



REQUEST FOR PROPOSAL **ENGINEERING SERVICES**

Town of Granite Falls, North Carolina **Water System Asset Management Plan Components**

October 11, 2016

Dear Offeror:

This is a Request for Proposal to provide engineering, surveying and related services in connection with the Town of Granite Falls' development of components of its Water System Asset Management Plan. This project is funded by an Asset Inventory and Assessment Grant awarded by the N.C. Department of Environmental Quality.

You are invited to submit a proposal of qualifications to be received not later than 5:00 PM on November 1, 2016 to:

Jerry Church, Town Manager
Town of Granite Falls
Mailing Address - P.O. Drawer 10
Physical Address – 30 Park Square
Granite Falls, NC 28630
Phone - 828-396-3131
Fax - 828-396-3133
Email - church@granitefallsnc.com

Two (2) copies of the proposal should be submitted in accordance with the following sections of this Request for Qualifications:

- A.** Problem Statement
- B.** Scope of Work
- C.** Project Schedule
- D.** Proposal Content
- E.** Factors For Award/Evaluation Criteria
- F.** Hourly Rate Schedule

The Town of Granite Falls will enter into a contract with the Engineer whose proposal of qualifications is determined to be the most advantageous to the Town. Factors to be considered, the method used in the evaluation of the proposal and selection of the Engineer are set forth in Section F.

The Town does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, and encourages proposals from small, minority, and female-owned businesses, and locally owned/operated businesses that provide employment opportunities to low-income individuals.

If you have any questions concerning the Request for Proposal, please contact Jerry Church.



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Town of Granite Falls, North Carolina **Water System Asset Management Plan Components**

A. PROBLEM STATEMENT

The Town of Granite Falls has been awarded an Asset Inventory and Assessment Grant by the N.C. Department of Environmental Quality. The Town does not have the engineering staff necessary to complete the proposed activities and is soliciting proposals from qualified engineering firms to provide complete engineering services for the completion of the work described below.

B. SCOPE OF WORK

The Town of Granite Falls is soliciting proposals from qualified firms for engineering and related services necessary to implement the AIA project within the approved budget and schedule. The selected consultant will be expected to provide the following services at a minimum as a part of the project's scope of services:

Locate approximately 9,000 linear feet of existing waterlines, located throughout the Town whose exact locations are not known. Locating will be accomplished through a combination of electronic tracing, ground penetrating radar, potholing and other acceptable means. Once located, and potholed, their condition will be assessed and their tie-in points with other lines will be located. The need to insert additional isolation valves will be addressed. The lines will be surveyed using GPS technology and added to our existing GIS database and mapping.

After assessment of the lines' condition, potential repair/replacement options will be developed, prepare cost estimates, prioritize projects to incorporate into the Town's CIP, and prepare a report of all findings.

Update the town's Asset Management Plan for our water system. These updates plan will meet the requirements of the DEQ's Asset Management Guidance Supplement to the Priority Rating System Guidance.

The Town has an existing water system hydraulic model that was prepared in 1999 using WaterCad modeling software. This model is to be updated and recalibrated.

The Town also wishes to procure an asset management software program that is a multi-user, cloud-based software platform which can be accessed from any smart or computer device that provides collaborative management of assets for water (and sewer) infrastructure integrating GPS/GIS based mapping technology to;

- 1) Inventory location, materials, features, age, photos and characteristics of water and sewer infrastructure assets;
- 2) Perform condition and vulnerability assessment to generate risk management reports;
- 3) Generate, track and map operation and maintenance procedures and work orders;
- 4) Aid in isolating trouble spots to develop rehabilitation programs;
- 5) Perform queries to generate custom reports, graphs and maps.

Software will also be responsible for set-up, trouble shooting, training and support.

C. PROJECT SCHEDULE

The project is expected to commence immediately upon approval of the Engineer by the governing body. All work must be completed within two years of the date of grant award. A final schedule will be further developed after selection of the Engineer.

D. PROPOSAL CONTENT

The Engineer's proposal must contain the following parts and be no longer than 15 single-sided pages, plus a cover page and any dividers (optional):

- 1. Technical Approach/Understanding of the Program.** Describe the approach to be taken in addressing the proposed scope of work, as well as opportunities for optimizing the funds available. This description is to include delineation of specific tasks to be undertaken, and a project schedule showing start and completion dates for major tasks.
- 2. Work Management Plan/Experience of Proposed Personnel.** Describe the management plan to be used, staffing configurations, etc. specifying work to be completed relative to work identified herein. Brief resumes of the individuals involved in the project are required, including a list of related project experience for each individual.
- 3. Experience of the Firm.** Provide a brief description of water experience specific to asset management planning, including federally or state funded project experience. Please list a reference for each project. Make sure the contact listed for each project was employed at time the firm provided the services. If the local staff person who is most familiar with your work is no longer with the locality, include current contact information or indicate why the person can no longer be contacted.
- 4. Familiarity with Locality.** Include a list of underground infrastructure project experience conducted within the Town of Granite Falls. Describe any other project experience or related work that indicates the firm's level of understanding and familiarity with the Town.

E. FACTORS FOR AWARD/EVALUATION CRITERIA

The following factors will be used in evaluating Consultant's proposal of qualifications and negotiation of a contract:

- 1. Technical Approach/Understanding of Program. (25 points)**
- 2. Work Management Plan/Experience of Proposed Personnel. (25 points)**
- 3. Engineering Experience of the Firm. (25 points)**
- 4. Familiarity with Locality. (25 points)**

After considering factors outlined in Section F, the engineering firm will be selected based on qualifications most advantageous to the Town, subject to negotiation of fair and reasonable compensation. The Engineer will be notified of the Town's selection.

F. Hourly Rate Schedule

All proposals shall include the engineering firm's current hourly rate schedule.