



**NOTICE
REQUEST FOR QUALIFICATIONS
ENGINEERING AND DESIGN
SERVICES FOR SANITARY SEWER
MAINS TO SERVE PHASE V
ANNEXATION CONSTRUCTION
AREAS 30, 31, and 33 South
Section I**

In accordance with N.C.G.S. 143-64.31, the Fayetteville Public Works Commission (PWC) is seeking the services of one or more qualified engineering consultant to provide engineering services for design, surveying, easement mapping, and contract administration assistance for the installation of sanitary sewer and water mains to serve three (3) areas (Construction Area 30, Construction Area 31, and Construction Area 33 South Section I) annexed by the City of Fayetteville as a part of Phase V Annexation.

Interested firms possessing the necessary expertise to perform the scope of work outlined in the attached project narrative attached herein are encouraged to submit a Statement of Qualifications for the proposed project according to the Request for Qualifications. Statements of Qualifications must be received in the PWC Procurement Department, Attention: Shelby Lesane, Procurement Advisor, 1st floor, PWC Administration Building, 955 Old Wilmington Road, Fayetteville, North Carolina, no later than **5:00 p.m., Friday, September 16, 2022** in order to be considered.

A copy of the Request for Qualifications is posted with this notice and may be obtained via web for your convenience at www.faypwc.com/purchasing.

Fayetteville Public Works Commission reserves the right to reject any or all submittals.

FAYETTEVILLE PUBLIC WORKS COMMISSION

Trent Ensley Procurement
Manager

REQUEST FOR QUALIFICATIONS

FOR

**ENGINEERING AND DESIGN SERVICES FOR
SANITARY SEWER AND WATER MAINS TO SERVE
PHASE V ANNEXATION CONSTRUCTION
AREAS 30, 31, AND 33 SOUTH SECTION I**

PWC2223004

FAYETTEVILLE PUBLIC WORKS COMMISSION

REQUEST FOR QUALIFICATIONS

**ENGINEERING AND DESIGN SERVICES FOR
SANITARY SEWER AND WATER MAINS
TO SERVE 2005 ANNEXATION
CONSTRUCTION AREAS 30, 31, AND 33 SOUTH SECTION I**

DESCRIPTION OF PROJECT

In accordance with N.C.G.S. 143-64.31, the Fayetteville Public Works Commission (PWC) is seeking one or more consultants to provide engineering services for design, surveying, easement mapping, and contract administration assistance for the installation of sanitary sewer and water mains to serve three (3) areas (Construction Area 30, Construction Area 31, and Construction Area 33 South Section I) annexed by the City of Fayetteville as a part of Phase V Annexation. This annexation became effective on September 30, 2005.

PWC has prepared preliminary layouts of the sanitary sewer mains and water mains required to serve the areas included in the annexation. An estimated 54,400 LF of sanitary sewer mains will be needed to fully serve the three (3) project areas. An estimated 18,600 LF of water mains will be needed to serve the three (3) project areas. The breakdown per area is as follows:

Phase V Annexation		
Area	Water	Sewer
30	10,645	16,770
31	5,655	21,530
33 South Section I	2,300	16,100
Totals	18,600	54,400

The initial schedule is to have these sanitary sewer mains designed and constructed by November 30, 2029.

Attached are Adobe PDF maps of the three (3) proposed Phase V Annexation Areas.

DEFINITIONS

As used in this RFQ, the following terms shall have the meanings set forth below:

- Annexation Areas:* Those areas within Cumberland County, which were annexed into the City limits of Fayetteville in 2005
- City:* The City of Fayetteville, North Carolina
- PWC:* The Fayetteville Public Works Commission

<i>Contract or Agreement:</i>	The Contract(s) executed by PWC and the Service Provider for the services covered by this RFQ
<i>Evaluation Committee:</i>	The team of PWC staff that will review, evaluate and make a recommendation for Contract(s) award
<i>NCDOT:</i>	North Carolina Department of Transportation
<i>Qualifications Package:</i>	The Service Provider's official response to this RFQ
<i>RFQ:</i>	This Request for Qualifications for the services of Professional Design and Construction Management Services related to the 2005 Annexation Areas and any addenda issued by PWC
<i>Services:</i>	The services described in this RFQ (Outline of Work Required)
<i>Service Provider:</i>	Each firm that submits a Qualifications Package for consideration by the PWC in compliance with the requirements stated in this RFQ

OUTLINE OF WORK REQUIRED

The following is a general outline of the work required. This is not intended to be all-inclusive, as a detailed description of the work requirements will be developed in negotiation of the Service Agreement with the selected firm(s). The design requirements for these projects will be discussed with the successful consultant(s).

I. Preliminary

- A. Confirm all existing water and sewer infrastructure in Annexation Areas and indicate on initial layout maps.
- B. Provide a preliminary layout.
- C. Determine sizes of sanitary sewer and water mains required.
- D. Arrange for locators to locate and mark existing utilities.
- E. Coordinate with various PWC, City, and County departments to remain aware of current or upcoming projects that may affect the design of water and sewer facilities.
- F. Develop a system to track the status for ownership of every street in the project areas, i.e. NCDOT, City of Fayetteville, or private streets.

II. Survey

- A. Horizontal and vertical survey of proposed centerline for all sanitary sewer and water mains.
- B. Horizontal and vertical control of approved design of all sanitary sewer and water mains and laterals.
- C. Appropriate clearing of alignment for field discussion purposes and staking of manhole locations with stakes and iron pins.

- D. Survey for any revisions required due to easement acquisition negotiations with property owners.
- E. Metes and bounds, legal descriptions, and maps of easements on properties that require condemnation.
- F. Accurate determination of property boundaries, property ownership, and street right-of-way limits.

III. Design

- A. Communicate with property owners along the route to let them know service will be available and to confirm service location and/or depth requirements.
- B. Determine the most desirable alignment, both horizontal and vertical, for the sanitary sewer and water mains based on right-of-way concerns, property owner concerns, topography, capacity, extendibility, constructability, cost of construction, etc.
- C. Preliminary layouts of sanitary sewer and water mains must be field-verified and moved, deleted, or altered as needed.
- D. Design the sanitary sewer mains and pump systems (if applicable) to conform to PWC material and performance standards, State of North Carolina regulatory requirements, and NCDOT encroachment requirements.
- E. Design the water mains to conform to PWC material and performance standards, State of North Carolina regulatory requirements, and NCDOT encroachment requirements.
- F. Low Pressure Sanitary Sewer (LPSS) will not be considered for the sanitary sewer mains associated with the Annexation Areas.
- G. Design of erosion and sediment control measures required.
- H. Design traffic control plans as necessary.
- I. Perform environmental assessments as necessary.
- J. Consult with NCDOT for route location when designing within the right-of-way of State maintained roads.
- K. Complete all necessary permit applications, including wetlands.
- L. Attend any scheduled public meetings.
- M. Consult with PWC, City Departments, other utilities, NCDOT, and railroad companies to coordinate on-going improvements.

IV. Drafting

- A. Complete drafting of detailed construction plan and profile drawings on standard PWC sheets at the scale of 1" = 50' horizontal and 1" = 5' vertical for sanitary sewer mains.
- B. Complete composition and drafting of easement maps for each parcel at an appropriate scale to show the complete property boundary on standard 8 1/2" x 14" PWC sheets. Easement maps shall show ties to property corners and details of the permanent and temporary construction easements to be acquired, including areas of each. Maps

must be prepared in accordance with N.C. Board of Registration for Engineer and Surveyors requirements and the most current PWC Standards.

- C. Complete composition and drafting of maps required to obtain encroachment agreements (highway and/or railroad).
- D. Drafting of final plans will be required to be in AutoCAD Release 2013 or later version, using an acceptable layering system.
- E. Coordinate acquisition of easements with the PWC Right of Way agents.
- F. Prepare condemnation maps and metes and bounds legal descriptions when necessary. Complete metes and bounds will be required on condemnation parcels.

V. Permitting

- A. Submit all permit applications to appropriate agencies in a timely, progressive manner upon completion of approved design.
- B. Monitor permit status while in review process.
- C. Coordinate with permitting agencies to obtain approval.

VI. Contract Administration Assistance

- A. Coordinate the preparation of construction documents and technical specifications with PWC.
- B. Distribute copies of all bid documents and drawings to potential bidders and maintain distribution list.
- C. Attend pre-bid meeting.
- D. Compile bid results and provide certified bid tabulations.
- E. Attend pre-construction conference and monthly construction progress meetings.
- F. Conduct final inspection and issue Engineer's Certification of Completion.
- G. Prepare record drawings from construction plans.

VII. Project Budget(s)

- A. Prepare preliminary project budget at 60% design and 90% design.
- B. PWC monitors engineering costs and schedules. Standard Microsoft Excel spreadsheets will be required from the successful firm(s). The spreadsheets should calculate engineering cost per foot, feet per man-hour, and percentage of estimated construction cost for engineering by each consultant. This data will be compared to past PWC projects of a similar size and nature.

OVERALL PROJECT SCHEDULE

The schedule for these projects is particularly critical. Coordination of the sanitary sewer and water design is imperative to avoid conflicts in the road right-of-way. Sanitary sewer and water final design and drafting should be scheduled so that easement acquisition may begin as early as possible. All sanitary sewer and water mains will be designed, drafted, and easement maps and construction plans submitted to PWC according to the following schedule:

- Begin Survey and Design – January 2023
- Complete Design and Submit Easement Maps to FPWC, Complete Easement Acquisition, Permitting and Construction Documents – February 2024
- Have all Construction Contracts “Notices to Proceed” Issued – September 2028
- Complete all Construction and Activate all Facilities – November 2029

QUALIFICATION STATEMENT REQUIREMENTS

The Qualifications Package shall consist of the following information, tabbed as identified and in the order indicated:

Section 1 – Letter of Transmittal/General Information (Max 2 Pages)

- Firm name, year established, address, telephone number, fax number and contact person.
- Identify if the firm is classified as a Disadvantaged Business Enterprise.
- State any conflicts of interest your firm or any key individual may have with these projects or with PWC.
- Provide copies of Certificate(s) of Insurance showing (Certificate of Insurance will not count towards page limit):
 - Professional liability errors and omissions or malpractice insurance including contractual liability coverage with limits of not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) aggregate;
 - Commercial general liability insurance with a combined single limit of liability of not less than \$1,000,000 for each occurrence of bodily injury and/or property damage and an annual aggregate of liability of not less than \$2,000,000 for bodily injury and/or property damage, and an annual aggregate of liability of not less than \$2,000,000 for Completed Operations and Products Liability;
 - Worker’s Compensation insurance as required by State law; and
 - Automobile liability insurance with limits not less than \$100,000 each person and \$300,000 each accident for bodily injury and property damage.

Section 2 – Personnel Qualifications

- Provide an organizational chart identifying members of the team, including sub-consultants, who would be assigned to the project(s). The chart should clearly delineate roles and responsibilities of the various team members,
- Provide a resume' detailing professional qualifications of key management and staff personnel to be assigned to the project.
- Identify specialty, level of expertise, education, and direct work experience on projects similar in scope to the one being proposed.
- Identify adequacy, availability, and ability of personnel to complete the task.

Note: Substitution of other personnel after the selection is made must be approved by PWC.

Section 3 – Consultants/Sub-consultants/Other Participants

- Provide a list of consultants or sub-consultants who would be retained to provide services on the project.
- Provide a synopsis for each to include size of staff, names and resumes of key personnel, services to be provided, as well as relative and related work experience.
- Specify the percentage of work anticipated to be attributed to these consultants.
- Identify any Disadvantaged Business Enterprise (DBE) or minority-owned firms to be used. List any good faith efforts used to solicit participation from DBE or minority-owned firms (i.e. advertisement in minority media, written requests, etc.).

Section 4 – Project and Project Management Experience

- Document expertise in those specific engineering tasks and/or technologies required to successfully complete the scope of work associated with the project(s) for which your firm wishes to be considered.
- Describe the surveying capabilities of your firm (manpower and equipment).
- Describe your firm's CADD capabilities.
- Describe the project management experience of key individuals to be assigned to the project.
- Describe your firm's experience with developing schedules, preparing estimates and bid documents, and budget control measures.
- Explain your firm's quality control procedures. Under this section, please specifically address the following: survey accuracy, errors and omissions, supervision of sub-consultants, and revisions.
- Provide a list of contracts completed by your firm in the last five years which were similar in size and scope, to include experience in large-scale design of water and sewer retrofit projects within existing developed areas. This list shall include contact names and phone numbers.
- Describe any previous work history on PWC projects to include contact name.

Section 5 – Project Understanding and Approach

- Describe your understanding of the general scope of the project.
- Include a listing and description of each phase of the project and identify key staff who will be assigned to each phase of the project.
- Describe your project management approach, quality control procedures, and use of alternative engineering methods, if any.
- Provide a proposed schedule for completing the work.
- Describe why your firm should be selected to include any unique qualities which you feel make your firm well suited to perform the work.

SUBMITTAL OF QUALIFICATIONS PACKAGE

Interested firms shall submit a total of six (6) copies of their Qualifications Package no later than **5:00 p.m., Friday, September 16, 2022**. Late submittals will not be considered.

Qualifications Packages shall be mailed or personally delivered to:

*Fayetteville Public Works Commission
Attention: Shelby Lesane, Procurement Advisor
955 Old Wilmington Road
Fayetteville, NC 28301*

Submittals shall be limited to a maximum of twenty-five (25) standard typewritten pages (8 ½" x 11", font size 10 or larger). This page limit includes tabs and other dividers. Double-sided pages will be counted as two (2) pages. Promotional literature, brochures, etc. will also be considered as part of the page limit. **Packages which exceed the page limit will be rejected as non-compliant.**

PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be conducted at 2:00 p.m., Thursday, August 25, 2022, via web conference. Attendance is optional; however, interested firms are encouraged to attend. Interested firms must email Shelby Lesane, PWC Procurement Advisor at shelby.lesane@faypwc.com of their intent to attend, and to be added to the web conference. Interested firms will have the ability to join the web conference via phone at: (910) 302-6113 with Conference ID: 222 909 265# and/or via web base with the Microsoft application TEAMS. It is encouraged to utilize the application via web. Should you need assistance accessing the TEAMS application via web, smart-phone, or tablet please reach out to Shelby Lesane via email at the email address listed above or via phone at (910) 223-4429.

QUESTIONS

Questions regarding this Request for Qualifications shall be submitted in writing to the attention of Shelby Lesane, Procurement Advisor by e-mail to

shelby.lesane@faypwc.com, no later than 5:00 p.m., September 2, 2022. Questions received after this date and time will not be considered for response.

Prospective firms are strictly prohibited from contacting any PWC or City official or employee regarding this Request for Qualifications, except in the manner prescribed above. Violation of this prohibition may result in disqualification of the firm's submittal.

EVALUATION AND AWARD OF PROJECTS

PWC will consider and evaluate Qualification Packages in accordance with N.C.G.S. 143-64.31. Qualification packages will be evaluated by a committee composed of PWC and City of Fayetteville personnel. Qualification Packages will be ranked based on this review, which will consider the qualification statement requirements listed herein. In the event insufficient or inadequate proposals are received, PWC reserves the right to invite additional firms to respond. Additionally, PWC reserves the right to request additional information and/or interview any/or all firms.