

## I. Introduction:

Davie County is soliciting qualifications statements from engineering firms (hereinafter “Firm”) for contract services related to supporting the County in planning, design and construction related services at the Cooleemee WWTP. The Cooleemee WWTP experienced significant flooding due to an abnormal weather event and resultant flooding of the South Yadkin River and sustained major damage due to the disaster. Services may include support for Disaster Recovery and FEMA public assistance, additional funding support, planning, cost estimating, design, preparation of construction documents, pre-qualification of contractors, preparation of bid documents and bidding, construction administration for the construction of repairs and new facilities at the WWTP.

Davie County reserves the right to reject any and all submittals and will award in the best interest of Davie County and the project.

Statements of Qualifications will be accepted up to but no later than **4:00 p.m. on Thursday, November 18, 2021**. No submission will be considered if received after this deadline has expired, regardless of reason.

Statements of Qualification must be clearly marked “**RFQ – Engineering Services at Cooleemee WWTP for Disaster Recovery and FEMA Public Assistance**” and addressed and delivered (in person or certified mail) to:

**Attn: Johnny Lambert, Utilities Director  
County of Davie, Public Utilities Department  
298 E. Depot St, Suite 200  
Mocksville, NC 27028**

All qualifications packages must be submitted in a sealed box, envelope or container. Packages must include: One (1) original, five (5) copies of the original, and one (1) electronic copy on USB (email submissions are not acceptable). Each copy should contain no more than 10 pages, font should be no smaller than Times New Roman 11.

Firms shall submit qualifications of both the firm and person(s) directly responsible for the work including a list of similar projects completed in North Carolina by this firm and by said responsible person(s).

Firms will bear, as its sole risk and responsibility, any cost arising from bidder’s preparation of a response to this RFQ and, as applicable, contract negotiation.

Firm shall collaborate with the County's stakeholders made up of the Utilities Department, Purchasing and Emergency Management.

The qualified Firm shall also have construction management services in place to facilitate construction, track schedule and costs, and communicate to the County construction progress.

Firms submitting shall be professionally licensed in engineering by the State of North Carolina.

## **II. Background**

Davie County, North Carolina owns and operates the Cooleemee Wastewater Treatment Plant at 162 NC Hwy 801 with a capacity of 1.5 mgd and discharging to the Yadkin River.

On November 12<sup>th</sup>, 2020, the Cooleemee WWTP experienced significant flooding due to an abnormal weather event and resultant flooding of the South Yadkin River. This event caused significant damage to the facility including structural damage and loss of electrical and mechanical equipment.

Many repairs have been completed at the facility, however, significant damage to the concrete basins remains. This event was designated as a major disaster and is eligible for reimbursement through the FEMA Public Assistance Program.

## **III. Project Overview**

The Firm will provide assistance to the County with the recovery efforts at the Cooleemee WWTP. They shall possess experience in disaster related response, working with FEMA Public Assistance program, Hazard Mitigation Program and Building Resilient Infrastructure and Communities (BRIC) funding. Firms/teams submitting shall be full-service engineering firms with experience in the planning and design of wastewater treatment facilities.

## **IV. Scope of Work**

The scope of work is not limited to the following services, however, the selected firm is expected to provide:

- a. Guidance in recovering repair costs to critical infrastructure due to the disaster from FEMA programs
- b. Comprehensive damage assessments, including structural, mechanical, and electrical components.
- c. Coordination with FEMA, insurance representatives, and County officials to develop required documentation.
- d. Attend meetings with all stakeholders necessary to complete the assessment.
- e. Generate opinions of probable cost for repairs and mitigation measures.
- f. Develop mitigation alternatives for similar treatment processes damaged.
- g. Engineering Design Services
- h. Floodplain modeling to include at a minimum:
  - o Hydraulic and Hydrologic Studies for pre and post conditions for mitigation strategies

- Determination of effect for the mitigation strategies selected
- Preparation of required permitting documents and appropriate Letters of Map Revisions as required.
- i. Develop contract documents for the repair or construction of alternative selected.
- j. Provide bidding services
- k. Provide contract administration services during Construction
- l. Provide support services to complete BRIC applications (Initial LOIs previously submitted by the County)

#### Project Engineering Management Services

- a. Overall project coordination, web-based calendar of meetings
- b. Maintain lists: project needs and issues, contact list, vendor list, etc.
- c. Project schedule management including critical path identification, integration of all project participants activities, progress tracking vs plan, and report generation

#### Project Estimating Service

- a. Provide a 100% construction cost estimate with details required by the FEMA Public Assistance Program.

### **V. Selection Process**

After the expiration of the deadline, an evaluation committee made up of County staff and officials will review all submitted qualifications packages that comply with the requirements contained within this document. The criteria by which the packages will be evaluated include, but are not limited to:

1. Clarity of Proposal
2. Firm's understanding of the project objectives.
3. Firm's recommended approach to the project, including Firm's demonstrated ability to provide construction design of this type.
4. Schedule for completion of tasks.
5. Qualifications of principal(s) to perform the work and the level of involvement in the project.
6. Qualifications of project manager and staff assigned to the project.
7. Firm's knowledge and demonstrated experience specifically with FEMA Public Assistance Funding and BRIC Funding
8. Firm's approach to on-site or extended construction administration.

### **VI. Contents**

Qualifications shall be submitted on 8-1/2 x 11" paper, side bound or single corner stapled with a Table of Contents and reference tabs for key sections and packaged as specified above. Information provided in the Qualifications statement should include, but not limited to:

1. Firm name, address, telephone number, fax number, email address and contact person(s).
2. Brief history of the firm to include current size/staff, years in business, organizational chart of proposed team and any former names under which the firm operated.

3. Names, office location and resumes of all personnel who will be assigned to this project, including licenses, and professional affiliations. At a minimum, list the following team members:
  - a. Principal-in-Charge
  - b. Project Manager
  - c. Site/Civil Engineer
  - d. Structural Engineer
  - e. Process Engineer
  - f. Electrical Engineer
  - g. Floodplain Engineer
  - h. Funding Specialist
4. List specialty consultants (if any), and identify their location and background.
5. Understanding of the scope of work.
6. Approach to the design process.
7. Reference & contact list for similar projects, including project descriptions, location, completion time, completion cost, project outcomes, etc.
8. Approach to construction administration, including on-site or extended level of construction administration.
9. Unique qualifications or work methodology.
10. Experience with similar services.
11. List any current or pending legal proceedings (litigation, mediation, or court action) filed by any owner or contractor against your firm in the least five years. List any failure to complete a contract for services and state reason.
12. Tentative plan and approach and comments to hitting the below schedule:

PROJECTED TIMELINE:

a. RFQ ARCHITECTURAL SERVICES	
• ADVERTISEMENT	OCTOBER 14, 2021
• SUBMITTAL	NOVEMBER 18, 2021
• AWARD	DECEMBER 07, 2021
b. DESIGN/CONSTRUCTION DOCS.	Through DECEMBER 2022
c. CONSTRUCTION BID/AWARD	Through DECEMBER 2023

**Clarification requests and questions** regarding this Request for Qualifications must be in writing and directed to Johnny Lambert, Utilities Director; **no later than 12:00 Noon, Friday, October 29<sup>th</sup>, 2021.** Questions can be emailed, [jlambert@daviemountync.gov](mailto:jlambert@daviemountync.gov), Contact with any county official other than the Manager during the RFQ process may be grounds for disqualification