



REQUEST FOR QUALIFICATIONS

OWASA Interconnection Booster Pump Station Project

Issued By: Utilities Department

Issue Date: Mar. 1, 2024

Pre-Proposal Meeting: 1 p.m. Mar. 18, 2024

Questions Due Date: 3 p.m. Apr. 2, 2024

Direct Inquiries to: Environmental Engineering Supervisor Bryant Green, PE
bryant.green@hillsboroughnc.gov

Proposals Due Date: 3 p.m. Apr. 9, 2024

Delivery of Quotes: *By Email:*
bryant.green@hillsboroughnc.gov

By Mail:
Town of Hillsborough
Attn: Bryant Green
PO Box 429
Hillsborough, NC 27278

In Person:
Town of Hillsborough
Utilities Department
105 E. Corbin St.
Hillsborough, North Carolina

GENERAL OVERVIEW

Introduction

In accordance with N.C. General Statute 143-64.31, the Town of Hillsborough (“town”) is soliciting proposals from qualified firms for professional engineering services to confirm design conditions; conduct preliminary evaluations and surveying; prepare complete design plans, calculations, and specifications; assist with land acquisition; prepare permit applications; and permit the installation of a new potable water booster pump station.

Work completed under this project will be partially funded by a grant the Town of Hillsborough received through the Federal Emergency Management Agency’s (FEMA) Building Resilient Infrastructure and Communities (BRIC) program. The selected consultant and subconsultants must be eligible to work on projects that receive federal funding and be willing to comply with all applicable federal tracking, reporting, and auditing requirements. The selected consultant must acknowledge receipt of and adherence to the conditions outlined in Appendix A – Required Federal Contract Provisions in a cover letter attached to their response to this solicitation.

The project is known as the Resilient Regional Water Supply Project under its funded name. Internally the town refers to this as the Orange Water and Sewer Authority (OWASA) Booster Pumping Station (BPS). The selected firm also will provide surveying, geotechnical evaluation, subsurface utility exploration, and other related services either directly or via a subcontractor. The selected consultant also will provide bid and award services and, if authorized, construction administration and observation services throughout construction, and record drawings and permit certifications/close out.

A pre-proposal meeting will be held at 105 E. Corbin St., Hillsborough, NC at the date and time on the cover page. The pre-proposal meeting will be followed by a field visit to the proposed site. Both the pre-proposal meeting and the field visit are optional.

The town received two separate funding award opportunities for this project. Work completed under this project also may be partially funded according to a letter of intent to fund that the town received through the Environmental Protection Agency State and Tribal Assistance Grant (STAG) program. However, the town has not made an application to receive these funds yet. The selected consultant must be eligible to work on projects awarded through this program and be willing and able to comply with all requirements established by the grant award.

Project Description and Goals

The intent of this solicitation is to select a qualified engineering consultant to design, permit, bid, award, and, if authorized, to provide construction administration and observation for a new potable water pumping station. The proposed project will include construction procurement, siting, installation, and commissioning of a permanent water booster pump station and related pipeline valving for the purpose of providing a redundant water supply to the town's water system from existing OWASA infrastructure. OWASA will be a stakeholder in the design process.

Modeling analysis has estimated the station capacity to be 2,000 gallons per minute at 270 total dynamic head. The station will be placed at a location where water pressure will not drop below 20 psi and is generally shown in Figure 1 – Proposed Pump Station Location. This design point will meet projected daily demand for Hillsborough's entire service area based on 2018 demand records. The booster station will be skid mounted in a small enclosure and permanently piped to the existing 16" ductile iron main transferring the water, along with all controls and appurtenances for a functioning system. The town has existing encroachment and driveway permits for this area but will need to acquire land or easement for the station. A control valve also will need to be placed at the site of the old booster station that was rendered obsolete when the town established a new pressure zone of higher elevation.

The town also has a grant management consultant, ICF, to guide it through the BRIC funding process and perhaps the STAG application, if desired. With federal funding, there are many additional requirements to perform or adhere to such as historical, archeological, and environmental evaluations along with some work occurring within a floodway or floodplain and stream buffers. The selected consultant should have experience assisting with these preliminary evaluations and associated permitting and may at times need to liaise with ICF to ensure grant compliance.

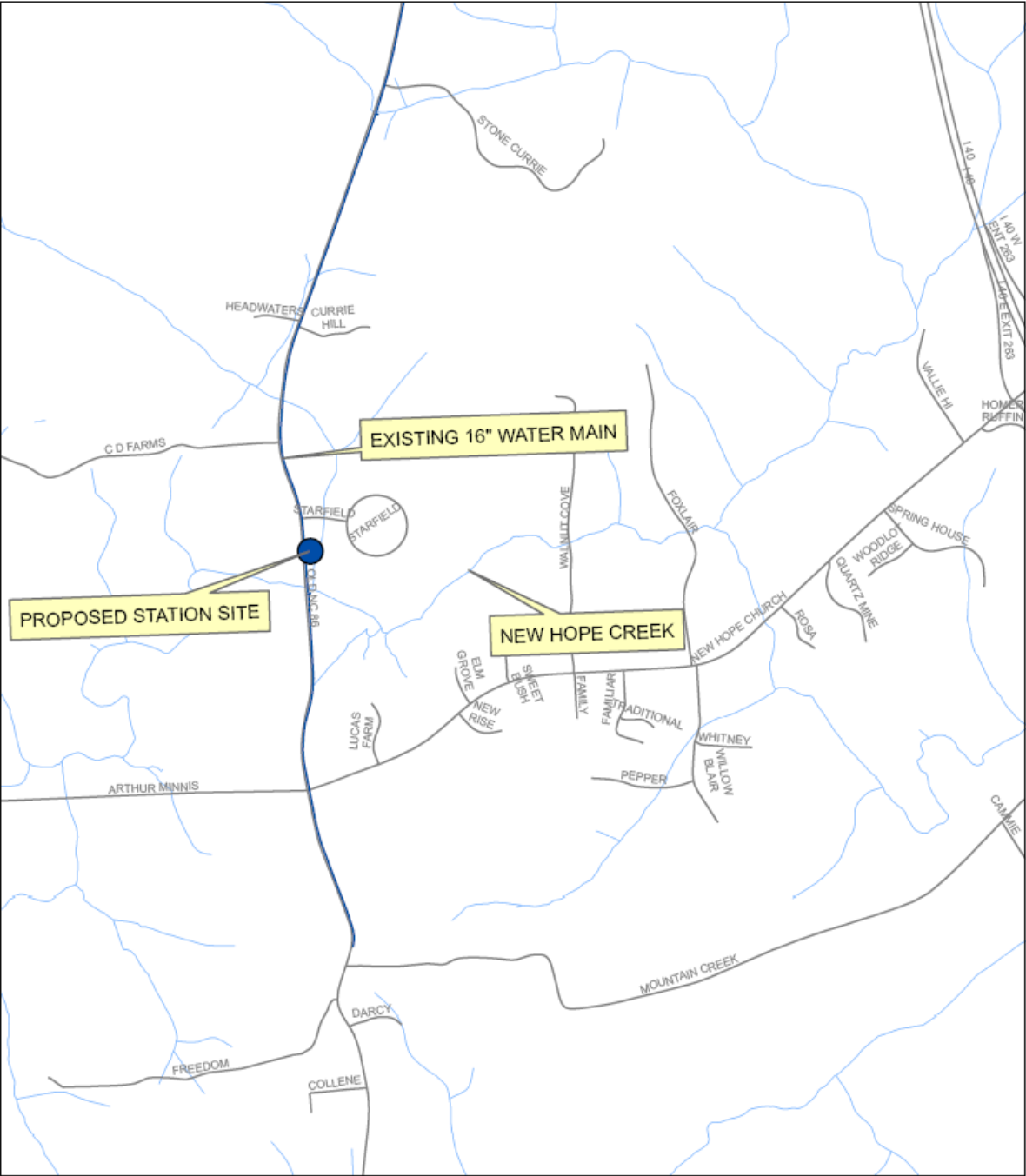
BRIC funding is administered through the North Carolina Department of Emergency Management and is going to be provided in two phased contracts. The first is Phase 1, which covers the project expenses through the bidding process and is funded as part of the current grant award. Phase 2 will cover the construction and project closeout. The town and/or ICF will perform monthly reporting and reimbursement requests.

Figure 1: Proposed Pump Station Location



HILLSBOROUGH UTILITIES

TOWN OF HILLSBOROUGH
PROPOSED WATER BOOSTER STATION SITE
FOR OWASA INTERCONNECT



Standard Scope of Work

The bulk of the standard scope of work is to design a new booster pumping station. The design shall include the following:

- Verification of prior modeling analyses of the station sizing.
- An above-ground pumping station. Proposed pumps will be selected by the consultant and included in the bid documents.
- Potable pipe connections from the existing OWASA 16" line to the new pumping station. The scope will include thrust restraint calculations and appurtenance selection and sizing.
- The scope will include transient flow analysis and protection design. The transient flow calculations also will design protections to both OWASA's distribution system as well as the town's system during a transient flow event.
- Structural design of a pumping station slab on grade and building, or selection of a skid-mounted pumping station with basic enclosure capable of meeting the project requirements.
- All electrical controls for pumps. The electrical controls will also include a permanent backup generator.
- A control valve to be installed at the former booster station site.
- All required site amenities including required site plans, floodplain permits, and buffer approvals, stormwater management plans, erosion control plans, access road/driveway design, easement platting, and all other site development related activities. All architectural design required for site plan approval will be included in the selected consultant's scope, as well as all stormwater management plans and best management practice (BMP) design. The selected consultant will prepare drawings the contractor can use to obtain the required building permits for the new structure.
- Real estate services, including property appraisals and property acquisition negotiation services as needed.

The selected consultant also shall demonstrate adequate experience in preparing detailed pumping station calculations and specifications for this type and size of station; bidding and award documents; and grant compliance paperwork (preferably with BRIC awards). The selected consultant shall also have the capability of providing qualified and detail-oriented construction administrators and observers.

The preparation of accurate project documentation including permit applications, grant compliance paperwork, observation logs, and record drawings is of utmost importance to the town. With the tight funding deadlines, there is no room for duplicate, erroneous or incomplete work.

The selected consultant may identify other recommended scope items that were not listed above in their response to this RFQ. These recommendations may be included in subsequent contract documents.

Firm Experience

The selected firm should have experience designing, permitting, and overseeing the construction of large, publicly bid municipal potable booster pumping stations. Experience in design of a pumping station with a design capacity of over 1,000 gpm will be considered. The firm should identify any glaring omissions in the scope of services presented during the advertisement so an addendum can be issued. The town does not wish to execute amendments for items that are key to this type of design and funding that are known but not brought to our attention.

SUBMITTAL REQUIREMENTS

Any vendor that would like to be considered for this project shall submit the following information:

1. *Firm Credentials.* Provide a brief firm profile with a description and location of the firm. Indicate the name, credentials, and experience of the lead people who will be executing the work.
 - a. Indicate if the firm is local (pays North Carolina taxes).
 - b. Can you prioritize this project?
2. *Proposed Subconsultant and Suppliers.* If subcontracts are to be let, the prime contractor is required to take all necessary steps identified in 2 C.F.R. § 200.321(b)(1)-(5) to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
3. *Project Approach.* Provide a proposed approach to the design and permitting of the project, understanding that the federal funding guidelines require extra evaluations, paperwork, and tighter deadlines. Include a schedule of all field data collection, design, and evaluation/permitting tasks.
 - a. Phase I of this project, which includes Design, Permitting, and BRIC mandated Benefit Cost Analysis (BCA) must be complete by Feb. 28, 2026. How will your firm meet this aggressive schedule?
 - b. As the construction of the proposed project must be complete by December 2026, the proposed approach must show how this deadline will be met as well, including success in prior projects in meeting schedules and budgets.
4. *Project Team.* Provide names and resumes of the proposed project team, including all proposed subcontractors. This can start with an organizational chart. The proposed project team must include a primary point of contact that will remain consistent throughout the project. Subcontractor resumes should also be provided, with relevant project experience provided.
 - a. Provide examples of similar project experience for the project team and the design firm and provide references with current contact information. The town expects the key staff indicated in the proposal will be the team helping with our project barring unforeseen circumstances.
 - b. Indicate the experience the selected team (including subconsultants) has with federally funded projects in conducting the extra evaluations and completing compliance paperwork.
 - c. Touch on the construction administration and observation skills of your firm or selected subconsultant.
 - d. What obstacles does the firm see with this project? Provide any innovative ideas to expedite the schedule.
 - e. Describe a challenge you encountered on a large municipal project and how you helped the client to overcome it.
 - f. What will you do if we are unhappy with your progress or work product? How would you prevent us from being unhappy with your progress or work product?
5. Include required certifications in the appendix and any acknowledgement of subsequent addendums to this request for qualifications.

Submitting firms shall provide one PDF copy of the statement of qualifications (SOQ) to the email address provided in the delivery of quotes section provided. These shall be limited to 30 pages, single spaced, with

12-point font. Divider pages, cover pages, and the cover letter shall not count toward the overall page count.

SELECTION PROCEDURES

Evaluation Criteria

Purchases or contracts will be awarded to the most qualified submitting firm in accordance with the Town of Hillsborough Procurement Policy and federal funding policy as applicable. Additionally, experience, location, reputation, past performance, proposed schedule, and references are a consideration.

Public Records

1. Upon receipt by the Town of Hillsborough, your quote is considered a public record except for material that qualifies as “trade secret” information under North Carolina General Statute 66-152 or 132-1.2. Your quote package could be reviewed by the selection committee, as well as other staff and members of the public who submit a public record request. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions:
 - a. Any trade secrets submitted by a firm should be submitted in a separate, sealed envelope marked “Trade Secret — Confidential and Proprietary Information — Do not Disclose Except for the Purpose of Evaluating this Quotation Package.”
 - b. The same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.
2. In submitting a qualification, the firm agrees that the Town of Hillsborough may reveal any trade secret materials contained in such response to all staff and town officials involved in the selection process and to any outside consultant or other third parties who serve on the selection committee. Furthermore, each firm agrees to indemnify and hold harmless the town and each of its officers, employees and agents from costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire quote package as a trade secret may be disqualified from the selection process.

Conditions, Clarifications and Reservations

1. The town reserves the sole discretion and right to:
 - a. Reject any or all responses.
 - b. Waive informalities in a response.
 - c. Select a firm that has submitted a fully responsive qualification and that is determined by the town to be a qualified firm in the town’s best interest.
 - d. Take whatever action or make whatever decision it determines to be appropriate, including a reduction or change of scope.
2. The town assumes no obligation in this general solicitation of qualifications and all costs and expenses of responding to this request shall be borne by the interested firms or individuals.

3. It is federal and town policy to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, sex, religion, national origin, age, disability, or veteran status.
4. The town may utilize a small services contract and may ask that the selected firm prepare its own for town execution. The contract should include the following:
 - *E-verification.* The vendor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.
 - *Iran Divestment Act Certification.* Contractor shall certify that the contractor is not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C. General Statute 147-86.58. Contractor shall not utilize any subcontractor that is identified on the list.
 - *Divestment from Companies that Boycott Israel.* Contractor certifies that the contractor has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C. General Statute 147-86.81. It is the responsibility of each contractor to monitor compliance with this restriction. Contracts valued at less than \$1,000 are exempt from this restriction.
5. The selected firm will need to complete an automated clearing house (ACH) authorization form for direct deposit of payments or opt out.
6. Payment terms are net 30. Pay applications will be required monthly.

Minority, Women and Small Business Enterprises (MWSBE)

If subcontracts are to be let, the prime contractor is required to take all necessary steps identified in 2 C.F.R. § 200.321(b)(1)-(5) to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible. This means the selected firm must take affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used. The selected consultant must submit documentation that the affirmative steps described in the above statute were taken, this documentation will not count against the page limit of the proposal.