

REQUEST FOR QUALIFICATIONS

Town of Topsail Beach, NC

Asset Inventory and Assessment (AIA) Grant

Professional Services – Civil Engineering Services

INTRODUCTION

The Town of Topsail Beach is requesting qualified professional engineering firms to submit a statement of qualifications to provide engineering services to undertake and complete an Asset Inventory and Assessment [AIA] of the Water System, which opened in 1973. This project is funded by the State Water Infrastructure Authority (SWIA), NC Department of Environmental Quality.

BACKGROUND – OVERVIEW

The proposed project is an Asset Inventory and Assessment (AIA) of the Town of Topsail Beach Water System. The Town has operated a groundwater treatment and distribution system since the early 1970's. The Town's water system consists of 4 groundwater wells that draw from the Peedee Aquifer, two Water Treatment Plants, two Ground Storage Tanks (100,000 gallons and 200,000 gallons), one 300,000 gallon elevated Storage Tank and 14 miles of 2" – 12" diameter PVC water mains. The Town provides potable water service to all potential customers within Town limits. The 12-hour capacity of the existing wells and WTP's is 0.60 MGD.

The Town of Topsail Beach is a beachfront community located at the southern tip of Topsail Island and a part of Pender County. The year-round population of 460 swells to more than 8,000 during peak of the summer tourist season. As such, the average day water demand can range from less than 0.10 MGD during the winter to approximately 0.40 MGD during the summer. The maximum day demand slightly exceeds the well and WTP capacity during the peak of the summer, and the Town struggles to ensure an adequate supply to meet the demand. The Town recognizes the need to plan and create a secure future water supply. In addition, most components of the water system are approximately 50 years old. As such, the condition and risk of failure is significant. Also, the Town has limited resources and staff to operate and manage the water system. The Town's record documentation is minimal and consists primarily of antiquated blueprints for the oldest parts of the system. Preservation of institutional knowledge is a significant challenge as staff retirement and normal employee turnover deplete the knowledge base for the those that remain to carry forward operations and management of the system.

This AIA project proposes to facilitate organization of acquired data and assist in documenting, prioritizing, and planning for the future needs of the system, as well as to preserve institutional knowledge of the municipal staff and contract operator. The AIA is expected to consist of:

- GPS surveying and inventory mapping of the water supply, treatment and distribution system to produce a sustainable GIS Digital Mapping Platform.
- A detailed Hydraulic Analysis of the existing groundwater wells to assess their condition and capability for the future.
- Update the Hydraulic Model and conduct analysis of the existing distribution system.
- Asset condition and risk assessment for the water treatment plants, pumping, storage, and distribution assets, including preparation of capital cost estimates for needed rehabilitation/repairs/replacement/upgrades, creation of a prioritized list of needs and projects, and development of a 10-year Capital Improvements Plan for the water system.

All information will be presented in a Water Asset Management Plan (WAMP) report prepared as a “living document” for use as a system management tool, a planning tool for the Town’s annual budgeting process, and to assist in applying for various funding opportunities for rehabilitation/repair/replacement/upgrade projects.

OBJECTIVES

The Town of Topsail Beach 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 Administration and Management.
- Funding Applications [if needed, not anticipated].
- Adhere to Project Schedules & Milestones established by NC DEQ-DWI.
- Preparation of Engineering Report and Environmental Information Document to comply with funding requirements, if needed.
- Final Design of the AIA Project.
- Field Surveying, as needed.
- Completion of Bid Documents including Specifications and Design Drawings for the project, if needed.
- Completion of AIA.
- Closeout, Final Reports, Presentation to the Town of Topsail Beach Board of Commissioners [if requested].

ADDITIONAL INFORMATION

The selected consultant should be prepared to meet the General Liability and Professional 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.

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 Grant Funded and Water System 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 Town management staff for the purpose of identifying and recommending, to the Town of Topsail Beach Board of Commissioners, those Engineering Firms offering, in total, the highest qualifications and experience with this type of project. The individuals or firms recommended may also be interviewed by members of the Town Staff for the express intention of recommending a final shortlist of individuals or firms, however, such is not required.

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

CRITERIA	POINTS
Qualifications, background, and prior experience of the firm and the proposed project team in executing similar projects.	20
Firm’s capability to meet time and project budget requirements.	15
Management ability and familiarity with federal and state regulations.	15
Previous Experience with Water Distribution Line projects.	15
Previous Experience with AIA projects.	15
Content, technical approach, and understanding of the scope of the project.	10
Recent and current work for the town or a nearby local government.	10
Maximum Total Points	100

SUBMITTAL

Please submit your Qualifications, by **electronic submittal** using the subject of “*Statement of Qualifications for Water System AIA Project*”, to be received by the Town of Topsail Beach **no later than 5:00 pm, Friday, December 2, 2022** to the attention of:

Christina Burke
Assistant Town Manager
cburke@topsailbeachnc.gov

AND

cc: Doug Shipley
Town Manager
dshipley@topsailbeachnc.gov

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 of Topsail Beach 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:

Christina Burke
Assistant Town Manager
cburke@topsailbeachnc.gov

Email is the preferred method of communication for questions or clarifications. Clarifications and/or additional information will be provided to all interested parties by the Owner by addenda to this package. **Questions asked after November 22nd at 5 pm will not be answered.**

DISCRETION AND LIABILITY WAIVER

- The Town of Topsail Beach 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 reserves the right to terminate all negotiations and select one of the other finalists or issue a new RFQ.
- The Town of Topsail Beach 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 of Topsail Beach does not compensate for the cost of proposal preparation, and all materials submitted with the proposal become the property of the Town.
- The Town of Topsail Beach 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.

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