

Chowan County

**REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES
December 2016**

CHOWAN COUNTY, NORTH CAROLINA (COUNTY) HEREBY REQUESTS PROPOSALS FROM QUALIFIED FIRMS OR INDIVIDUALS TO PROVIDE PROFESSIONAL ENGINEERING SERVICES AS STATED BELOW.

Proposals are invited for consideration and must be received no later than 2:00 pm, EDT, January 11th, 2017 at 2:00 pm, to:

Kevin Howard
County Manger
Chowan County
PO Box 1030
305 W. Freemason St
Edenton, NC 27932
252-482-8431 x3

ANTICIPATED SCHEDULE FOR AWARD OF CONTRACT:

The current schedule anticipates negotiations with and retention of the selected Engineering Firm by mid-to-late January 2017, following completion of the selection process.

Seven (7) copies of the engineering proposal shall be submitted. Proposals will be reviewed by a selection committee chosen by the County's agents. Interviews with the firms may be conducted at the discretion of the County.

All Questions regarding this RFP should be directed to:

Kevin Howard
County Manager
252-482-8431 x3
Kevin.howard@chowan.nc.gov

Certified Women and/or Minority-owned consulting engineering firms are encouraged to submit proposals. *Any Engineering firm or person directing questions, inquiries, or other communications related to this RFP to any other person(-s) than those listed above may be disqualified from consideration at the sole discretion of the County's Agents listed above. No questions will be entertained after 12:00pm on Friday, January 6th, 2017, in order to provide appropriate time for response to all inquiries.*

Chowan County NC (“the county”) is accepting proposals from qualified engineering firms to provide professional engineering services related to groundwater violations and NPDES issues at their Valhalla water treatment plant. The county has entered into a Special Order by Consent (“SOC”) for the groundwater violations (attached) that has specific compliance dates for certain tasks to be completed. Additionally, the current NPDES permit (attached) has a requirement regarding Whole Effluent Toxicity (“WET”) that requires a Discharge Alternatives Evaluation to be submitted with the next permit renewal application. The selected engineering firm will be responsible for completing all work described below related to both of these described issues (the SOC and the Discharge Alternatives Analysis) as well as complying with all the compliance dates associated with these issues. This description should be construed to mean that this engineering services contract will be a multi-year relationship as there are no short term solutions to these two described problems; obviously, the county reserves the right to terminate the contractual relationship at any time for cause or no cause, as will be described in the professional services contract that will be associated with this Request for Proposals.

The SOC (attached) has the following compliance dates:

(a) Undertake the following activities in accordance with the indicated time schedule:

- 1) On or before **July 1, 2017** submit an alternative analysis report for the facility summarizing methods to bring the facility into compliance.
- 2) On or before **July 1, 2017**, submit a **complete** Comprehensive Site Assessment (CSA) in accordance with 15A NCAC 02L .0106 (g).
- 3) On or before **December 1, 2017**, submit complete plans and specifications and any applications for necessary permits or permit modifications to address necessary water treatment plant improvements.
- 4) On or before **March 1, 2018**, submit a Corrective Action Plan (CAP) in accordance with 15A NCAC 02L .0106 (h) to address groundwater violations.
- 5) On or before **July 1, 2018**, begin construction of the proposed wastewater treatment plant and disposal system modifications.
- 6) On or before **January 1, 2020**, complete construction.
- 7) On or before **May 1, 2020**, achieve compliance with all final permit effluent limits and permit conditions.

The county has already contracted with Groundwater Management Associates (GMA) to complete item 2 and 4 outlined above. This proposed Engineering Services Agreement will be addressing items 1, 3, 5, 6, and 7, as well as providing overall project coordination between the county, the state and GMA. Additionally, the proposed Engineering Services Agreement will address the Discharge Alternatives Evaluation required by the NPDES permit.

Because the exact amount of work required to complete the outlined tasks is unknown, the county is not asking for an estimate of the engineering fee. Rather, the engineering firm should submit a fee schedule of the current hourly rates of the proposed project manager, proposed project engineer, as well as support staff hourly charge rates for AutoCAD technicians, administrative assistants, etc. These quoted hourly rates shall prevail for the contract period, subject only to reasonable adjustments for inflation, etc.

The proposal shall include the name of the proposed project manager and project engineer(s) as well as a current resume for each of these individuals. Project references for the firm, as well as for the individuals proposed to be used on the project must be submitted.

Information Meeting

The county will hold an informational meeting with each interested firm. We ask that interested firms send one representative to attend a meeting to receive information about the project and ask any questions they deem necessary. The following dates are available: Dec. 27, 28, 29 and Jan. 3, 4, 5. Please contact Kevin Howard, County Manager to schedule the date for your appointment. We will meet with one Firm on each day. The meeting is not mandatory but is highly encouraged. **The County will also provide additional background information to firms that express an interest.**

PROPOSAL CONTENTS

The proposal must contain each of the following components in a basic outline format comparable to the list appearing below:

1. **Technical**: Describe the overall project approach to be taken and provide an outline of each task undertaken. Detailed information regarding the tasks is preferred but optional.
2. **Management**: Describe the internal management plan to be used, including staff and professional personnel assignments.
3. **Prior Related Work Experience**: Describe of list firm's experience in the areas listed in Attachment A. Provide reference contact information including telephone number and individual names of key persons representing current and previous clientele.
4. **Cost and Pricing Information**: Pricing information should include the firms' current hourly rate and fee schedule and related information as requested in

5. Current Backlog and Staff Availability: All proposals should include detailed information regarding the firm's current workload backlog and levels of availability of all project team members proposed for use as part of this project for the anticipated duration of professional services.

Firms may include any other additional information that provides key information regarding their specific qualifications for this work. Please note that all proposals shall be limited to a maximum page count of thirty (30) pages.

FACTOR FOR AWARD/EVALUATION CRITERIA

The following factors will be the basis for consideration and selection of the Engineer.

1.	Technical/Design Approach and Understanding of Project Need	25%
2.	Work Management Plan	15%
3.	Firm Experience in Directly Related Projects	15%
4.	Customer Service – including proposed communications with client and public relations approach/management	10%
5.	Female/Minority Participation	5%
6.	Experience of Project Team members proposed for use in the project – include resumes' for all team members proposed for use on this project.*	20%*
7.	Attendance at Information meeting	10%
	Total	100%

** All proposals should include detailed information relating to the Project Manager's, Project Engineer's, Construction Observer's, and related project-level staff's SPECIFIC experience for those persons to be assigned to this project. In the event the persons proposed for use on this project are not available, the County reserves the right to approve and/or reject any other staff members the Engineer may propose for use on the project prior to said person's addition to the project team. This requirement is to ensure that the ability to establish and maintain successful working relationships between the Engineer's staff and County staff is not compromised, resulting in project performance issues or issues with meeting local, State, and Federal design and permitting requirements in a timely manner.*