

## REQUEST FOR QUALIFICATIONS

# Town of Jamesville

### Wastewater Treatment Plant Replacement & Sewer Rehab Professional Services – Civil Engineering Services

#### INTRODUCTION

The Town of Jamesville is requesting qualified professional engineering firms to submit a statement of qualifications to provide engineering services for the replacement of the Town's Wastewater Treatment Plant and Rehab of the Sanitary Sewer System.

#### BACKGROUND/SUMMARY

##### WASTEWATER TREATMENT PLANT

The Town of Jamesville owns and operates a 150,000 gpd return activated sludge wastewater treatment facility which discharges into the Roanoke River under NPDES Permit NC0035858. The facility was built circa 1977. An Asset Management Plan was developed in 2020 (without AIA funding) and found that many of the structures are in poor condition and are at risk of failure. The Town proposes to replace the existing WWRP with a new SBR system of the same capacity as the existing plant – 150,000 gpd.

The project will consist of a new mechanical barscreen and structure, a new distribution box, new Dequalential Batch Reactor (SBR), UV disinfection, roll-off sludge container, and new effluent flow meter/samplers. The project will also replace and update the electrical components, including the generator and transfer switch. The SBR units will replace the existing aeration basin and rectangular clarifiers which house a part of the failing structures. No increase in the treatment nor hydraulic capacity will result from the construction of this project.

##### SEWER SYSTEM REHABILITATION

The Town of Jamesville owns and operates a wastewater collection system consisting of approximately 7 miles of gravity sanitary sewer 8 & 12-inch diameter lines, 147 manholes, and three pumping stations with associated force mains. The sanitary sewer collection system and pump station No. 1 are over 40 years old.

This project will provide cleaning and CCTV inspection of the entire wastewater collection system and manholes. Areas of the collection system identified as being contributing sources of infiltration and inflow will be evaluated for repair or replacement utilizing point repair, pipe bursting, cured in place pipe (CIPP) or replacement. Manholes needing repair may be relined.

All flow to the Town's Wastewater Treatment Plant flows by gravity to Pump Station #1 and is then pumped to the WWTP. Pump Station #1 will be rehabilitated to add resiliency by replacing the existing above ground self-priming pumps with submersible pumps and adding a permanent onsite generator. There will be no increase in hydraulic capacity, line or pump sizes as a result of this project.

The funding sources for the project will be NC Division of Water Infrastructure.

**Town of Jamesville  
RFQ**

**OBJECTIVES**

The Town intends to hire a professional engineering firm to assist the Town with the following aspects of the project. These tasks will include, but are not limited to:

- Grant/Loan Administration.
- Preparation of Engineering Report and Environmental Information Document to comply with funding requirements.
- Final Design of the Project.
- Field Surveying.
- Completion of Bid Documents including Specifications and Design Drawings for the project.
- Bidding and Recommendation of Award.
- Construction Observation and Administration.
- Construction Closeout.

**ADDITIONAL INFORMATION**

The selected consultant should be prepared to meet the Liability Insurance requirements of the Town. Project scope, duration, and terms shall be negotiated with the selected consultant. The Town may enter into more than one contract with the chosen consultant based on project phasing and funding.

## **Town of Jamesville RFQ**

### **CONTENTS OF RESPONSE**

This Request for Qualifications is intended to provide consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the response should respond to the information presented in this Request for Qualifications. The Town will require the electronic submittal of the responses from all interested firms. All responses shall not exceed 10 (8½" x 11") pages and must contain the following information:

1. Cover.
2. Cover Letter.
3. Table of Contents.
4. Background information about the Consultant Firm.
5. A proposed project schedule identifying the length of time required for each phase of the work.
6. A description of the background, experience, and qualifications of the project team including identification of the project manager, project engineer, and other key team members. Include an organizational chart showing the proposed project personnel and office location.
7. Similar projects completed by the firm.
8. Other Grants Funded and Sewer & Collection Line projects.
9. References.
10. Resumes of Key Team Members.

The Cover, Cover Letter, Table of Contents, and Resume of Team Members will not be counted within the page limit. Responses are to be less than 15 megabytes in size or need to be hosted on an outside file sharing service. It is the engineering firm's responsibility to confirm that the outside file sharing service was received.

### **METHOD OF SELECTION**

Responses will be reviewed by the Jamesville Town Board for the purpose of identifying and recommending those individuals offering, in total, the highest qualifications and experience with this type of project.

The responses will be evaluated on various criteria including, but not limited to the following:

1. Qualifications, background, and prior experience of the firm and the proposed project team in executing similar projects.
2. Management ability and familiarity with federal and state regulations.
3. Previous Experience with Sewer Rehab & Wastewater Treatment Facility Projects.
4. Previous Experience with the Town of Jamesville.
5. Team member roles, experience, and office location.
6. Content, technical approach, and understanding of the scope of the project.
7. Other items contained within the RFQ.

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**SUBMITTAL**

Please submit your Qualifications, by electronic submittal, to be received by the Town **no later than 12:00 pm, Monday, August 8th, 2022** to the attention of:

**Town of Jamesville  
ATTN: Kimberly Cockrell, Town Clerk  
jamesville@embarqmail.com**

In the interest of fairness to all submitting firms, proposals received after the scheduled receipt time stated above will not be accepted and will be marked "LATE". All submittals received become the property of the Town and will not be returned. Faxed documents will not be accepted. Early submission of Qualifications is welcome and appreciated.

**CONTACT PERSON**

In the event clarification or additional information is needed, contact:

**Town of Jamesville  
ATTN: Kimberly Cockrell, Town Clerk  
jamesville@embarqmail.com**

Email is the preferred method of communication for questions or clarifications. Questions asked after August 1<sup>st</sup>, 2022 at 12:00 pm will not be answered.

**DISCRETION AND LIABILITY WAIVER**

- The Town of Jamesville reserves the right to reject any and all proposals, waive any irregularities in the proposal, revise the scope of the project, and award the project to the consultant they believe to be the most qualified to perform the work. If a contract is not able to be negotiated, the Town reserve the right to terminate all negotiations and select one of the other finalists or issue a new RFQ.
- The Town reserves the right to request and obtain, from consulting firms submitting proposals, supplementary information or request clarification of information submitted as may be necessary for town staff pursuant to the selection criteria contained herein.
- The Town does not compensate for the cost of proposal preparation, and all materials submitted with the proposal become the property of the Town.
- The Town reserves the right, through this RFQ, to contract engineering services for the design and construction administration of any alternative process that is identified, as the result of this study, with the firm selected for this RFQ or enter into an agreement with another consulting engineering firm.