



Request for Qualifications

By

City of Concord, Owner

For

**2019-2020 WATER MASTER PLAN
UPDATE**

July 31, 2019

I. OVERVIEW AND PURPOSE

The City of Concord is soliciting proposals from qualified consultants to provide a water master plan update that will be utilized by the City's Water Resources Department staff in future years as a planning tool for improving the existing water system. The existing water system is composed of approximately 740 miles of water line and 46,000 water services, two water treatment plant facilities rated at 12 MGD each, six elevated water storage tanks totaling 5.75 MG, one 1.0 MG ground water storage tank, and six remote water booster pump stations.

This particular water master plan update will be used by the City for operation and maintenance purposes, and capital project planning. The plan will include a comprehensive study of the City's existing water system and should ultimately plan where additional water infrastructure is needed in order to meet projected demand increases within the system itself as a result of future development and population growth. In addition, the plan will include identifying proposed water service to areas currently unserved.

Our purpose is to obtain expert professional, technical and advisory services at the discretion of the City of Concord for analyzing existing water infrastructure in all four existing pressure zones based on current system demands and future projected demands for the next 20 years. This request for qualifications (RFQ) may be responded to by an individual firm or joint venture (team).

II. SCOPE OF WORK

The consultant selected may be asked to provide any or all of the following services, and any other services deemed applicable, in order to complete the water master plan update data collection, analysis, recommendations and final documentation.

- Conduct flow and pressure measurements along a specified amount of the City's major transmission water lines as part of a hydraulic grade line (HGL) analysis.
- Conduct fire flow tests in specified areas in order to provide accurate field data for re-calibration of the existing water model.
- Develop diurnal demand curves for a specified amount of large water users in order to increase the accuracy of the model re-calibration.
- Complete the re-calibration of the water model using data collected through field testing and analysis, including the identification of existing deficiencies in the City's water system.
- Evaluate existing pressure zone boundaries and recommend any changes that are necessary in order to improve pressures and fire flows in areas with noted deficiencies.
- Update current and future water demands based upon development and meter data, and compare this information through the evaluation of existing pump station and tank capacities in order to identify and resolve deficiencies.
- Develop a list of future capital improvement plan (CIP) projects that will resolve deficiencies as previously referenced.
- Prepare a final water master plan update report document that summarizes field testing, identifies past, present and future water demands, notes all deficiencies identified in the model re-calibration, and that estimates future costs and benefits of planned CIP projects.

Questions concerning the scope of this project should be directed in writing to Ryan LeClear, Purchasing Manager at the address below. Any amendments to this RFQ shall be made in writing and distributed as an addendum.

Ryan LeClear, Purchasing Manager
Alfred M Brown Operations Center
635 Alfred Brown Jr. Court / P.O. Box 308
Concord, North Carolina 28026
704-920-5447 (Phone)
704-785-8856 (Fax)
E-mail: leclear@concordnc.gov

Firms shall have no contact related to this project with elected officials or City of Concord employees other than as directed herein, during this RFQ process. Any such contact will subject the firm to immediate disqualification for consideration for this project. At the option of the selection committee, interviews may be held with selected applicants if it is determined to enhance the selection process.

III. SUBMITTAL REQUIREMENTS

The proposal submitted shall be in a sealed package and received in accordance with the instructions detailed in this RFQ.

The selection of the firm will be based on the totality of the qualifications of the firm as presented in the detailed qualifications statement. The presence or absence of one or more of the items listed below, except for those items required by law, shall not be totally disqualifying but shall be taken into consideration as a portion of the totality reflecting positively or negatively on the qualifications of the firm. Qualification statements should clearly and concisely address the following:

1. **Coversheet:** List project title, the name of your firm, and the name, address, e-mail, fax number, and telephone number of a contact person for questions concerning this proposal.
2. **History of Firm:** Provide a brief history of your firm.
3. **Experience of the Firm:** Provide a narrative of your firm's prior experience and qualifications. The narrative should contain information on projects similar to the water master plan update requested by Concord in this RFQ. Specifically, list similar water master plans and corresponding updates that your firm has conducted for local governments in the Southeast and include scope of project, date, firm's project manager and contact name and number of people in local government who can speak on the project and your firm's work performance. Provide information as to your firm's ability to finish projects within budget and within the project time limits.
4. **Project Team:** Provide information related to the project manager, key personnel, and any sub-contractors who will be involved with Concord's water master plan update. Include the office location of each staff member and sub-consultant that will

participate and what their role will be on the various work items. Provide a brief resume for each person listed including experience on similar projects. We will require detailed information concerning the project manager, including their length of time with this firm and detailed experience in the role of project manager. Describe what other work commitments the proposed team has and state the time the team has to dedicate to Concord.

5. **Process and Work Plan:** Describe the process and work plan that your firm would use to evaluate the existing water system including how your firm would gather and assess information. Also describe the document development (i.e. modeling, spreadsheets, databases) effort and how your firm would determine cost/benefits.
6. **Legal, Safety, Insurance, and Financial:** The firm's submittal shall provide documentation of any history of litigation associated with project performance or professional liability. A short statement of any safety problems that the firm may have encountered in projects designed or inspected. A statement or other information to describe the firm's general financial standing and current insurance coverage.
7. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm for this RFQ.

IV. QUALIFICATION STATEMENT DEADLINE

The main content of the submission shall be limited to 16 pages, of standard 8½" by 11" printed size, and single-spaced. Larger formatted pages are not allowed. The printed copy of the submission shall be double sided (or 8 total sheets of paper) and stapled together on the top left portion of the pages. Please note that the front and back cover pages are not considered a part of the 16-page submittal. Submissions exceeding the 16-page limitation will not be considered. **ELECTRONIC AND PRINTED SUBMITTALS. One (1) electronic copy and one (1) printed copy of the statement of qualifications (SOQ) is due no later than 2:00 p.m. on August 27, 2019 at the address shown below.** The electronic copy must be submitted in PDF format on a CD-ROM, DVD, or portable USB storage device. The electronic media submitted will not be returned. No email submittals will be considered. No statement of qualifications will be accepted after the due date and time. Should the City of Concord choose to conduct interviews with selected qualified firms, those particular firms will be contacted by City staff in order to schedule the interviews. The City reserves the right to reject any and all statements of interest.

Envelopes containing proposals shall be marked as follows:

(Your Company Title)

(Address)

To: City of Concord
Attn: Ryan LeClear, Purchasing
Manager 635 Alfred Brown Jr.
Court / PO Box 308
Concord, NC 28026
RFQ 2019-2020 Water Master Plan Update

V. SELECTION CRITERIA

The considerations below will be utilized for selection of the firm. Selection will be made after thorough review conducted by a City panel.

1. **Qualifications of the Firm, Including Personnel:** Preference shall be given to those firms and personnel with experience and training with similar projects.
2. **Overall Qualifications of the Project Manager and Project Team:** Staff will evaluate the project manager and those personnel that will be assigned to the Concord project(s), including the location of their office. Preference shall be given to project teams with specific experience in similar projects and any familiarity with the area and proposed projects.
3. **Proposed Process to Review Needs and Develop Water Master Plan Update:** The City team will evaluate proposals submitted with regard to process thoroughness described to develop the water master plan update.
4. **Ability to Meet Time Frame Established:** Preference will be given to those firms that can meet the City's established time frame for completion of project with limited conflict of project staff from other projects.
5. **Response Capability, Budget Control, Meeting Deadlines, and Project Understanding:** Submitted examples of projects that your firm or team conducted shall be reviewed. The firm and team's ability to finish projects within budget and within the project time frame will be included. Examples reviewed will be within the last five (5) years. The firm's demonstrated ability to respond to the proposed projects is important.

The City of Concord selection panel may select one or more firms to interview based on the above criteria and recommend the top firm to the City Manager. Once the City Manager approves the recommendation, the selection panel will negotiate a contract fee with the top recommended firm to be approved by City Council. If a contract cannot be successfully negotiated with the top recommended firm, the panel will proceed to the second recommended firm, and so on until an acceptable contract is negotiated. Any firms that are not selected will be notified.

VI. PROJECT SCHEDULE

It is projected that City personnel will complete the interview process and make a recommendation of the top firm to the City Manager by November of 2019. The contract with the top firm must be approved by City Council. Once the contract is approved by City Council and executed by the City Manager, a notice to proceed will be sent to the firm. The firm will then have approximately twelve (12) months to complete this water master plan update.

VII. CONTRACTING

Any contract developed for this work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Cabarrus County, North Carolina.

The selected firm will be expected to enter into the City's standard service agreement. This agreement is attached and any questions or comments should be communicated to Ryan LeClear, Purchasing Manager, before they are selected as the consultant for this project.

VIII. EQUAL EMPLOYMENT OPPORTUNITY AND DRUG FREE WORK PLACE

The local government of the City of Concord does not discriminate administering any of its programs and activities. The Firm(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.

Although no percentage is assigned, it is an absolute requirement of the City that the project work site and work force be drug free and that associated individuals, including subcontractors, working on the project be free of prior or pending felony convictions, the qualifications statement should include a commitment to this requirement and an indication of the plan of the firm to ensure compliance with this requirement.