

REQUEST FOR QUALIFICATIONS

Town of Jamesville

Water Treatment Plant Replacement 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 Water Treatment Plant.

BACKGROUND/SUMMARY

WATER TREATMENT PLANT

The Town of Jamesville's existing 100,000 gpd water treatment plant was built in 1972. The plant is in deplorable condition due to wear and significant corrosion.

The project would include replacing the existing Greensand Filters, demolition of the existing pre-engineered metal building, providing a new pre-cast concrete building at well #1, constructing a new pre-engineered metal building used to house the Greensand filters, Reverse Osmosis treatment system with a clean-in-place system, and a dedicated Standby Generator. The proposed new facility does not include an expansion of the treatment capacity. The most significant difference would be utilizing a newer technology, reverse osmosis, to enhance water treatment further.

The new facility will not require brine to soften the raw water, which is a major contributing factor to the corroded condition of the existing water treatment plant and building. The existing influent line from the Town's two wells can be intercepted at the current site to provide raw water to the new treatment plant. A new 8-inch diameter DIP line will connect the new facility to the existing tank and distribution system.

Presently there is no interconnection with other water systems, which will require the existing plant to remain in operation until the new plant is brought online, tested, and certified to produce potable water for the Town. Operation schedules will be similar for the new plant, and modern SCADA will allow for better, more efficient observation, operation, and data acquisition.

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.
- Field Surveying.
- 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 Water & Distribution 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 Water 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 1st 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.