

City of Mount Airy Request for Qualifications (RFQ) for Professional Engineering Services: Sewer System Asset Inventory and Assessment (AIA) Project Number AIA-D-ARP-OO44

The City of Mount Airy operates an aging collection system and wastewater treatment plant. This infrastructure consists of 4 pump stations, 147 miles of gravity sewer line, 11 miles of force main, and a wastewater treatment plant. The oldest sewer lines in the system were installed over 115 years ago. The sewer system currently serves 3,469 residential sewer customers and 900 nonresidential customers. A Water and Sewer System Asset Management Plan was prepared in September 2015 and included an inventory of existing water and sewer assets, a high-level condition assessment of the assets, and a 20-year capital improvement plan. The City recently received an Asset Inventory and Assessment Grant for a project to build on their existing Asset Management Plan with the following two tasks:

- Perform a detailed condition assessment of the WWTP structures and equipment through visual inspection and pump efficiency testing
- Perform a comprehensive condition assessment of the sewer lines through traditional Sanitary Sewer Evaluation Studies such as flow monitoring, smoke testing, and CCTV inspections

This work will allow the City to make strategic infrastructure improvement decisions based on prioritized needs and the criticality of specific assets.

The Mount Airy Public Works Department is soliciting requests for qualifications for professional engineering services to assist the Public Works Department in preparing the AIA in compliance with all applicable federal requirements and regulations. Payment terms will be negotiated with the selected firm.

Scope of Work:

Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with NCDEQ compliance areas.

Submission Requirements:

RFQ submissions must include at a minimum:

1. Individual or Firm Information: firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. Water/Wastewater Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to water / wastewater improvements or related work, description of firm's prior experience, including any similar projects, size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least five references within the past five years;
3. Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of

performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; description of firm's current work activities, capability of carrying out all aspects of related activities, and firm's anticipated availability during the term of the project;

4. The proposed work plan and schedule for activities to be performed; and
5. Documentation of compliance with state and federal debarment/eligibility requirements.

Qualification Evaluation Criteria:

Submissions will be evaluated per the following factors:

1. <u>Qualifications, Competence and Reputation of Firm and</u>	<u>25 %</u>
2. <u>Firm's Capability to Meet Time and Project Budget Requirements</u>	<u>25 %</u>
3. <u>Present and Project Workload of Firm</u>	<u>10 %</u>
4. <u>Related Experience on Similar projects</u>	<u>15 %</u>
5. <u>Recent and Current Work for the Entity Issuing RFQ</u>	<u>25 %</u>

All letters of interest are limited to 20 pages inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single-spaced, one-sided. Fold out pages are not allowed. In order to reduce costs and to facilitate recycling binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. Please submit 5 copies. Letters of interest containing more than 20 pages will not be considered.

Upon completion of the review, interviews may be conducted by a Committee of city employees at the option of the city. The Committee will make its recommendation to the *City of Mount Airy Board of Commissioners* for approval to negotiate a contract price.

Respondents may review the application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the *City of Mount Airy Public Works* offices during regular office hours.

Contract Award:

Once the most qualified firm is selected, *a cost for the AIA will be negotiated. Contracts executed for the AIA shall be contingent upon the Release of Funds and Funding Conditions.*

The above information should be submitted no later than **Friday December 16th at 5:00 pm**. Submit all documents to: **City of Mount Airy Public Works Department, 440 East Pine Street, Mount Airy, NC 27030**. For more information, contact Public Works Director Mitch Williams at 336-786-3580.

The City of Mount Airy is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. The City of Mount Airy invites the submission of proposals from a certified Section 3 business concerns.

