



REQUEST FOR QUALIFICATONS

For

Professional Services for
Water Distribution System Asset Inventory and
Assessment (AIA)

Town of Elkin, North Carolina

Issue Date: September 26, 2022

Due Date: October 27, 2022

General

The Town of Elkin has been awarded grant funding from the NCDEQ to assist in the completion of a Water Distribution System Asset Inventory and Assessment (AIA). The Town invites submittal of responses to the Request for Qualifications (RFQ) from firms qualified in the State of North Carolina to perform engineering services.

Background

The Town of Elkin owns and operates a water distribution system under Public Water Supply I.D. #02-86-020 issued by the State of North Carolina. The Town of Elkin's water distribution system provides water to approximately 2,060 customers with 1,552 residential and 508 commercial customers. Meters are read once per month and are drive-by radio read meters. Elkin supplies water to Surry County and the Town of Ronda. The Water Treatment Plant produces on average 1 MGD with a permitted capacity to produce up to 3 MGD. The plant pulls raw water from the Big Elkin Creek, a part of the Yadkin River Basin and has a 60 MGD reservoir. The water distribution system includes 4 water tanks totaling 1.9 MG of storage capacity, 4 pump stations, 67 miles of water lines ranging in size from 2 to 16 inches, and valves, hydrants and other appurtenances. The distribution system consists of three pressure zones titled East, West, and North. The East and West zone have one tank and the North Zone has two. The oldest section of the system has pipes dating back over a century and primarily falls in the East Zone.

The Town was awarded funds for an AIA of the water distribution system in August of 2022.

Scope of Services

See Exhibit A.

Submittal Requirements

- A. Name of firm.
- B. Location of firm's office(s) and address, email and telephone number of the office out of which work will be performed (or the majority of the work).
- C. Brief history of the firm.
- D. List of key personnel to be directly involved in the project with a short bio. Also include a brief description of their responsibilities and relevant project experience.
- E. List of 3 recent AIA projects with contact information for the local officials involved with the projects.
- F. Projected availability for personnel needed for this effort.
- G. A proposed work plan/schedule for activities to be performed.
- H. Hourly rate schedule for personnel to be utilized on the project. DO NOT INCLUDE Lump Sum or Not-to-Exceed pricing for services.

Selection Process

Qualifications received by the deadline and prepared in general accordance with RFQ instructions will be reviewed using a qualifications-based selection process (QBS). Evaluation of firms will utilize the following criteria and points system, with a maximum of 100 points:

- Qualifications, competence, and reputation of firm and personnel 25 pts
- Related experience on similar, recent projects 25 pts
- Availability of Staff to perform Scope of Services in an acceptable timeframe 25 pts
- Demonstrated familiarity with locality and NCDEQ grant process 25 pts

Following review of the submittals received, the Town will identify the firm it believes to be the best qualified for the proposed project.

Once a selection is made, the chosen firm will negotiate with the Town on fee and contract terms and conditions. If, in the sole opinion of the Town, an agreement cannot be achieved with the first respondent of choice, negotiations will proceed with the second or subsequent choice respondents until a mutually agreed upon contract can be negotiated.

Submission Information – Due by October 27th

Responses must be printed double-sided and are limited to a total of 20 printed pages, excluding cover, cover letter, and table of contents, which may or may not be provided at the discretion of the respondent. A sheet which has content on both sides shall be considered 2 pages. Respondents are requested not to include other generalized marketing information as part of the submittal documents.

Three hard (3) copies and one (1) electronic copy of the Statement of Qualifications should be submitted no later than October 27th. The copies shall be in a sealed envelope marked "Statement of Qualifications for Water Distribution System AIA Project".

Proposals can be mailed/hand delivered to:

Brent Cornelison, Town Manager

Town of Elkin

226 North Bridge Street

Elkin, NC 28621

Electronic copy can be emailed to bcornelison@elkinnc.org.

RFQ questions should be addressed to Brent Cornelison, Town Manager at bcornelison@elkinnc.org or (336)258-8901.

The Town of Elkin is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses.