



**REQUEST FOR QUALIFICATIONS (RFQ)  
ENGINEERING SERVICES – RAW WATER PUMP STATION REHABILITATION**

May 8, 2019

**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 rehabilitate the County’s Raw Water Pump Station. Responses are due by 2:00PM on May 24, 2019.

Information related to this solicitation, including the full RFQ document is available via the County’s website at [www.montgomerycountync.com](http://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](mailto: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.

05.08.2019	RFQ Released/Advertised
05.07.2019	Last day to submit written requests for information/clarification
05.24.2019	Submissions due by 2:00PM; evaluation of qualifications begins
06.18.2019	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 – Raw Water Pump Station Rehabilitation”. 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 – 3<sup>rd</sup> 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 spring of 2018, Montgomery County submitted an application to the NCDEQ, DWI for funding assistance to rehabilitate its Raw Water Pump Station (RWPS). A preliminary engineering report was completed and all funding has been secured. The County 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; permitting assistance; bidding and negotiating assistance; construction administration/inspections; and a post-construction phase. Additional services shall include DWI funding/grant administration.

**6. PROJECT DESCRIPTIONS**

The improvements to its raw water pump station (RWPS) including a like-for-like replacement of the existing raw water pumps with no increase to its permitted capacity of 6 MGD. The project includes like-for-like replacement of facility’s two (2) 6 MGD horizontal split case centrifugal pumps and associated motors, including replacement of check valves, butterfly valves, piping and appurtenances associated with pumps replacements, replacement of the existing 300-kW emergency generator and automatic transfer switch (ATS), replacement and relocation of the Motor Control Center (MCC) and miscellaneous electrical accessories, modification of the SCADA system with relocation of the existing antennae, sump pump and float replacement, installation of a sodium permanganate system, landscape bank stabilization, and modification of access hatch to pump station lower level.

The RWPS has four designated locations for raw water pumps, two of which are occupied by the existing 6 MGD pumps (positions #1 and #2). We propose to install two (2) new 6 MGD horizontal split case centrifugal pumps in the empty slots (positions #3 and #4) so that the existing pumps can continue to operate during construction, thereby reducing bypass pumping. Position #3 has an existing 30” intake flange, an existing check valve and an existing butterfly valve which connects to the discharge header pipe. Similarly, Position #4 has an existing 30” intake flange and an existing butterfly valve leading to the discharge header pipe, but lacks a check valve. Beginning at the intake flanges of Positions #3 and #4, new installations will include two (2) 2” vacuum lines, two (2) 18” butterfly valves, two (2) primer valves, two (2) raw water pumps, two (2) raw water pump motors, discharge piping, one (1) check valve at position #4, and all appurtenances associated with the pump replacements.

We propose to install one (1) new Motor Control Center (MCC) on the upper floor to replace the existing MCC. The upper floor has ample space such that the new MCC can be installed while the existing MCC continues to operate during construction.

Proposed SCADA modifications and improvements will be designed to provide enhanced information on system performance such as pump discharge pressure, suction pressure alarm, check valve limit switch status and sump pump activity. The SCADA antenna will be relocated in order to improve the signal transfer. A weather head will be added to the power pole containing the associated electrical conduit.

The existing emergency generator and automatic transfer switch (ATS) on site at the RWPS will be replaced with a new 300kW generator and ATS at its current location.

Montgomery County proposes to pretreat the raw water for taste and odor control and improve water quality through removal of organic content, iron and manganese with a sodium permanganate system. The County prefers liquid form (sodium permanganate) because it is easier to transport, store and handle when compared to the dry powder form (potassium permanganate). Sodium permanganate will be injected into the raw water line at the RWPS prior to reaching the WTP. This will help prevent biofilm growth while allowing sufficient detention time for the permanganate to be consumed prior to adding coagulants, thus reducing potential colloidal byproducts.

The County proposes to improve access to the lower level of the RWPS facility where the pumps and motors are located. The access is now through a hatch in the floor which does not provide comfortable headroom when descending/ascending the steep ship ladder-style steps. It is especially difficult to negotiate the access hatch while transporting equipment and tools, therefore, the access hatch will be widened to create more headroom.

The sump pump and float will be replaced because they are recommended for replacement every two years and the float signals were not verified to be in working order.

Finally, the County proposes general site improvements to stabilize steep embankments on either side of the RWPS. Erosion control efforts from the 2015 project were unsuccessful where slope erosion has continued to dominate the embankments. Slopes will be stabilized by enhancing vegetation cover, flow diffusing cover, or redirecting water flow. Vegetation is also intruding on the security fence and other areas within the property and will be removed accordingly.

*For additional information, respondents are encouraged to reference the full Preliminary Engineering Report. This report is available any time on the County's website or by contacting the RFQ Coordinator.*

## **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
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.