



# **REQUEST FOR QUALIFICATIONS**

## **Water & Wastewater On-Call**

### **Engineering Services**

**for the**

**City of Gastonia**

**Gastonia, North Carolina**

**April 5, 2024**

**I. INTENT/ BACKGROUND**

- i. The City of Gastonia, North Carolina (the City) is soliciting and accepting Statements of Qualification from qualified firms, or individuals, licensed in the State of North Carolina to provide Professional Engineering Services as defined in the Scope of Services section below. Professional firms shall possess the proper licensure and experience to perform such services.
- ii. The City is seeking three (3) or more firms to provide on-call professional engineering services for a period of three years with a renewal option not to exceed two additional one (1) year periods, at the sole discretion of the City.
- iii. Gastonia wishes to select engineering firms to enter into agreements such that periodic on-call, as-needed engineering services can be called upon in a manner that allows quick response and completion.  

On-Call needs may include design assistance on portions of projects, schematic development and cost estimating, and/or full design, public involvement, bidding, and construction administration services. Projects will vary in nature depending upon the needs at any given time.
- iv. Specific projects have not been identified at this time. Selected firms will be contacted once projects have been identified and funded. The City makes no guarantee that the selection of qualified firms for on-call services will result in a contract for actual project(s).

**II. GENERAL INFORMATION**

- i. This request contains, in general terms, the overall objectives of the City in obtaining the professional services indicated herein. While an attempt is made to describe the general expectations of the City and the anticipated work to be performed, the City and the successful Offeror will need to define a more specific scope of work and fee schedule as part of a negotiation process.
- ii. If it becomes necessary to revise any part of this request, written amendments will be provided in an addendum form to all potential proposing firms.
- iii. Any inquiry or request for interpretation received by **2pm on April 30, 2024** will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum to this RFQ and, if issued, posted on the City's website.  

Each Offeror shall acknowledge receipt of such addenda in the proposal document. In case any Offeror fails to acknowledge receipt of such addenda or addendum, the Proposal will nevertheless be construed as though it had been received and acknowledged and the submission of the Proposal will constitute acknowledgement of the receipt of same.
- iv. The City is seeking responses only from firms with demonstrated expertise in the listed professional services.

- v. The successful firm shall have the full and sole responsibility for performing all services as finally agreed upon and accepted by the City. In the event the firm fails to deliver or perform any proposed services within the specified schedule, the City reserves the right to cancel the Contract and secure other means of providing and deduct all costs thereof from any payment due the firm.
- vi. To ensure the integrity of the competitive process, all Offerors shall avoid contacting any public officials or department(s) other than the person(s) listed in this document either directly or indirectly.

### III. SCOPE OF SERVICES

It is not a requirement that firms be able to provide all of the services outlined below. The services required will vary depending upon the scope of services requested for a particular project. Services required may include all or part of the following:

- Permitting and compliance with local, state and federal requirements
- Conduct process and treatability studies
- Regulatory/process control
- Water and wastewater treatment and pumping facility design and rehabilitation
- WWTP modeling
- Review of water and sewer fees, including volume, system development fees, and pretreatment fees.
- WWTP solids treatment, handling and disposal options
- Electrical-Power Distribution and Generation (up to and including 4160v)
- Electrical-120v and 480v Power and Controls
- Electrical -Arc Flash and Coordination Studies
- Instrumentation and Control/SCADA
- Assess the impact of drinking water treatment changes on corrosion control in the distribution system
- Assess the impacts of emerging contaminants in source waters on water and wastewater treatment plant compliance and public health

For each of the above professional services, individual projects may require any or all of the following:

- Perform necessary services from preliminary engineering, design, specification development, project bidding, through construction management and inspection
- Project Management
- Supplement City of Gastonia and Two Rivers Utilities (TRU) staff
- Infrastructure system analysis
- System planning
- Water distribution systems design
- Wastewater collections systems design
- Troubleshooting and hydraulic analysis

- Structural analysis and design
- Construction administration and observation/inspection
- Assistance obtaining governmental loans (e.g. CWSRF, CWMTF, etc.) or grants
- Condition Assessments
- Hydraulic modeling - All modeling to conform to AWWA standards.
- Surveying
- Vibration analysis
- Provide third party review services
- Coordination of meetings with City staff, other agencies, and developers
- Conduct public meetings and/or public outreach during design process
- Engineer's estimate
- Project scheduling
- Bidding and Construction management and/or assistance

The City is seeking firms whose combination of experience and personnel will provide timely, cost-effective, and professional services for the City.

This is an on-call RFQ and no projects have been identified. When project(s) are identified, it is anticipated that the successful firm and the City will work together to develop a more detailed scope of work including specific project goals and schedule milestones.

#### **IV. GENERAL TERMS AND CONDITIONS**

- i. All Offerors including the employees of the Offeror must comply with all applicable Federal, State, and County laws pertaining to contracts entered into by governmental agencies, including non-discrimination employment. Contracts entered into on the basis of submitted proposal responses are revocable if contrary to law. Contracts for work resulting from this request will obligate the proposer to not discriminate on the basis of race, color, creed, religion, handicap, or national origin in their employment practices.
- ii. The successful firm shall not knowingly employ, during the period of a contract, or any extensions to it, any professional personnel who are also in the employ of the City of Gastonia and who are providing services involving this request or services similar in nature to the scope of this request to the City. Furthermore, the firm shall not knowingly employ, during the period of a contract or any extensions to it, any City of Gastonia employee who has participated in the making of a contract until at least two years after his/her termination of employment with the City of Gastonia.
- iii. Neither the firm, nor any person, firm or corporation employed by the firm in the performance of this request, shall offer or give any gift, money or anything of value or any promise for future reward or compensation to any City of Gastonia employee at any time.
- iv. The City of Gastonia is not tax exempt; therefore tax must be paid on all applicable purchases. All bills shall be submitted to the City showing tax broken out.

- v. Once selected, the successful firm will be required to provide proof of insurance to include professional liability; workers compensation, employer's liability and general liability on an appropriate Accord form prior to commencing work.
- vi. No contract or its provisions may be assigned, sublet, or transferred without the written consent of the City.
- vii. Ownership of all data, material and documentation originated and prepared for the City of Gastonia pursuant to this contract shall belong exclusively to the City of Gastonia.
- viii. The Consultant certifies, by submission of this document or acceptance of a contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State, Federal department, or agency.

**V. SUBMITTAL REQUIREMENTS**

- i. All proposals and supporting materials shall be submitted electronically per Section X below. All proposals shall be valid for a period of ninety (90) days after opening. Firms shall be prepared to meet with City staff to discuss any portion of their proposal before a decision is made concerning responses associated or incurred in preparing or responding to this request.
- ii. Proposals and supplemental information should be limited to no more than twenty (one sided) pages of material, which shall be 8.5" x 11" page size. Front and back covers and dividers will not count toward the page limit. Promotional literature, brochures, resumes, and the cover letter will be considered as part of the page limit. Statements consisting of more than the previously stated page limit may be rejected.

**VI. PROPOSAL FORMAT**

The Firm shall prepare a response to all of the following requests for information. Each section should begin on a separate sheet and shall be numbered according to the following format.

All responses must refer to each section of this document by number and address compliance and/or exceptions to that section. The City reserves the right to disqualify any firm which does not follow such a format.

**SECTION 1: Signatory/ Information Sheets**

**A. Cover Letter**

A maximum one (1) page, dated Cover Letter, including the legal name of the Offeror, address, and telephone numbers. The letter shall contain a summary of the Offeror's ability to perform professional services requested in this proposal and confirm that the Offeror is willing to perform those services and enter into a contract with the City of Gastonia.

The cover letter must list the professional services to be considered for selection by type, or designate full-service indicating that any and all services mentioned in the scope of this RFQ can be provided by the Offeror. The letter shall be signed by a person having the authority to commit the Offeror to a contract.

### **B. Table of Contents**

Proposals shall include a table of contents and corresponding page numbers. Pages should be consecutively numbered in the page footer. A Table of Contents of the material contained in the proposal must follow the Cover Letter.

## **SECTION 2: Introduction and Highlights**

Provide an executive summary highlighting the major points of the submittal and/or expertise of the firm (one page maximum).

## **SECTION 3: Project Team**

**A.** Provide the following personnel qualifications for each key staff member. Information can be presented in a table with format chosen by the proposer. Include a brief bio for staff members identified as a project manager.

1. Name of Personnel
2. Current Title
3. Certifications / Licenses
4. Relevant Academic Degree(s)
5. Proposed Role / Function for Projects under this Contract
6. Office Location
7. Number of Years of Total Experience
8. Number of Years with Current Firm
9. If the staff member is employed by a sub consultant rather than a proposing firm, please note the company.

## **SECTION 3: Experience**

**A.** List a total of 5 relevant water and wastewater projects, including, but not limited to, contracts with the City, comparable to the projects anticipated under this RFQ, as follows:

1. One of the five projects should be a pipeline project.
2. List projects in date order with newest projects listed first.
3. List projects in progress or performed in the past five (5) years.
4. All projects should be located within North and South Carolina.
5. List only projects involving current staff comprising your proposed team and identify the key staff members involved on each project.
6. If firm is submitting proposal with sub consultant staff members, identify previously performed projects which utilized these sub consultant staff members.
7. Focus on projects demonstrating experience with:
  - a) Technical specifications
  - b) Operations/ Maintenance Staffs during design and

construction (Address maintenance of plant operations)

- c) Constrained or abbreviated project schedules
- d) Opinions of probable cost
- e) Construction administration and inspection

For each project listed, include a brief description, the date services were performed, name, address, and phone number of the representative/contact of the owner having knowledge of the firm's work, the dollar amount and total time period involved.

#### **SECTION 4: Approach**

**B.** Provide a brief approach addressing any innovative or creative methods to complete the scope of services, particularly the following areas:

1. Cost estimating accuracy, especially for smaller (<\$1,000,000) plant rehab projects
2. Bid phase services - especially packaging bids to maximize number and quality of bidders
3. Proactive measures to assure project budget and schedule
4. Proactive measures to ensure quality of construction

#### **VII. SELECTION CRITERIA**

The City of Gastonia reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information and may include interviews with selected short-listed firms.

A qualification based selection process, administered by our selection committee, will be used to determine firms to whom on-call professional contracts will be awarded. Qualifications considered will include the following:

- The Firm's experience in providing similar services for similar projects
- Quality and timeliness of past similar projects
- Qualifications, certifications, and availability of key individuals identified in the Qualifications Package
- Firm's approach
- Appropriate licensure of the firm to provide the services requested
- References

**VIII. INQUIRIES**

Inquiries regarding interpretation or additional information concerning the City's requirements and/or stipulations concerning this request can be made via email as listed below.

Deadline to submit inquiries is **2:00 p.m. on April 30, 2024.**

Submit to: Allen Cottingham via email at [Allen.Cottingham@GastoniaNC.gov](mailto:Allen.Cottingham@GastoniaNC.gov)

**IX. ACCEPTANCE OR REJECTION OF SUBMITTALS**

The City reserves the right to reject any or all submittals when such rejection is in the best interest of the City of Gastonia; to reject submittals of a Firm who has previously failed to perform properly or, in the opinion of the City of Gastonia, the Firm is not in a position to perform adequately in completing the deliverables.

**X. SUBMITTAL DEADLINES**

Interested firms should submit a fully completed SOQ as outlined and formatted herein **no later than 2:00 p.m. on May 7, 2024.** Please provide an electronic copy, submitted to:

Allen Cottingham  
[Allen.Cottingham@GastoniaNC.gov](mailto:Allen.Cottingham@GastoniaNC.gov)

The City reserves the right to cancel this RFQ for any reason without any liability or to waive any irregularities at their discretion.