

REQUEST FOR QUALIFICATIONS Engineering & Surveying Services

**Asset Inventory & Assessment (AIA) Grant
Issue Date: 6-4-2018
Due Date: 6-15-2018**

Submit to:

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Request for Qualifications

City of Reidsville (CITY)

Asset Inventory & Assessment (AIA) Grant

1. General

Pursuant to NCGS 143-64.31, the City of Reidsville is soliciting Statements of interest and Qualifications from firms to provide Engineering and Surveying services related to its recently acquired Asset Inventory & Assessment (AIA) Grant.

2. Background

The City of Reidsville (CITY) operates a water and sewer utility that serves all of the citizens within the City service area. The CITY submitted an AIA Grant application for funding consideration in the fall of 2017. The CITY was recently notified of our success, and the CITY has executed a grant agreement and has received authorization from NCDEQ to begin the AIA Project.

3. Scope of Services

– Review SSES and GIS

- A. Perform comprehensive review of the Sewer System Evaluation Study (SSES). Create a risk/priority matrix to prioritize projects for an orderly approach and CIP development.
- B. Review available mapping and GIS. Make updates as feasible/necessary. Consider needs for implementing asset management system.

– Risk Matrix and Prioritization

- C. Risk Analysis: Develop risk matrix using the information populated into the GIS. The risk analysis will be used to prioritize areas of high risk for focused evaluation. Assets identified as having high probability of failure will be identified and prioritized.

– Pump Station Assessments

- D. Perform detailed sewer pump station assessments. Assessments will provide data on mechanical soundness and reliability as well as hydraulic functionality to assess whether pump station upgrades should be implemented to assist in I/I reductions.

– Develop Asset Management Plan, CIP, and Program Initial Projects

- E. From review of SSES and development of risk/priority matrix, develop detailed asset management plan. Expand the plan with detailed project scopes and budget estimates in a Capital Improvement Plan (CIP)
- F. Program high-priority initial projects into budget. Use remaining available AIA funds to perform engineering design, permitting, bidding tasks.

– Implement Asset Management System

- G. Implement an asset management system to integrate GIS capabilities, Public Works staff, Finance staff, and City management to comprehensively manage the collection system and move efficiently toward I/I reduction.

4. Contents of Qualifications

- A. Name of Firm
- B. Location of office performing the work
- C. Brief history of firm
- D. General water and sewer engineering experience
- E. Provide three (3) recent Asset Inventory and Assessment (AIA) projects. Indicate how the project was funded (grant, local, loan, etc.)
- F. List of personnel to be involved in the project, a brief description of their qualifications, and project responsibilities.
- G. In accordance with NCGS 143-64.31, DO NOT INCLUDE Lump Sum or Not-to-Exceed pricing for services.

5. Evaluation Criteria

- A. Qualifications received by the deadline and prepared in accordance with RFQ instructions will be reviewed to determine the level of service and experience considered most advantageous to the City. The City will select the Consultant considered most qualified to provide the desired level of service, with consideration for the long-term interest of the City's needs.
- B. The City will select the best qualified firm based on demonstrated competence and qualifications without regard to fee.
- C. After selection of the best qualified firm to meet the City's needs, the City shall negotiate a fair and reasonable fee with the firm for the desired level of service.
- D. Proposals will be reviewed by City staff familiar with the existing facilities, in accordance with the following criteria.

General Qualifications, Competence & Reputation of Firm

- Staff qualifications and stability of firm
- Projects to illustrate competence in applicable municipal water and wastewater engineering
- Understanding and execution of grant requirements
- Reputation with previous clients

Experience of Involved Staff

- Experience with similar type projects
- Key personnel – roles and experience

Availability

- Ability to provide access to qualified project team members on a continual basis
- Ability to commit available resources to the project

6. Submission Information

An Electronic (PDF) version (10-page maximum) of the RFQ response must be received by email at astadler@ci.reidsville.nc.us or three (3) hard copies can be delivered to Reidsville City Hall, 230 W. Morehead Street, Reidsville, NC 27320 on or before 5:00 PM, June 15, 2018.