



REQUEST FOR PROPOSAL **ENGINEERING SERVICES**

Town of Granite Falls, North Carolina **Wastewater Asset Inventory Assessment Project**

January 23, 2017

Dear Offeror:

This is a Request for Proposal to provide engineering and related services in connection with the Town of Granite Falls' development of components of its Wastewater Collection System. 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 February 10, 2017 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@granitefallsncc.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

The Town of Granite Falls will enter into a contract with the Engineer whose statement 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 E.

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.

This information is available in Spanish and any other language upon request. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Jerry Church, 828-396-1125, P.O. Drawer 10, Granite Falls, NC 28630, de alojamiento para esta comunicado.

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



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Town of Granite Falls, North Carolina **Wastewater Asset Inventory Assessment Project**

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 to help identify sources of I&I and to develop solutions to help eliminate these problems. 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:

Project activities will include evaluating a portion of the Town's wastewater collection system, consisting of approximately 25,000 feet of sewer collection lines, by flow monitoring to identify lines for further investigation, smoke testing as required, CCTV as required, identifying potential repair/replacement options, prepare cost estimates for repair/ replacement options, prioritize projects to incorporate into the Town's CIP, and preparing a final report of all findings.

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 sewer infrastructure integrating GPS/GIS based mapping technology to; 1) Inventory location, materials, features, age, photos and characteristics of 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 provider will also be responsible for set-up, trouble shooting, training and support.

Firm shall assist the Town with grant management activities including drawdown requests and submitting deliverables required by the funding agency.

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 the 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 sewer experience specific to required work, 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 E, 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.