

TOWN OF MOUNT GILEAD
WASTEWATER TREATMENT FACILITIES PLAN AND PRELIMINARY ENGINEERING REPORT
REQUEST FOR QUALIFICATIONS

RFQ ANNOUNCED: 10-8-2024

SOQ DUE: 11-8-2024

The Town of Mount Gilead Wastewater Treatment Plant (hereinafter called "Owner") invites engineering consulting firms (hereinafter called "Consultant") having sufficient experience in providing consulting services as related to the study, alternatives evaluation, siting, permitting, and expansion of municipal wastewater treatment plants.

This Request for Qualifications and the anticipated associated project, is for the evaluation of future wastewater treatment capacity expansion for the Town of Mount Gilead, along with the completion of an associated Preliminary Engineering Report (PER). The Town of Mount Gilead Currently owns and operates the Lilly's Bridge Wastewater Treatment Plant located at 263 Lilly's Bridge Road, Mount Gilead, NC 27306.

Scope of Work

Mount Gilead owns and operates the Lilly's Bridge Waste Water Treatment Plant (WWTP), several associated pump stations, and an extensive network of larger-diameter collection system lines. The WWTP is currently permitted for a monthly average flow of .85 Million Gallons Per Day (mgd). Mount Gilead is requesting statements of qualifications (SOQ's) from qualified firms interested in providing wastewater treatment capacity evaluation and completing a PER for the expansion of wastewater treatment capacity in the Mount Gilead Service Area. One signed SOQ and three copies, all bound, in addition to one electronic copy in searchable PDF Format (Provided on Flash Drive), are to be submitted per the instructions outlined within the RFQ. Please review them carefully.

The Project Scope Includes, but is not limited to, evaluation of the current and projected influent flows and loads at the WWTP, overall existing plant capabilities, current and future permit analysis, future plant needs, and PER Development.

Mount Gilead currently anticipates that the scope will generally include the following elements, subject to further discussion and recommendations from the consultant:

1. Wastewater Treatment Facilities Plan
 - a. Design Criteria
 - i. Influent Flow and Loading Projections
 - ii. Analysis of Existing and Future Effluent Permit Conditions
 - b. Plant Analysis
 - i. Capacity Analysis for Existing WWTP.
 - c. Alternatives Analysis
 - i. Considerations of Alternative(s) to site, permit, and construction of a New WWTP.
2. Preliminary Engineering Report for Selected Alternative

- a. Preliminary Design
- b. Cost Estimate
- c. Projected Schedule (Design, Permitting, Bidding, Construction, etc.)
- d. Other Elements as required by applicable agencies for a complete PER.

Mount Gilead may also elect to include other related services in the scope of work. A decision on any additional related components will be made after the selection, and Mount Gilead will work with the selected firm on the additional scope items at that time.

Key Success Factors

1. Effective, Consistent, and Thorough Communications with employees throughout the Mount Gilead Organization, Mount Gilead Board of Commissioners, and others as needed.
2. Well-Developed scope and schedule
3. Project Completion on-schedule.
4. Establishing a selected alternative and PER that effectively utilizes existing equipment and capacity while identifying and including opportunities for increased resiliency and redundancy.
5. Well-documented project milestones and well-documented project changes (as needed).

Selection Process/Interviews

Pursuant to North Carolina General Statute 143-64.31, Mount Gilead is conducting a “Qualifications based” selection process without regard to fee.

Mount Gilead will conduct a fair and impartial evaluation of all SOQs that are received in accordance with the provisions of this RFQ. Mount Gilead will appoint a selection committee to perform the evaluation. Mount Gilead reserves the right to obtain clarification of any point in a firm’s/teams qualifications package or to obtain additional information. All firms/teams who submit qualification packages will be notified of the selection committee’s choice. Final approval of any selected firm/team is subject to the action of the Mount Gilead Board.

Mount Gilead may choose to conduct interviews for “Short-listed” consultants as part of the selection process, with interviews generally consisting of presentations by the consultants and time for questions from the selection committee. Mount Gilead currently anticipates that the interviews will occur on or around the week of 11-21-2024. The presentation portion of the interview is expected to be 1 hour maximum, with up to 30 minutes of additional time for questions from the selection committee.

SOQ Submittal

SOQs Should include the following sections:

- Project Team
 - Organizational Chart
 - Proposed Subconsultants
 - Brief Biographies for Key Team Members
- Experience and Approach

No “New Work Product” for the project may be part of the SOQ’s and/or presentation, and no “New Work Product” will be considered in the interview presentation or selection process.

SOQs shall be no more than 50 pages, and shall be submitted in sealed, clearly marked envelopes. The SOQ shall be submitted to the Town of Mount Gilead Located at 110 West Allenton Street, Mount Gilead, NC 27306 before 12pm on 11-8-2024. Submittal Envelope should be marked:

Statement of Qualifications – Wastewater Treatment Facilities Plan and Preliminary Engineering Report

Attention: Dylan Haman

Firms may change or withdraw their SOQ's at any time prior to the due date by providing clear and concise written notice via Email to Mount Gilead. Withdrawal of an SOQ will not preclude a consultant from submitting a new SOQ, provided that the new SOQ is properly submitted and received prior to the SOQ due date identified above.

Negotiations and Modification of Contract Documents

Mount Gilead reserves the right to conduct negotiations with the Consultant regarding any remaining issues provided that the general work scope remains the same and that the field of competition does not change as a result of material changes to the requirements stated in the FRQ. If, in Mount Gilead's Sole Discretion, it determines that the highest qualified consultant is not responsive to the negotiation process, or that the parties will be unable to reach a mutually acceptable contract, Mount Gilead may terminate negotiations with the consultant. Mount Gilead will then continue the process of negotiation with the next highest qualified consultant until Mount Gilead either successfully negotiates with a consultant or cancels the procurement.

Conditions and Reservations

Mount Gilead reserves the right to request substitutions of subconsultants. Mount Gilead reserves the right to contact any consultant if such is deemed desirable by Mount Gilead to obtain any additional information including but not limited to experience, qualifications, abilities, and financial standing. Mount Gilead reserves the right to conduct investigations with respect to the qualifications and experience of any consultant. Mount Gilead reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ Responses, or to accept any RFQ response deemed to be in the best interest of Mount Gilead. Mount Gilead reserves the right to waive technicalities and informalities.

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of Mount Gilead unless Mount Gilead and a firm jointly execute a contract.

Cost of SOQ Preparation

Mount Gilead accepts no liability for the costs and expenses incurred by consultants responding to this RFQ, in preparing responses for clarification, in attending interviews, participating in contract development sessions, or in attending meetings and presentations required for the contract approval process. Each consultant that enters into the procurement process shall prepare the required materials and SOQ at its own expense and with the express understanding that the consultant cannot make any claims whatsoever for reimbursement from Mount Gilead for the costs and expenses associated with the procurement process. The RFQ does not commit Mount Gilead to pay for costs incurred in the submission of a response to this RFQ or for any costs incurred prior to the execution of a final contract.