

Request for Qualifications Sanitary Sewer Asset Management Plan and CIP Tool Development



Town of Pittsboro
635 East Street
PO Box 759
Pittsboro, NC 27312
Phone: 919-542-4621

**Submittal of Qualification Statements Closing Date and
Time: Monday, November 14, 2016 at 5:00 PM**

Introduction

The Town of Pittsboro is growing rapidly and is in the design stages of wastewater treatment expansion. It also has antiquated sewer collection system components that require rehabilitation and or replacement. Wet weather flows to the Small Street Wastewater Treatment Plant are significant. In order to address this, the town has historically received grants and or loans to perform Sanitary Sewer Evaluation Surveys (SSES) and make limited rehabilitation improvements. One such rehabilitation project is underway currently. The Town has no Sanitary Sewer Asset Management Plan, which will assist with on-going Capital Improvements Program (CIP) prioritization and execution. With an Asset Management Plan, the Town will also become more competitive in grant applications for future rehabilitation grant and loan funding.

In 2016, WK Dickson applied for an Asset Inventory and Assessment (AIA) grant on behalf of the Town. In August of this year the Town was awarded \$150,000 and, in addition, the City will provide \$30,000 in local match. The total project budget is \$180,000.

The Town is requesting qualification statements from qualified consultants to provide services for work associated with the grant-funded project.

Scope of Work

Work will generally include the following tasks:

Task 1: Sewer Collection Asset Inventory Improvements and Updates in the existing GIS database – The existing GIS database requires improvements, up-dates and other attribute information for a complete and accurate database of the pipe and manhole inventory. The data will come from either existing as-built drawings or from GPS data gathered in the field.

Task 2: Sewer Collection System Condition Assessment – The Town has recently performed a limited SSES (Hydrostructures, PA) and has the need to expand this work for a more complete condition of the collection system inventory. Methods may include: ultrasonic thickness testing, flow monitoring and isolation, NAASCO Level 1 manhole inspections, camera/video and smoke testing.

Task 3: Complete and Implement Sewer Collection System Asset Prioritization Tool in GIS - The town has developed a version of a non-proprietary GIS-based prioritization tool that can be used to quickly evaluate the likelihood and consequence of failure of each asset, prioritize rehabilitation, replacement or repair of the sewer assets. This tool will need to be completed for staff utilization on an on-going basis. The data developed in Tasks 1 and 2 will be used for the tool completion in this task. Staff will work with the consultant to develop all of the criteria used for likelihood and consequence and total criticality scores for the assets in the database. A standard operations procedures will be established for ongoing use and maintenance of the tool by Town staff.

Task 4: Sewer Collection System Cost Planning and CIP Tool – The Town desires a prioritized cost planning tool that will integrate with the Prioritization Tool developed in Task 3. This tool will be used to establish a CIP sewer rehabilitation budget on an annual basis for the Town's annual fiscal year budget development. The Cost Planning and CIP Tools will combine to produce an automated list of recommendations and planning level cost estimates to address deficiencies in the sewer collection system.

Task 5: Enhanced CIP Development and Reporting – The results of Tasks 1 – 4 will be used to develop an enhanced list, including more details, of the prioritized rehabilitation, replacement and repair needs in the system. Capital and Operations and Maintenance projects will be outlined in a multi-year plan with preliminary cost estimates. A summary report of the Enhanced CIP will be provided for project and funding planning.

Task 6: Work Order Process and Data Gathering and Maintenance Improvements -

The Town will enhance the process and protocols for town staff to efficiently and accurately gather digital information and incorporating the data into the inventory systems database. The existing work order system will be analyzed for any needs associated with the database. Staff will be able to verify and track repairs and benchmarks, costs and ongoing tasks required. Staff training on the tools and protocols will be included in this task.

The town will purchase a computer and required GIS and GPS software licenses and provide key staff to operate the software and manage the GIS database and the developed prioritization and CIP tools for the sewer collection system.

The consultant must be capable of providing additional training services that may be required by the Town.

Deliverables

The consultant will provide paper and digital copies of the results of each completed task above.

Qualifications Statement Submittal

- A. The following information is to be submitted as part of the qualifications statement. The statement is not to be more than 5 double-sided pages in length. Three copies of the statement are to be provided. The statement is to be organized into the following categories:
1. Approach to the project: Describe your approach to this project, as it relates to the tasks outlined above and any special ideas, techniques, or suggestions that might make the project proceed smoothly.
 2. Experience: Describe the experience of the firm and of the individuals assigned with related projects of a similar or same nature. Provide at least three references of similar work performance for local governments.
 3. Qualifications: Describe your staff's unique qualifications and training for this type of work.
 4. Schedule: Describe your plan/schedule for completing the work. A shorter timeline is preferred and will be given added value in the evaluation of the proposals.
- B. Provide evidence of Professional Liability Insurance.

Evaluation Criteria

The Town of Pittsboro staff will perform the evaluation of qualification statements. The qualification statements will be evaluated on the firm's ability to meet the requirements of this RFQ. Some heavily weighted, specific evaluation criteria, among other factors, will include:

- A. Specific experience with Sewer Asset Management Plan and CIP Tool development in GIS database.
- B. Staff training experience in CIP Tool management and the firm's assigned personnel experience with CIP Tool development and implementation.
- C. Qualifications and abilities of staff assigned to the project.

- D. Experience working for North Carolina municipalities on similar type projects.
- E. Documentation of staffing levels necessary to meet the project timetable

Selection of Consultant

Town of Pittsboro Engineering and Public Utilities Department staff will evaluate the qualification statements. Staff will evaluate the statements based on the basis of specific task-level experience, qualifications, the approach to the project, degree of town staff time required to complete the project, and any innovative ideas for making the project go smoothly and quickly.

Final selection will be based on the evaluation of proposals unless it is deemed necessary by the committee to conduct interviews of closely scored consultants.

Additional Requirements

All proposals become the property of the Town of Pittsboro upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The Town of Pittsboro reserves the right, at its sole discretion, to use without limitation any and all information, concepts, and data submitted in response to this RFQ, or derived from further investigation of such proposals. The Town further reserves the right at any time and for any reason, to cancel this solicitation, to reject any and all qualification statements, to supplement, add to, delete from, or otherwise change this RFQ as determined in the sole and absolute discretion of the Town. The Town may seek clarifications from a respondent regarding his or her proposal at any time and failure to respond promptly may be cause for rejection. The Town also reserves the right to interview only those respondents it determines shall provide the most advantageous services and to negotiate with one or more respondents to contract terms acceptable to the Town of Pittsboro. Firms shall be licensed in the State of North Carolina.

Submission Requirements

Firms responding to this solicitation should mail or deliver all proposals to:

Fred Royal, PE, CFM
Town Engineer
P.O. Box 759
635 East Street
Pittsboro, NC 27312
Telephone: (919) 542-2063
Email: froyal@pittsboronc.gov

Submittal packages shall be labeled “Request for Qualifications – Sewer AIA Grant Project”