and record drawings;
- G. Schedule:** Provide a preliminary schedule(s) based on your understanding of the scope of work and services being requested. At minimum, detail the start and end dates for all phases, but you are welcome to break down the project further to detail specific milestones and deliverables.
- H. References:** Provide a minimum of three references for services performed for projects submitted above. Include names, organization, address, phone number, email address, website address (if available).

10. ENGAGEMENT

Upon selection of a Respondent(s), the Committee and Respondent(s) will confirm the scope of work, responsibilities, required deliverables, and negotiate a fee and/or billing rates for the project(s). Upon successful negotiations, a recommendation of award shall be presented to the Board of County Commissioners. Upon approval, an Engineering Services Agreement will be executed by and between the selected Respondent and the County.

11. GENERAL TERMS & CONDITIONS

- A.** All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its contents shall be borne by the Respondent. The County assumes no responsibility for these costs whether or not an agreement or contract is awarded.
- B.** All questions and requests for information shall be submitted in writing as established in the RFQ Schedule. Oral and other interpretations or clarifications will be without legal effect.
- C.** All Respondents are prohibited from making any contact with members of the County other than in the manner and to the person designated herein. The County reserves the right to disqualify any Respondent found to have contacted the people listed above in any manner with regard to this RFQ.
- D.** The County reserves the right to waive informalities and irregularities, obtain clarification and/or additional information from any firm or individual in regard to its submission. The County also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- E.** The County reserves the right to negotiate terms with other respondents should negotiations be terminated with the first selected Respondent.
- F.** Any agreements or contracts will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the stakeholders involved, as recommended by the evaluation committee, and approved by the Montgomery County Board of Commissioners.
- G.** This RFQ does not commit the County to make a recommendation of award or commit the County to enter into an agreement or contract. The County reserves the right to award one, more than one, or no contract(s) in response to this RFQ.
- H.** Submittals and any other documents received from a Respondent in response to this request are public records and subject to public inspection and copying. The Public Records law (N.C.G.S. 132-1 et seq.) authorizes the County to withhold from public inspection and copying legitimate and properly marked 'trade secrets'. If a record meets all of the following conditions:
 - i. It is a "trade secret" as defined in G.S. 66-152(3); and
 - ii. It is the property of a private "person" as defined in G.S. 66-152(2); and
 - iii. It is disclosed or furnished to the County in connection with a bid or proposal; and
 - iv. It is marked as "confidential" or as a "trade secret" at the time of its initial disclosure to the County.

If as part of Respondent's submittal, Respondent submits to the County any record, or portion of a record, that Respondent considers to be a trade secret meeting the definition contained in G.S. 66-152 (2), Respondent may clearly mark the particular record, or portion of the record, that meets the definition of trade secret as TRADE SECRET or CONFIDENTIAL TRADE SECRET. In the event the County receives a public records request for records Respondent designates as 'trade secret' the County will notify Respondent and give Respondent the opportunity to, within one week of such notice to confirm in writing that the specific record, or portion of record, that Respondent designated as TRADE SECRET meets the requirements of G.S 132-1.2 and G.S. 66-152, and the reasons therefore. The County will require that Respondent indemnify the County in the event a challenge is brought for the withholding of a record based on Respondent having designated it a trade secret.

In providing a submittal, Respondent agrees that the County may reveal any trade secret materials contained in such submittal to all County staff involved in the selection process and to any outside consultant or other third parties who are hired by the County to assist in the selection process.