

REQUEST FOR QUALIFICATIONS (RFQ)
ENGINEERING SERVICES
for
COMPREHENSIVE UTILITIES PLAN
TOWN OF WILSON'S MILLS
May 5, 2023

The Town of Wilson's Mills invites qualified engineering firms, licensed to do business in North Carolina, to provide engineering and related services to develop a Comprehensive Utilities Plan to plan expansion of the wastewater and water systems for the Town.

PROJECT OVERVIEW & PURPOSE:

In 2009, a Capital Improvements Plan (CIP) was completed for the Town. One of the main objectives of the CIP was to provide public sewer service throughout town to serve all the residents and businesses. Centralized sewer would eliminate issues associated with failing septic systems and also provide a mechanism to spur economic growth. The CIP included a wastewater master planning effort for the intended service area.

Wilson's Mills has since installed sewer throughout town with two capital projects. Much of the sewer planned has now been installed. The sewer system has also expanded through the purchase of existing Johnston County sewers and recent developments. The Town's sewer system is now comprised of over 10 miles of 8-inch through 12-inch gravity sewer and multiple wastewater lift stations; and the Town currently has an agreement with the County to provide all maintenance and operations for the collection system. All wastewater is sent to Johnston County's Wastewater Treatment Plant for treatment and disposal.

The Town currently does not own a public water system and does not have a purchase agreement for water service. Public water is provided directly to the Town's customers by Johnston County.

The Town of Wilson's Mills is experiencing substantial growth as numerous residential and commercial developments have occurred and others are anticipated in the next 10-20 years. The Town desires to update its Capital Improvements Plan for the sewer system through development of a Comprehensive Utilities Plan which will reflect the existing sewer infrastructure and identify the location and associated construction, operations and maintenance costs of future sewer infrastructure that will be required for the service area.

Additionally, the Town is seeking to explore the feasibility of assuming the responsibility for the operations and maintenance of its sewer system from Johnston County. Currently there are no staff resources available to accommodate these functions. If this were to occur, it is understood that it will be transitioned over a period of time. It is also possible that the water system may be incorporated into the Town's responsibility, both ownership and operations.

SCOPE OF WORK:

The selected consultant will be expected to provide the following services at a minimum:

1. Develop a Comprehensive Utilities Plan including a review of the existing sewer system to determine available capacity and potential service to unserved areas; and a review of the existing water system to determine available capacity and potential service to unserved areas.
2. Determine location and sizing for water and sewer expansion that may be necessary for a 20-year planning horizon.
3. Identify existing sewers that are undersized and indicate improvements that would be necessary within the planning horizon timeframe.
4. Identify existing water systems that would require necessary improvements within the planning horizon timeframe.
5. Develop a 10-year and 20-year Capital Improvements schedule for the water and sewer systems considering capital improvement construction costs, timing/phasing of improvements, and Federal and State funding options.
6. Develop a strategy for the Town to create a Water and Wastewater Utilities Department to assume the wastewater system operations and maintenance. Consideration should be given to staffing, finances, equipment, etc. Note that this strategy should consider the possibility that the Town may eventually handle the operations and maintenance of the water system within town limits if ownership is conveyed by Johnston County.
7. Prepare a Comprehensive Utilities Plan with the above considerations for Councilmembers and staff review and comment.
8. Provide probability of ongoing consulting services throughout the assumption of above-referenced systems from Johnston County on a contractual basis.

ENGINEER SELECTION PROCEDURES

The consultant shall be capable of providing all professional services as described under Scope of Work and maintaining those capabilities until work is completed. The Town of Wilson's Mills reserves the right to reject any and all of the responses received as a result of this RFQ.

Proposals will be reviewed and after considering factors outlined in the Submittal Criteria, the consulting firm will be selected, subject to negotiation of fair and reasonable compensation.

The Town will not be liable for any cost incurred by the consultant for any work performed through and including the execution of a contract for professional services, prior to the execution of a contract.

SUBMITTAL CRITERIA:

The Qualifications Package should consist of a bound document including a cover letter and the tabbed sections described below. Due to demands on the time of Town staff, the submittal is limited to fifteen (15) single-sided pages and all pages should be numbered. Cover letter, sub-tabs or dividers are acceptable within the required tabs and do not count toward the page limit.

The following information shall be included in the Statement of Qualifications Package:

Cover Letter

Describe the consultant's interest in working with the Town of Wilson's Mills. Summarize the content of the proposal and identify a contact person for questions during the RFQ selection process, providing contact information including telephone number, email and postal address.

Tab 1 – Consultant Profile

1. Consultant Profile – Identify the legal entity that would enter into the contract with the Town and include location of company headquarters, location of local office, type of business (sole proprietorship, partnership, corporation), state of incorporation or organization, and the name and title of the person authorized to enter into an agreement. For proposed sub-consultants, please provide the name of each consultant, the office location, contact name and telephone number, and each consultant's qualifications supporting the respective services to be provided.
2. Similar Experience – A list of 5-8 similar municipal engineering projects completed within the most recent 5 years with a brief description of the project and a description of the team's involvement in the project. All descriptions should include the date services were performed, total project cost, contact name and phone number of individual representative possessing knowledge of the consultant's work, and overall total project timeframe.
3. Conflict of Interest - Provide a statement regarding the consultant's or sub-consultant's possible conflicts of interest for any services to be performed.

Tab 2 – Project Approach

Describe the project team's approach to developing the Comprehensive Utility Plan with the listed components. The project approach should include technical components and project management components. A proposed project schedule should also be included.

Tab 3 – Project Team

Organizational Chart – A list of staff selected to work on the project with their qualifications (including sub-consultants). Include the following for each key member of the team:

- Title
- Roles and responsibilities, including those projects identified under Tab 1 if applicable
- Brief resume describing overall experience and areas of expertise
- Professional registrations and certifications
- Office location

Scoring of the Qualifications Packages by the Town's staff will be conducted as follows:

Scoring Criteria	Max Points
Consultant's Profile and Experience with Similar Projects	25
Project Approach	30
Project Team Experience	25
Familiarity with Locality	20
TOTAL	100

Questions related to the RFQ shall be submitted by email to lworley@wilsonsmillsnc.org no later than May 16, 2023.

Electronic submittals (email) or hard copy submittals of the Qualification Package are due to the Wilson's Mills Town Hall no later than May 26, 2023, at 4:00 PM. If hard copy submittal, please provide two (2) copies.

Submittals shall be directed to:

Ms. Leighanna Worley, Town Administrator
Email: lworley@wilsonsmillsnc.org

Physical Address

100 Railroad Street
Smithfield, NC 27577

US Mailing

P.O. Box 448
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