



City Of Salisbury  
North Carolina

**Request For Statement Of Qualifications  
For On-Call Professional Services 916-2019  
Water, Wastewater and Stormwater Management  
Consulting Services**

**November 26, 2018**

**1. SUMMARY**

- 1.1. Request For Statement of Qualifications (SOQ): The City of Salisbury, is hereby inviting SOQs from qualified Consultants, with proven experience and expertise, to provide professional engineering including environmental and surveying, and geotechnical plus materials / specialty testing related services in **Water, Wastewater and Stormwater Management** to support the City through an “on-call” contractual relationship.
- 1.2. Internet Web Site for More Information: This document may be viewed and downloaded in PDF format from Water Resources Internet Web Page under **Featured Links** at:  
<http://salisburync.gov/Government/Financial-and-Business-Services/Bids-and-Purchasing>
- 1.3. Period and Terms of Contractual Agreement: The City of Salisbury is interested in obtaining the professional services of consulting firms to provide support for various departmental projects for an initial period of three (3) years with two (2) one-year optional extensions. Master contractual agreements are anticipated to begin in June 2019 and expire in June 2024. Specific projects would be authorized under a supplemental letter scope of service agreement with a properly negotiated fee. Selection of a consultant by the City in response to this Request does not guarantee that professional services will be required. The City also maintains sole discretion in assigning projects, if any, to selected consultant(s) throughout the five-year period. The City of Salisbury may renew its Request for Statement of Qualifications for On-Call Consultants following the initial five-year period, as necessary. Additionally, the City reserves the right to issue future Request for Qualification (RFQ) and solicit responses from firms not selected as part of this process.
- 1.4. Qualifications-Based Consultant Selection Process: The City of Salisbury Professional Service Consultant Selection Process is Qualifications-Based.
- 1.5. City of Salisbury M/WBE Program: It is the policy of the City to provide minorities and women equal opportunity to participate in all aspects of City contracting and purchasing programs, and

to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, sex, religion, or national origin, and to conduct its contracting and purchasing programs so as to prevent any discrimination. The Responder to this RFQ agrees that should it not be able to perform all elements of this contract with its own work forces without use of subcontractors, it will notify the City and institute good faith efforts to comply with all requirements of the M/WBE program in providing equal opportunities to regional M/WBE and North Carolina certified Historically Underutilized Business firms to compete for and perform subcontracts. If the Responder to this RFQ proposes to perform the total contract with its own work force and without the use of subcontractors it will be required to submit information sufficient for the City to determine that it is a normal business practice of the contractor to perform all elements of the contract with its own work force without the use of subcontracts or that the contractor in fact has demonstrated its capabilities to perform all elements of the contract with its own work force without the use of subcontracts by providing a copy of Consulting Services contracts of a similar nature performed within the past three years. Such contractors will not be required to subcontract or document good faith efforts to do so. It is the intent of the City's program and the Department's outreach efforts to widen opportunities for historically underutilized businesses. The Department encourages submitting firms to pursue strategic partnering arrangements that support the utilization of M/WBE firms either at a local or regional level. Specific inquiries regarding this program should be directed to Mrs. Gayla Long in Finance at (704) 638-5305.

- 1.6. **Pre-Submittal Conference:** A pre-submittal conference will be conducted at 2:00 PM, January 9, 2019, in the conference room at 1 Water Street, Salisbury, NC 28144. **ATTENDANCE IS REQUIRED FOR SUBMITAL OF SOQ. CONTACT INFORMATION FORM MUST BE FILLED OUT FOR PROOF OF ATTENDANCE.**
- 1.7. **Questions:** Questions regarding this SOQ shall be submitted in writing by email to [glong@salisburync.gov](mailto:glong@salisburync.gov) **no later than 5:00 pm, January 18, 2019.** Questions received after this date and time will not be considered for response. Upon receipt of questions, an Addendum will be issued if deemed necessary. A signed copy of each addendum must be included in the proposal package. Prospective firms are strictly prohibited from contacting any City official or employee regarding this SOQ, except in the manner prescribed above. Violation of this provision may result in disqualification of the firm's submittal.
- 1.8. **Due Date:** SOQs in response to this Request are due to the City **no later than 12:00 PM, Friday, February 15, 2019.** Earlier responses are welcome and appreciated.

## 2. ENVISIONED SCOPE OF CONSULTANT SERVICES

Scope of Consultant's Services: The Scope of Consultant's Services, as currently envisioned by the City, would include but not be limited to the following two potential areas of work: (1) professional engineering including environmental investigation and surveying; and (2) testing services including geotechnical and materials / specialty testing of concrete, solids, construction materials and coatings. Consultants are requested to highlight their expertise and experience in one or both of these and related areas of Water Resource Management. Professional services to be provided by the selected consulting firm(s) may include one or more of the following:

- Surveying and field services as needed. This may include engineering surveying, property research and surveying, right-of-way surveying / descriptions, and hydrographic surveys. Both traditional and GPS surveying methods would be included. Experience resolving conflicts with utilities while designing or managing construction projects is a plus. Preparation of property maps and plats suitable for recording may be required for some projects

- Engineering analysis, studies, design, and construction plans and specifications as related to water, wastewater and stormwater management projects. This may include designs for distribution and collection systems, impoundments, water treatment and reclamation facilities. SCADA integration capabilities for projects involving control improvements or upgrades may be required. Stormwater management projects could include stream stabilization / restoration projects, traditional and innovative storm sewer system design, culvert and/or bridge retrofits, energy dissipators, low dams, watershed assessments, floodplain management, traditional and innovative Best Management Practices (BMPs), to include Low Impact Development (LID) and Green Infrastructure. Preparation of estimated quantities and project probable construction cost estimates would be included in this task
- Field identification and delineation of streams and wetlands as needed. Analysis, design and construction plans and specifications for stream stabilization and restoration projects, using innovative techniques where possible
- Engineering design and construction plans and specifications for small structural design projects related to finished water storage, water distribution, collection, and stormwater management. Projects may include booster pump stations, lift stations, force mains, storage tanks, retaining walls, culverts, water-control structures, innovative urban BMPs, etc. Geotechnical and/or specialty testing services, for example, tank or piping coating application testing and inspections, may be needed for certain projects and expertise in these areas should also be addressed
- Engineering services associated with water and sewer data management, analysis, and modeling to meet Federal, State and local regulatory requirements and support City planning and alternatives evaluation efforts. Stormwater, distribution and collection system evaluations, to include modeling, water and sewer system sizing, sanitary sewer evaluation surveys (SSES), flow monitoring, manhole inspections, stormwater infrastructure inventory collection, capacity analysis, and pump station analysis and design may be required as part of this task. This could also include FEMA Floodplain/Floodway modeling as well as Flood routing and any other Hydrologic and Hydraulic modeling and analysis
- Preparation of contract bid documents and management of the bid process for water, wastewater, and stormwater improvement projects. Consultants should demonstrate an understanding of the City of Salisbury's Construction Bidding Process. Construction administration and oversight may also be required for some projects
- Project management, construction administration and construction inspection services associated with water, wastewater, and stormwater construction projects. This may include providing resident project representatives, construction inspectors, BMP and stream restoration specialty construction inspectors, project administrators, and project administrative services
- Support for the City in complying with NPDES permits, floodplain management and NFIP requirements, water and sewer permitting and related applications at the local level. This may include preparation and review of submittals at the State and/or Federal level
- Geographic Information Systems (GIS) services including enterprise architecture design, GeoDatabase design, GIS application development, and related information technology services. The City of Salisbury focuses on ESRI-based GIS products (ArcGIS 10.x) and the MS SQL Server RDBMS. Consultants specializing in this area or offering these services should demonstrate their expertise in ESRI-based products, including innovative web technologies, and IT applications that can be enhanced by GIS functionality, including ESRI's ArcObjects and Microsoft .Net based technology/solutions

- Water quality modeling relevant to urban stormwater management. Consultants should demonstrate their experience and expertise in the areas of TMDL development and nutrient modeling applications, as well as pollutant fate and transport applications
- Preparation of required regulatory permit/certification applications, including supporting engineering and environmental documentation. This area may include requirements pursuant to Section 401 and 404 of the Clean Water Act, the State Environmental Policy Act, State 2T rules, PWS rules, the State Erosion & Sedimentation Control Act, air compliance permitting, and other laws and regulations applicable to water supply, water reclamation, stormwater and surface water resources related projects
- Preparation, in partnership with the City, of applications for potential public grant and/or private agency funding for implementation of various water resource related projects. Experience in working with the State's Clean Water Management Trust Fund and related grant funding agencies will enhance the merits of the SOQ

### 3. COMMERCIAL

- 3.1. Insurance Requirements: Any contract entered into as a result of this Request will require the Contractor (Consultant(s) selected for the contract) to obtain and maintain certain minimum insurance coverage. Without limiting any liabilities or other obligations of proposer, successful proposers performing as independent Contractors hereunder, shall be fully responsible for providing Worker's Compensation, General Liability, Professional Liability, and Automotive Liability coverages. The successful proposer(s), if any, must provide a Certificate of Insurance within fifteen (15) calendar days after notification of award. Certification must include: name and address of insurance company (must be authorized to conduct business in North Carolina or be named on the List of Authorized Insurance maintained by the NC Department of Insurance), policy number, and liability coverage and amounts.

### 4. SOQ SUBMITTAL REQUIREMENTS

- 4.1. General: Please submit one original and six copies of your SOQ in a sealed envelope or package, to be received by the City **no later than 12:00 PM, Friday, February 15, 2018**, to the attention of:

**Gayla Long  
City Of Salisbury Purchasing  
132 North Main Street  
Salisbury, NC 28144**

In the interest of fairness to all the Consultants submitting Qualification documents and to allow for the City's timely review, **SOQs received after the scheduled receipt time stated above will be available for pick up for two weeks or destroyed thereafter.** All SOQs received become the property of the City and will not be returned. Faxed or e-mailed documents will not be accepted. Early submission of SOQs is welcome and appreciated.

- 4.2. SOQ Organization: To facilitate the City's objective review of the SOQs from different Consultants, the Consultants are requested to organize the main document using a standardized format. Each SOQ should contain the following:
- A cover letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services.

- Table of Contents, with page numbers
- Information on the following topics:

Executive Summary: Should address the highlights of the SOQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of the City. Please limit the Executive Summary to one page. **CLEARLY STATE WHICH DISCIPLINE(S) THE STATEMENT OF QUALIFICATIONS IS BEING SUBMITTED FOR (WATER, WASTEWATER, AND/OR STORMWATER)**. Different Selection teams will be assigned to separate disciplines and rank accordingly.

Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided by the consultant or consultant team in response to this Request. Also include information on any proposed sub-consultants. Please note which team members were involved in referenced projects. Please include an approximate dollar amount (professional service fee and construction cost, if applicable) and time period involved in referenced completed or current projects. Also highlight any projects performed for the City of Salisbury during the past 5 years.

Project Team & Project Management: Please identify the proposed project team (including any subconsultants) and key personnel for the successful completion of projects in partnership with Water Resources Department. Please include an organizational chart and brief resumes of the project team members. Also, please identify the project manager or primary contact and any other team leaders proposed, and briefly describe how projects will be successfully managed. It is expected that the team members proposed in the SOQ will be the ones that will actually work on projects for the City. Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract, and verify that proposed staff will be prepared for timely completion of projects under a potential contractual agreement with Water Resources Department. Also describe your quality assurance / quality control methods.

Terms and Conditions of the Contract: The City proposes to use a standard City of Salisbury contract for professional consulting services. The City of Salisbury sample professional services contract is enclosed as Attachment A. Should the Consultant have any special or unusual contract conditions or limitations, the City should be advised of these in this section of the SOQ. Also note your understanding of and commitment to the City's M/WBE program.

References: Please provide the name, telephone number, and address of at least **three references** in organizations within North Carolina for whom your firm provided professional services on projects similar to this Request and whom the City of Salisbury may contact regarding your firm's performance on their projects.

If the Consultant wishes to submit additional information in support of or to strengthen the SOQ, such information may be submitted separately in Appendices. **SOQs must be limited to no more than 25 numbered pages, excluding the cover page, cover letter, table of contents, resumes, and section dividers.**

## 5. SELECTION OF CONSULTANT / CONTRACTOR

- 5.1. General: This Request does not commit the City to enter into agreement, to pay any costs incurred in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project. The City will require the selected Contractor, to participate in negotiations of the fees for the project and to

submit such scope, technical and/or other revisions to the proposals as may result from negotiations. The City reserves the right to perform all or some of the services described in this document with its own work force. The City also reserves the right to issue future Request For Proposal (RFP) and solicit responses from firms not selected as part of this process.

5.2. Qualifications-Based Selection Criteria: SOQs/Proposals are traditionally evaluated and ranked based upon objective Qualifications-Based criteria. The City reserves the right to request an interview with any Consultant during the selection process. Should the City see the need to interview Consultants, the Consultant will be notified as early as possible in the proposal review process. The selection criteria are as follows:

- (5%) Overall content and quality of the submitted SOQ
- (20%) Relevant experience, expertise, and qualifications of the firm and project team members
- (20%) Overall technical capabilities within Water, Wastewater, and/or Stormwater Management, based on discipline(s) submitted for in executive summary.
- (10%) Project management capabilities (strength and experience on similar projects)
- (10%) Track record on past projects in delivering quality professional services in a timely manner for the City of Salisbury
- (10%) Consultant's performance on previous North Carolina municipal projects based on information gathered by the City and/or through the references provided by the Consultant
- (5%) Familiarity with the standards and requirements of the City of Salisbury for design, construction plans, specifications, and bidding
- (10%) Proposals will be evaluated to determine the firm's ability to have key team members respond appropriately to issues that may require on-site assessments.
- (10%) Proposals will be evaluated for innovative or alternative project approaches, solutions and delivery methods.
- Any special or unusual Terms and Conditions for the contract
- If performed, information obtained through interviews with short-listed consultants

5.3. Rating and Selection Team: The following individuals will comprise the team responsible for reviewing and rating the SOQ's submitted:

- Craig Powers, Public Services Assistant Director
- Wendy Brindle, Engineering Director
- Anna Bumgarner, Senior Management Analyst
- Gayla Long, Purchasing Coordinator
- Chris Tester, Public Services Project Manager
- Jason Wilson, SRU Engineering Manager
- Michael Hanna, Public Services Stormwater Technician
- Blake Jordan, SRU Engineering Technician

5.4. Schedule for the Selection Process: The following is the anticipated schedule for the Consultant(s) selection process:

<u>Item</u>	<u>Date</u>
City of Salisbury issues RFQ	November 26, 2018
Pre-Submittal Conference ( <b>ATTENDANCE IS REQUIRED</b> )	January 9, 2018
Questions regarding SOQ submittal deadline	January 18, 2018
Answers to Questions addendum.	January 25, 2018
Completed SOQs due to City of Salisbury Purchasing, 132 N Main Street	Must be received by City no later than 12:00 PM, Friday February 15, 2019
City review of SOQs and Selection of Short List of Qualified Consultants, if applicable	February 18 – March 15, 2019
Interviews with potential Qualified Consultants, If needed	March 25-29, 2019
City selects Most Qualified Consultant(s)	On or before April 26, 2019
Submittal of complete and signed Master Contract documents by the selected Consultant(s) to the City	On or before Early May, 2019
City final approval of Master Contract(s)	Early June, 2019