

**REQUEST FOR QUALIFICATIONS TO PERFORM AN ENGINEERING STUDY TO DETERMINE THE
FEASIBILITY OF DEVELOPING A REGIONAL WATER SYSTEM IN NORTHWESTERN GUILFORD
COUNTY, NORTH CAROLINA TO INCLUDE THE TOWNS OF OAK RIDGE, STOKESDALE,
SUMMERFIELD AND CERTAIN UNINCORPORATED PORTIONS OF GUILFORD COUNTY.**

February 1, 2017

Purpose

The purpose of this RFQ is to solicit proposals from qualified professional engineering firms to prepare a Feasibility Study (Study) for the development of a public water system to provide potable water service to portions of northwest Guilford County that are currently served by groundwater sources. This Study will be used to determine steps, challenges and probable costs to plan, design, construct and operate the required water infrastructure. The results of the study will be utilized by local government officials from the towns of Oak Ridge, Stokesdale and Summerfield and Guilford County to determine if a regional water system should be developed and how the system should be governed.

Background

The Towns of Oak Ridge, Stokesdale and Summerfield are incorporated towns within Guilford County. These towns are currently served by a variety of groundwater supplied water systems that are publicly or privately owned. The Town of Stokesdale has a municipal water system that serves portions of the Town, with water supplied by the City of Winston-Salem. However, the long term sustainability and quality of these groundwater supplies, in addition to limited service area coverage, limit economic development and fire protection. The participating municipalities and the county envision a regional system that is based on a strategic service area and reliable lowest cost wholesale treated water provider(s) operated by a joint agency such as a Water and Sewer Authority or perhaps a hybrid arrangement with the Town of Stokesdale retaining ownership and operational responsibilities for their existing water infrastructure.

Scope of Services

At a minimum, the Study shall address the following items:

1. *Engineering Analysis*
 - a. Preparation of exhibits based on county GIS mapping indicating existing water supply systems and service boundaries. Exhibits shall include known water supply infrastructure assets (wells, storage, pumps and piping) within each system.
 - b. Coordinate with each local government participant to identify the initial service area within their respective jurisdiction.
 - c. Preparation of conceptual plans indicating how the existing water supply systems could be interconnected and served by all potential water sources / suppliers
 - d. Supporting calculations for sizing and phasing of the new water supply infrastructure (piping, pumps, meters, storage, etc.).
 - e. Meet with all potential wholesale water providers and perform a thorough analysis of all potential wholesale water providers to include water quality, rates and charges, available capacity and interest in expanding treatment facilities to meet the future growth projections and needs for 10, 20 and 30 year timeframes. Analysis should

include a water chemistry compatibility assessment if multiple wholesale suppliers are connected.

- f. Recommended schedule to implement planning, design, permitting and construction of the new water infrastructure.
2. *Financial Analysis*
 - a. Preparation of an Opinion of Probable Construction Cost (OPCC) of the new water infrastructure.
 - b. Preparation of an Opinion of Probable Operation Cost (OPOC) of the system.
 - c. Preparation of an analysis of the necessary rate and fee structure required to cover all administration, operating and maintenance costs, capital and equipment costs and debt service.
 - d. Identify potential funding alternatives to implement the planning, design and construction of the new water infrastructure.
 3. *Governance and Organization*
 - a. The parties are not requesting assistance or recommendations regarding the governance structure of the regional water system as part of this study.
 4. *Required Content of Final Report*
 - a. Cover Letter
 - b. Table of Contents
 - c. Recommended Initial Service Area
 - d. Engineering Analysis
 - e. Financial Analysis of Construction, Operating, Administration and Debt Service Costs
 - f. Wholesale Water Provider Evaluation
 - g. Explanation of Potential Funding Sources
 - h. Additional Data
 - i. Water System Development Process and Timeline
 - j. Executive Summary

Qualifications

The local governments participating in this feasibility study will select the engineering firm / consultant that is deemed to be the most experienced and qualified to perform the required professional services based on organization, structure, resource base and personnel expertise. Each firm submitting Statement of Qualifications should include the following required information:

1. Firm name, address, telephone number, fax number, e-mail address and primary contact person.
2. History of the firm to include the office locations and any former names under which the firm operated.
3. Capacity to perform the scope of work to include a list of professionals that would perform the work on this project including personal resumes.
4. Experience of the firm in performing feasibility studies for regional water systems

5. Experience of the firm in planning, development, design, permitting water systems in North Carolina
6. A list of similar projects including a summary of the scope of work and deliverables, the owner of the project and the contact information of a reference for each project.
7. List of other firms, consultants, contractors or individuals that would be subcontracted to assist with the project., if applicable.

Selection Schedule

Issuance of Request for Qualifications	February 3, 2017
Statement of Qualifications Due	February 22, 2017
Oral Interviews (Optional)	March 1, 2017
Final Selection / Ranking of Firms	March 3, 2017
Negotiation of Final Scope of Work and Compensation	March 15, 2017
Contract Approval by Local Governing Boards	April 12, 2017

Processing of RFQ

The local governments will select and rank the consultants submitting qualifications for the project based on qualifications which represent the best service to the organizations, regardless of race, color, and gender.

All Statements of Qualification will be reviewed by a committee made up of representatives from each local government. A short list will be developed and oral interviews may be conducted with the top three consultants. The recommendation for selection will be made on the basis of corporate and staff member philosophy, qualifications, demonstrated competence and technical response to the RFQ.

When the recommendation is approved the consultant will be invited to negotiate a final scope of work and compensation. If negotiations with the highest ranking firm reach an impasse, negotiations will be terminated with the firm and the next highest scoring firm will be invited to negotiate a scope of work and compensation. If necessary, this process will be repeated until negotiations are successful.

Upon successful conclusion of negotiations, the local governments will recommend approval by their respective governing boards.

General Conditions

This RFQ is a solicitation of Statements of Qualifications only, and is neither intended, nor to be construed as, an offer to enter into an agreement or engage in any formal competitive bidding or negotiation pursuant to any statute, ordinance, rule or regulation. Thus, the participating local governments reserve the unqualified right to reject any or all SOQs for any reason.

The participating local governments shall not in any way be liable or responsible for any costs incurred in connection with the preparation, submittal or presentation of any SOQ submitted in response to this request.

Responses to the RFQ shall be made according to the specifications and instruction contained herein. Failure to adhere to the RFQ instructions may be cause for rejection for any SOQ.

As of the issue date of this RFQ and continuing until the final date of submittal of SOQs, all interested consultants are specifically directed not to hold meetings, conferences, or technical discussions regarding the RFQ with employees of the participating local government organizations. During the submittal period, questions regarding this RFQ may be directed to the contact person indicated in the submission section of this RFQ.

SUBMISSION OF STATEMENT OF QUALIFICATIONS:

Firms are invited to submit a Statement of Qualification by no later than 5:00 PM on February 22, 2017. Qualifications received after this deadline will not be considered. Firms shall submit five (5) hard copies and one electronic copy to the following physical delivery address:

Bruce Oakley

Oak Ridge Town Manager

8315 Linville Road

Oak Ridge, North Carolina 27310

E-mail: boakley@oakridgenc.com

Phone: (336) 644-7009