



**TOWN OF MOORESVILLE
REQUEST FOR PROPOSALS
WTP 2 HIGH SERVICE PUMP STATION**

Issue Date: February 27, 2019

Issuing Agency: Town of Mooresville
Public Utilities Department
2523 Charlotte Highway
Mooresville, NC 28117

Proposal Due: March 27, 2019 by 5:00 p.m.

I. Introduction

The Town of Mooresville (Town) is seeking a consultant to provide preliminary planning/engineering, engineering design services and bidding and construction administration for a new high service pump station at its 12 MGD Water Treatment Plant. This new high service pump station is intended to sit adjacent to its existing high service pump station and will be used to exclusively serve the Town's High Pressure Zone which will be expanded as a result of this project.

II. Definitions

Consultant or firm: Each firm that submits a Proposal Package for consideration by the Town in compliance with the requirements in this RFP

Contract or Agreement: The contract(s) executed by the Town and the Consultant for the services covered by this RFP. Note that contract(s) may be negotiated and approved for all or portions of the services

Evaluation Committee: The team of Town staff that will make a recommendation for Contract(s) award to their governing board

Master Plan: The Town's Adopted Water and Wastewater Master Plan Update, December 2009

NCDEQ: North Carolina Department of Environmental Quality, and any and all Divisions thereof

Proposal Package: The Consultant's official response to this RFP

RFP: This Request for Qualifications for the services described herein

Services: The services described in this RFP (Outline of Work Required)

Town: The Town of Mooresville, North Carolina

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III. Scope of Services

Services shall include, but not be limited to the following:

1. Perform preliminary engineering services as necessary to support a new high service pump station at the Town's 12 MGD Water Treatment Plant (WTP 2) as recommended in the *2017 Water System Study – High Pressure Zone*, dated September 20, 2018 and prepared by WK Dickson & Co., Inc.
2. Design a new high service pump station and supporting yard piping, electrical services, etc to provide a complete and operable package.
3. Provide permitting services as applicable through NCDEQ or other agencies as required.
4. Provide bid package preparation, review and other services during the bidding and award phase of the project.
5. Provide construction administration and inspection services for the construction contract(s).

IV. General Information

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The consultant will be responsible for providing all qualified personnel with the appropriate skills and qualifications to ensure contract compliance.

The Town reserves the right to reject any or all responses to the RFP, to advertise for new RFP responses, or to accept any Proposal Package deemed to be in the best interest of the Town. The Town reserves the right to contract with the selected consultant for any, all or no portion of the scope described in this RFP. In the event that the Town cannot sufficiently evaluate the firms based on the Proposal Package, the Town may require interviews and/or detailed proposals from a group of finalists.

This selection process shall be based solely on the basis of qualifications and proposals in coordination with the Minne Brooks Act (G.S. 143-64.31). At the state level, the following regulations apply: NCGS 136.28.1(f) and NCGS 143.64.31-33

A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind. The RFP does not commit the Town to pay for costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFP process concerning a firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of the Town unless the Town and a firm execute a contract.

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V. Public Records

Upon receipt by the Town, your Proposal Package is considered a public record except for material that qualifies as “Trade Secret” information under North Carolina General Statute 66-152. The Town’s Selection Committee, as well as any other Town staff will review your Proposal Package as well as members of the general public who submit public records requests. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secret submitted by a firm should be submitted in a separate, sealed envelope marked “Trade secret-Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Proposal Package”, and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope. Any firm that designates its entire Proposal Package as a trade secret may be disqualified from the selection process.

VI. Contact with Town Staff

Maintaining the integrity of its RFP process is of paramount importance to the Town of Mooresville. To this end we ask each firm’s cooperation in voluntarily refraining from contacting any members of the Town Board of Commissioners throughout the RFP process. Town staff will not be available for discussions of this project, however written inquiries specific to the RFP may be made to Allison Kraft at akraft@mooresvillenc.gov.

VII. Submittal Requirements

Firms interested in performing the work as described are asked to submit four (4) copies of a Proposal Package no later than **March 27, 2019 at 5:00 p.m.** to:

Town of Mooresville Operations Center
Attn: Allison Kraft, PE
2523 Charlotte Highway
Mooresville, NC 28117

The Proposal Package should consist of a bound document including a cover letter and the tabbed sections described below. Due to demands on the time of Town Staff, limit your submittal to 20 pages (minimum 10 pt font, single spaced) and number all pages. Longer submissions will be removed from consideration. Front and back covers, sub-tabs or dividers are acceptable within the required tabs and do not count toward the page limit. Promotional literature, brochures, etc. will be considered as part of the page limit. The cover letter must identify a contact person for questions during the RFP selection process and provide contact information including telephone number, email and postal address.

TAB ONE: INFORMATION ABOUT THE TEAM

Please provide the following information in the following order under Tab One:

1. Identify the legal entity that would enter into the contract with the Town and include location of company headquarters, location of local office, type of business (sole proprietorship, partnership, or corporation), state of incorporation or organization, Federal Employer Identification Number, and the name and title of the person authorized to enter into an agreement.

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2. Provide an organizational chart identifying members of a representative team including sub-consultants who would likely be assigned to a project. The chart should clearly define the roles and responsibilities of the various team members.
3. For proposed subconsultants, please provide the name of each firm, the office location, contract name and telephone number, and the services to be provided.
4. List contracts performed in the past eight (8) years by your firm and subconsultants as appropriate for projects that were similar in size or type to this project, particularly where work was designed and coordinated within an operating water treatment plant. Preference is given to projects in North Carolina. These may be the same projects as described in more detail under Tab Two.
5. Provide a statement indicating the firm's ability and willingness to negotiate in good faith a contract(s) for professional services with the Town. Notwithstanding, any contract shall meet all applicable federal, state and local laws in place at the time of such contract.
6. Provide a statement regarding the firm's possible conflicts of interest for the work.

While specific Disadvantaged or Minority Business goals are not required for this project, the Town is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts. The proposal shall include a listing of all known Disadvantaged or Minority Business firms that will participate in the performance of the identified work. Include the entity through which the business is identified as Disadvantaged or Minority (eg North Carolina Department of Transportation, City of Charlotte, etc).

TAB TWO: INFORMATION REGARDING THE SERVICES

Please provide the following information in the following order under Tab Two:

1. Indicate the number of professional staff available and qualified to perform the services. Particular emphasis should be placed on the project manager, his/her length of time with the firm, and their relevant experience for this project. Background information for all team members should include:
 - Job classification;
 - Roles and responsibilities;
 - Professional registrations and certifications listing applicable state(s);
 - Location;
 - Role in past projects; and
 - Present and anticipated workload and ability to handle additional projects.
2. Experience with evaluation, permitting, design and construction administration with upgrades to existing water treatment plant pumping operations. For each similar project that your firm has completed, provide a brief project summary, identify the owner and include the name and phone number of a contact person involved with any or all portions of the project. In addition, indicate which member(s) of your proposed project team had key roles in the projects, and what those roles were.
3. Indicate what percentage of your work will be based in the Mooresville area (as defined by a 50 mile radius), and in North Carolina in general. Indicate which members of the project team will be local. Preference will be given to firms who will manage and perform the majority of work locally.

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4. Describe the general tasks required to fulfill project requirements and your firm's approach to completing those tasks in the most timely and effective manner possible. Include your approach to keeping the project on schedule and on budget, referring to previous projects to show how this approach has successfully worked in the past.
5. Provide a representative timeline for the work, including preliminary and final design, regulatory approvals, permitting and bidding based on experience with similar projects.
6. Summarize why your firm should be selected.

VIII. Evaluation Criteria

Proposal Packages will be evaluated on the firms' ability to meet the requirements of this RFP. Some heavily weighted, specific evaluation criteria, among other factors will include:

- The firm's experience in providing similar services for similar successful projects
- Qualifications and abilities of key individuals identified in the Proposal Package
- Proven ability to successfully deliver similar projects on time and on budget
- References

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IX. Schedule

This is the schedule of key events to prepare your firm's Proposal Package. In the event that finalist interviews and presentations are not necessary, this schedule may be condensed however Design Contracts will not be presented to the Board of Commissioners until July 2019 at the earliest.

<i>Date</i>	<i>Event</i>
February 27, 2019	Issuance of RFP
March 27, 2019	5:00 pm Proposal Package Due. All QProposal Packages will be time-stamped upon receipt and held in a secure place until opened.
April, 2019	Finalist(s) Identified
May 2019	Finalist interviews and presentations, if necessary
June 2019	Selection of successful Consultant
July/August 2019	Submit Contract to Town Board of Commissioners for approval

Sincerely,



Allison Kraft, PE
Public Utilities Director