



**REQUEST FOR QUALIFICATIONS
TOWN OF HAMILTON, NC**

**PROFESSIONAL SERVICES FOR
ASSET INVENTORY ASSESSMENT PROJECT
WASTEWATER SYSTEM**

A. GENERAL

The Town of Hamilton recently received notice of intent to award a grant from NC Department of Environmental Quality-Division of Water Infrastructure to conduct an Asset Inventory Assessment Project for the Town's public wastewater system.

Hamilton provides wastewater service to approximately 210 residential and commercial users located within the Town's service area. The Town desires to have performed an evaluation of the overall wastewater system generating a comprehensive and prioritized list of all potentially needed capital improvements.

The Town is soliciting Statements of Qualification from engineering consultants interested in providing services for the project. The Town intends to select a qualified consultant to: survey and establish a digital format for the wastewater infrastructure inventory; assess the current condition of the wastewater system's primary components; assist with CCTV inspection of the gravity sewer system; develop a 10-year Capital Improvements Plan; and develop a Wastewater Asset Management Plan;. A general scope of services is listed below in Section B below.

B. SCOPE OF SERVICES

1. Wastewater System Inventory:

- a. Work with members of the Town's Asset Management Team to accomplish the inventory survey and digital mapping delivery.
- b. Conduct survey locating manholes, valves, and miscellaneous pump station and WWTP elements.
- c. Develop a digital file of the wastewater system utilizing Arcmap software.
- d. Populate attributes for manholes and pipelines diameters and materials.
- e. Deliver and review Arcmap digital files to the Town for use at its sole discretion.

2. Phase II SSES/Gravity Sewer System Closed Circuit TV (CCTV) Inspection and Report:

- a. Work with members of the Town's Asset Management Team to review previous studies to designate target areas of the system for CCTV.

- b. Prepare CCTV specifications and bid documents.
- c. Perform CCTV bidding, review, and contract award recommendations.
- d. Provide Administration of CCTV Contract.
- e. Provide Observation of CCTV Contractor.
- f. Establish recommendations for potential pipeline rehabilitation including cost estimates.
- g. Summarize findings and recommendations in written report.
- h. Review CCTV findings, cost estimates, and report with Town staff.

3. Wastewater System Asset Assessment & Capital Improvement Plan (CIP):

- a. Work with members of the Town's Asset Management Team to accomplish the CIP tasks and delivery.
- b. Review system documentation.
- c. Perform field inspections as required of system assets.
- d. Conduct interviews with Town staff to acquire institutional knowledge as required.
- e. Facilitate criticality assessment and risk analysis with Town staff.
- f. Assess condition of critical assets.
- g. Document criticality assessment, risk analysis and condition of system critical assets.
- h. Evaluate and make recommendations for system needs to address criticality/risk and other considerations.
- i. Prepare cost opinions for recommendations.
- j. Develop draft recommendations for 10-year CIP for incorporation into the Town's overall CIP.
- k. CIP with Town staff and incorporate requested revisions.

4. Wastewater Asset Management Plan (WWAMP):

- a. Work with members of the Town's Asset Management Team for the accomplishment of the WWAMP tasks and delivery.
- b. Develop a draft WWAMP for the Town's wastewater system incorporating at a minimum:
 - Utility overview
 - Asset management approach
 - Asset inventory summary
 - Asset assessment
 - Recommendations & cost opinions
 - Financial planning
 - Operation & Maintenance
- c. Review draft WWAMP with Town staff and incorporate requested revisions.
- d. Present CIP and WWAMP to the Town Board of Commissioners.
- e. Deliver hard copy and digital files of CIP and WWAMP to the Town for use at its sole discretion.

C. CONTENTS OF QUALIFICATIONS

- 1. Name of firm.

2. Person authorized to provide information and negotiate contracts.
3. Location of offices. If more than one, indicate office from which work will be performed.
4. Brief history of firm.
5. Firm employment profile.
6. Project experience. Provide a minimum of five (5) projects illustrating experience similar to the proposed project: conducting utility inventory for GIS mapping, assessment of wastewater utility assets, preparation of capital improvements plans, and preparation of public utility asset management plans. Include general project description, types of engineering services performed and client contact information.
7. List of key personnel to be directly involved in the project, as well as a brief description of their responsibilities. Include a brief resume for key personnel, including specific relevant project experience.
8. Brief project approach.
9. Hourly rate schedule for project personnel, including travel, overhead and miscellaneous expenses. In accordance with NCGS 143-64.31, DO NOT INCLUDE Lump Sum or Not-to-Exceed price for services.

D. EVALUATION CRITERIA

1. Consultant selection shall be conducted in accordance with NCGS 143-64.31. Statements of Qualification received by the deadline and prepared in accordance with RFQ instructions will be reviewed to determine the level of service considered most advantageous to the Town.
2. The Town will select the consultant considered best qualified to provide the desired level of service, with consideration for the long-term interest of the Town's efforts based on demonstrated competence and qualifications without regard to fee other than unit price information.
3. After selection of the best qualified consultant to meet the Town's needs, the Town shall negotiate a fair and reasonable fee with the consultant for the desired level of service.
4. Proposals will be reviewed and evaluated by Town staff familiar with the existing facilities, in accordance with the following criteria:
 - a. General Qualifications, Competence & Reputation of Firm *(40 points)*
 - Age, size, staff qualifications and stability of firm
 - Projects to illustrate competence in providing similar applicable services for public water or wastewater utility enterprise
 - Availability of staff to handle the project
 - Reputation with previous clients
 - b. Experience of Involved Staff *(40 points)*
 - Experience with similar type improvements
 - Key personnel – roles and experience
 - Subconsultants, if any
 - c. Ability to Address Local Needs *(40 points)*
 - Grasp of project requirements
 - Project approach/methodology
 - Demonstrated understanding of asset assessment and prioritization of system needs.

- Familiarity with the Hamilton existing wastewater system and system needs.
- d. Availability *(20 points)*
 - Ability to provide access to qualified project team members on a continual basis
 - Ability to commit available resources to the project
- e. Hourly Rate Schedule *(10 points)*
 - Do not include a lump sum or not-to-exceed price
 - Rates indicative of experience and capabilities

E. SUBMISSION INFORMATION

1. Responses may be double-sided and are limited to a total of 20 pages, excluding cover, cover letter and table of contents which may or may not be provided at the discretion of the respondent. Font size shall not be smaller than 10-point. Respondents are requested not to include other generalized marketing information as a part of the submittal documents.
2. Three (3) copies of the Statement of Qualification must be received by the 15th day of December 2022 at 5:00 P.M. in the Town Hall. Facsimile and electronic submissions are not acceptable.
3. Statement of Qualification must be in a sealed envelope marked “Statement of Qualifications for Hamilton, NC, Professional Services for Wastewater System Asset Inventory Assessment Project”.

4. Proposals may be mailed or hand delivered to:

Ms. Allison Roebuck, Town Clerk
 Town of Hamilton
 101 North Front Street / PO Box 249
 Hamilton, NC 27840

4. Questions should be addressed to:

Ms. Allison Roebuck, Town Clerk
 townhamilton06@gmail.com
 Phone: (252) 798-2001

F. SMALL AND/OR MINORITY FIRMS ARE ENCOURAGED TO SUBMIT QUALIFICATIONS.