



Request for Qualifications  
**For On-Call Professional Services**  
Water Distribution System,  
Wastewater Collection System,  
and Urban Stormwater Management  
Consulting Services

April 16, 2013

# Request for Statement of Qualifications

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#### 1. SUMMARY

- 1.1 Request for Statement of Qualifications (SOQ): the City of Concord Water Resources Department (The City) is hereby inviting SOQs from qualified Consultants, with proven experience and expertise, to provide professional engineering, environmental and related services in Water Distribution, Wastewater Collection System, and Urban Stormwater Management to support the City through an “on-call” contractual relationship.
- 1.2 Period and Terms of Contractual Agreement: The City is interested in obtaining the professional services of one or more consulting firms to provide support for various water distribution, wastewater collection, and stormwater management related projects for a period of one (1) year. Master contractual agreements are anticipated to begin in July, 2013 and expire June 30, 2014. Specific projects would be authorized under a supplemental letter scope of service agreement with a properly negotiated fee. The City reserves the right to choose to contract with a single consultant for all services, or multiple consultants particularly strong in one or more of the specific tasks requested. Selection of consultant(s) by the City in response to this request does not guarantee that professional services will be required. The City also maintains sole discretion in assigning projects, if any, to selected consultant(s) throughout the contract period. The City may renew its Request for Statement of Qualifications for On-Call Consultants following the initial one-year period, if necessary.
- 1.3 Qualifications-Based Consultant Selection Process: The City’s consultant selection process is qualifications based.
- 1.4 Due Date: SOQs in response to this request are due to the City **no later than 2:00 p.m. Tuesday, May 21, 2013**. Earlier responses are welcome and appreciated.

#### 2. ENVISIONED SCOPE OF CONSULTANT SERVICES

- 2.1 Scope of Consultant’s Services: The Scope of Consultant’s Services, as currently envisioned by the City, would include but not be limited to the

following areas of work. Consultants are requested to highlight their expertise and experience in these and related areas of water distribution, wastewater collections, and urban stormwater management. Professional services to be provided by the selected consulting firm(s) may generally be as follows:

○ WATER DISTRIBUTION

- Engineering analysis, design, and development of construction plans and specifications as related to water distribution projects. This may include designs for water distribution main relining/rehab projects, water distribution main extension, and other water distribution projects. Preparation of estimated quantities and project construction cost estimates would be included in this task.

○ WASTEWATER COLLECTIONS

- Engineering analysis, design, and development of construction plans and specifications as related to wastewater collections projects. This may include designs for wastewater collections main relining/rehab projects, wastewater collections main extension, wastewater lift station design or decommissioning, and other wastewater collections projects. Preparation of estimated quantities and project construction cost estimates would be included in this task.

○ URBAN STORMWATER MANAGEMENT

- Engineering analysis, design, and development of construction plans and specifications as related to municipal stormwater management projects. This may include designs for stream stabilization/restoration projects, traditional and innovative storm sewer system design, culvert and /or bridge retrofits, energy dissipaters, low dams, traditional and innovative Best Management Practices (BMPS), and other stormwater management projects. Preparation of estimated quantities and project construction cost estimates would be included in this task.
- Field identification and delineation of streams and wetland as needed.
- Engineering design and construction plans and specifications for small structural design projects related to stormwater management such as retaining walls, culverts, water-control structures, innovative urban BMPs, etc. geotechnical work may be needed for certain projects and expertise in that area should also be addressed.
- Preparation of contract bid documents and management of the bid process for stormwater improvement projects.

Construction observation may also be required for some projects.

- Water quality modeling relevant to urban stormwater management. Consultants should demonstrate their experience and expertise in the areas of TMDL development and modeling applications, as well as pollutant fate and transport applications.
- Preparation of required regulatory permit/certification applications, including supporting engineering and environmental documentation. This area may include requirements pursuant to Section 401 and 404 of the Clean Water Act, The State Environmental Policy Act, the State Erosion and Sedimentation Control Act and other laws and regulations applicable to the stormwater and surface water resources related projects.
- Preparation, in partnership with the City, of applications for potential public grant and /or private agency funding for implementation of various stormwater-related projects. Experience in working with the State's Clean Water Management Trust fund and related grant funding agencies will enhance the merits of the SOQ.
- Other stormwater services as may be required.

### 3. SOQ SUBMITTAL REQUIREMENTS

- 3.1 General: Please submit your SOQ **electronically** to the e-mail address listed below, **no later than 2:00 p.m. on Tuesday, May 21, 2013.**

**Sid Talbert, Purchasing Manager**  
**City of Concord**  
**704-920-5441**  
[talberts@concordnc.gov](mailto:talberts@concordnc.gov)

The subject line should contain the **individual or firm name** and "**SOQ for On-Call Professional Services**". ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.

In the interest of fairness to all the Consultants submitting Qualification documents, and to allow for the City's timely review, SOQs received after the scheduled receipt time stated above will not be accepted.

Questions concerning the scope of this project should be directed to Sid Talbert, Purchasing Manager at the contact above. Any amendments to this RFQ shall be made in writing and distributed as an addendum.

- 3.2. SOQ Organization: To facilitate the City's review of the SOQs, Consultants are requested to organize the main document as follows. If the Consultant wishes to submit additional information in support of or to strengthen the SOQ, such information may be submitted separately in Appendices. **SOQs must be limited to no more than 16 pages, excluding the cover page, cover letter, table of contents, section dividers, and references.** Please see detailed breakdown of section page limits below.
- A cover letter on company letterhead signed by a principal or other member of the firm authorized to commit the firm to contract for professional services.
  - Table of Contents, with page numbers.
  - Information on the following topics:
    - Executive Summary: Should address the highlights of the SOQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the on-call water distribution, wastewater collection, and/or stormwater service objectives of the City. Please limit the Executive Summary to one (1) page.
    - Statement of Qualifications: Identify and describe the qualification of the firm and professional services that may be provided by the consultant or consultant team in response to the Request. Also include information on any proposed sub-consultants. Please note which team members were involved in referenced projects. Please limit the Statement of Qualifications section to four (4) pages per discipline, i.e. four (4) pages for water distribution projects, four (4) pages for wastewater collections projects, and/or four (4) pages for stormwater services projects.
    - Project Team & Project Management: Please identify the proposed project team (including sub consultants) and key personnel for the successful completion of projects in partnership with the City. Please include brief resumes of the project team members. Also please identify the project manager or project managers and any other team leaders proposed and briefly describe how projects will be successfully managed. It is expected that the team members proposed in the SOQ will be the ones that will actually work on projects for the City. Please verify that proposed staff will be prepared for timely completion of the projects under a potential contractual

agreement with the City of Concord. Please limit the Project Team & Project Management section to three (3) pages.

- Terms and Conditions of the Contract: The City proposes to use a standard City of Concord contract for professional consulting services.
- References: Please provide the name, telephone number, and address of at least **three (3) references** in organizations for whom your firm provided professional services on projects similar to this Request and whom the City may contact regarding your firm's performance on their projects.

#### 4. SELECTION OF CONSULTANT/CONTRACTOR

4.1 General: This Request does not commit the City to enter into agreement, to pay any costs incurred in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project. The City will require the selected Consultant, if any, to participate in negotiations for the fees for the project and to submit such scope, technical, and/or other revisions to the proposals as may result from negotiations. The City reserves the right to perform all or some of the services described in this document with its own force. The City has the right to award portions of the contract to more than one firm.

4.2 Qualifications-Based Selection Criteria: SOQs are traditionally evaluated and ranked base upon the following Qualifications-based criteria. The City reserves the right to request an interview with any potential consultants during the selection process. Should the City see the need to interview potential consultants, the potential Contractors will be notified as early as possible in the proposal review process.

- Responsiveness to the City's request
- Relevant experience, expertise, and qualifications of the firm and project team members.
- Comments on Consultant's performance on previous projects by the references provided by the Consultant
- Project management
- Overall technical capabilities of the firm and team members within water distribution, wastewater collection, and/or urban stormwater management

- Track record in delivering high quality professional services
- Information obtained through interviews with short-listed consultant, if applicable.

**5. EQUAL EMPLOYMENT OPPORTUNITY**

The local government of the City of Concord does not discriminate administering any of its programs and activities. The Consultant(s) awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.