



REQUEST FOR QUALIFICATIONS

for

Professional Services for
Water System Asset Inventory and Assessment (AIA)

Town of White Lake, North Carolina

Issue Date: 9/28/2022

Due Date: 10/19/2022

General

The Town of White Lake has been awarded grant funding from the NCDEQ to assist in the completion of a Water System Asset Inventory and Assessment (AIA). The Town invites submittal of responses to this Request for Qualifications (RFQ) from firms qualified in the State of North Carolina to perform engineering services.

Background

The Town of White Lake owns and operates a drinking water system under Permit #NC0309030 issued by the State of North Carolina. The Town operates a water system that consists of approximately 18 miles of water line, 3 water supply wells, 3 pump stations, and 2 elevated storage tanks with a combined finished water storage capacity of 225,000 gallons.

The Town was awarded funds for an AIA of the water utility in August 2022. It is expected that this project will take approximately 18-24 months to complete once a contract is awarded.

Scope of Services

- A. Complete inventory of water system and update system mapping.
 - Assess current mapping and system data.
 - Design database for GIS data collection and ongoing management.
 - Complete a thorough survey and assessment of system components.
 - Create GIS mapping and files for entire system.
- B. Flow tracking to assess current capacity and to identify major sources of water loss or flow pressure issues.
 - Track flow at strategic locations to identify current conditions and future growth limitations.
 - Narrow down primary locations of water loss with flow tracking at strategic locations.
 - Develop recommendations and strategies for improving water loss and flow pressure.
- C. Develop an Asset Management Plan.
 - Utilizing assessment data from mapping, create a risk analysis.
 - Determine condition of critical system components.
 - Create a recommended Capital Improvement Plan priorities/needs list to include anticipated costs for infrastructure and ongoing operations and maintenance.
 - Set groundwork for upcoming rate study tied to existing system.
 - Examine possibilities for system expansion with general recommendations.
- D. Create Final Report for Council Review and Adoption.
 - Document efforts, findings, and methods.
 - Compile results of work into final report.
 - Present report to Town Council.

Submittal Requirements

- A. Name of firm.
- B. Location of firm's office(s) and address, email, and telephone number of office out of which work will be performed.
- C. Brief history of firm.
- D. List of key personnel to be directly involved in the project with a short bio. Also include a brief description of their responsibilities and relevant project experience.
- E. List of 3 recent AIA projects with contact information for local officials involved with the projects.
- F. Projected availability for personnel needed for this effort over the coming 18-month period.
- G. A proposed work plan/schedule for activities to be performed.
- H. Hourly rate schedule for personnel to be utilized on the project. In accordance with NCGS 143-64.31, DO NOT INCLUDE Lump Sum or Not-to-Exceed pricing for services.

Selection Process

Qualifications received by the deadline and prepared in general accordance with RFQ instructions will be reviewed using a qualifications-based selection process (QBS). Evaluation of firms will utilize the following criteria and points system, with a maximum total of 100 points:

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| • Qualifications, competence, and reputation of firm and personnel | 40 points |
| • Related experience on similar, recent projects | 40 points |
| • Ability to meet time/schedule requirements | 10 points |
| • Demonstrated familiarity with locality and NCDEQ grant process | 10 points |

Following review of the submittals received, the Town will identify the firm it believes to be the best qualified for the proposed project.

Once a selection is made, the chosen firm will negotiate with the Town on fee and contract terms and conditions. If, in the sole opinion of the Town, an agreement cannot be achieved with the first respondent of choice, negotiations will proceed with the second or subsequent choice respondents until a mutually agreed upon contract can be negotiated.

Submission Information – Due by 5pm, Wednesday October 19, 2022

Responses must be printed double-sided and are limited to a total of 20 printed pages, *excluding* cover, cover letter, and table of contents, which may or may not be provided at the discretion of the respondent. A sheet which has content on both sides shall be considered 2 pages. Respondents are requested not to include other generalized marketing information as part of the submittal documents.

Three (3) copies of the Statement of Qualifications should be submitted no later than 5pm on Wednesday, October 19, 2022. The copies shall be in a sealed envelope marked "*Statement of Qualifications for Water System AIA project.*"

Proposals can be mailed/hand delivered to:

Sean Martin,
Town Administrator
Town of White Lake
1879 White Lake Drive PMB 7250
White Lake, NC 28337

RFQ questions should be addressed to Sean Martin, Town Administrator, at smartin@whitelakenc.org (910) 862-4800.

The Town of White Lake is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses.