

Wastewater Collection System Master Plan and Hydraulic Model Development



Request For Qualifications

RFQ 003-2026

September 2025

I. Introduction

Salisbury-Rowan Utilities (SRU) is responsible for infrastructure operation, maintenance, evaluation, rehabilitation, and improvement of the sanitary sewer collection system throughout the SRU service area. As part of SRU's ongoing evaluation and improvement efforts, there is a need for a Wastewater Collection System Master Plan and Hydraulic Model to include the entire SRU service area.

SRU owns and operates its own wastewater collection system within Rowan County. This system consists of approximately 427 miles of gravity sewer lines, 30.6 miles of force main sewer lines, and 34 wastewater lift stations. In addition, SRU owns and operates two wastewater treatment facilities: Grants Creek WWTF (7.5 MGD treatment capacity); and Town Creek WWTF (5.0 MGD treatment capacity).

Population projections will include areas of high-density development being proposed within the SRU service area as identified in the City's Forward 2040 Comprehensive Plan and SRU's Water Distribution System Master Plan (completed in 2022). Coordination with other consultants on recently completed/ongoing studies that include population and corresponding wastewater flow projections consistent with existing water demands conformed to the wastewater service area may be needed. Population projections, customer billing data, and industrial/commercial wastewater discharge data have previously been used to assign wastewater flows to specific areas within the collection system.

This project represents a major commitment, and the results will help achieve the following objectives:

- Develop a comprehensive knowledge base of the current wastewater collection system capacity
- Develop a wastewater collection system hydraulic model that can be utilized for current and future system improvement decisions
- Minimize all capacity-related overflows (SSOs)
- Develop a strategic plan for bolstering system capacity and performance
- Define and develop a process to review and approve future system flow requests

SRU is seeking to partner with a qualified firm to develop a Wastewater Collection System Master Plan:

- Utilizing the documents and materials compiled by SRU, the selected team is expected to provide engineering services - including but not limited to hydraulic modeling of conveyance systems, cost estimation, sanitary sewer evaluation survey, risk analysis, and flow monitoring – to develop an operating and capital expenditure roadmap
- The selected team's final deliverable(s) should include the following:
 - Consideration of ongoing collections and treatment planning efforts throughout the system, being sure to utilize existing study results where available rather than repeating analyses,
 - Incorporation of flexible, user-friendly tools or documents to allow dynamic planning as system variables change over time, and include training to enable SRU staff to utilize these tools
 - Production of planning level recommendations that will enhance the existing SRU Capital Improvement Plan (CIP) and provide framework for future CIP recommendations.
- The firm selected may be included to become an on-call professional services consultant for a period of up to three (3) years for the purposes of master plan updates and/or any specific area where the firm has demonstrated an area of expertise that was included in their Statement of Qualifications (SOQ).

SRU hereby requests qualified firms to submit SOQs for the development of a Wastewater Collection System Master Plan and associated Hydraulic Model.

II. Scope of Services

The following is a general description of the work required. This description is not intended to be all-inclusive. A more detailed description of the work requirements will be negotiated with the successful firm.

A. Field Evaluation

Evaluate existing wastewater lift station and collection system flow monitoring data over the last ten (10) years, as well as current GIS data sets. Where critical data gaps are identified, relevant data collection may be required, such as additional sanitary sewer flow monitoring, collecting survey grade manhole rim and invert elevations, and providing public notification for field activities.

B. Modeling

Develop a hydraulic model which incorporates the survey and GIS data, along with flow monitoring results into a system-wide model and make recommendations for future system improvements to serve build-out within the SRU wastewater collection system. Tasks include but are not limited to:

- data collection & analysis
- model construction
- model flow development
- model calibration/validation

C. Capital Improvements Planning

Recommend system improvements to address capacity issues. Develop a Capital Improvement Plan including planning-level cost estimates for all identified projects phased to meet projected development over the next 30-years.

D. Collection System Dashboard

Development of a dashboard to allow internal users the ability to customize data analytics to meet specific needs, using Microsoft Power BI, Capital Predictor, or a similar software platform.

E. Deliverables

Summarize the existing system evaluation, data analyses, planning processes, model development and recommended capital improvements in a concise report. In addition, SRU will require an appropriate level of functionality to adequately operate and maintain the newly developed sewer model in-house, as needed.

III. Submittal Requirements

The statement of qualifications from each firm must be limited to twenty (20) typewritten pages. Each submittal should state the qualifications of the primary individuals who will be working on the project. The submittal should describe the individuals professional and management qualifications, as well as relevant project experience.

One (1) hard copy and one (1) digital copy of the submittal must be received at the following location no later than 2:00 PM on Friday, October 10, 2025:

**Salisbury-Rowan Utilities
Attn: Jason H. Wilson, P.E.
1 Water Street
Salisbury, NC 28144**

Digital copies may be e-mailed to jason.wilson@salisburync.gov.

IV. Selection Process

All submittals received will be evaluated by a selection committee. Each submittal will be evaluated for:

A. Content

Each proposal received will be evaluated to determine how the respondent addressed the scope of services. Review will include a look for clarity, as well as project understanding.

B. Performance Review

Proposals will be reviewed, and references may be checked to assess past performance on projects of relevant size and scope.

C. Qualifications

Submittals will be evaluated for past experience on relevant projects, in addition to familiarity with existing SRU infrastructure as it relates to the proposed project. The qualifications of individual team members will be reviewed, as well as prior time spent working as a project team.

D. Logistics

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.

E. Innovation

Proposals will be evaluated for innovative or alternative project approaches, solutions and delivery methods.

V. Miscellaneous Information

A. Incurring Costs

This RFQ does not commit SRU to award a contract to any company, to pay any costs incurred by any company in the preparation of its RFQ response, or to contract for any of the services referenced herein. Additionally, SRU reserves the right to accept or reject any or all SOQs received as a result of this RFQ process if it is in the best interest of SRU to do so.

B. Any additional inquiries regarding this RFQ should be directed to:

Jason H. Wilson, P.E.
Utilities Director
Salisbury-Rowan Utilities
1 Water Street
Salisbury, NC 28144

jason.wilson@salisburync.gov

Written questions will be accepted via e-mail until 5:00pm on **Friday, September 19, 2025**.

C. Insurance

See Attachment A for Contractual Insurance Requirements for the selected firm.

D. Confidentiality

All statements will become public information and part of the official file on this matter without obligation to SRU. The statements will be public information.

Attachment A

Contractual Insurance Requirements

These guidelines are not all inclusive and scopes and limits could change due to the nature of the service provided. However, minimum standards are illustrated below.

A vendor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the contractor, his agents, representatives, employees or subcontractors, if applicable.

Minimum Scope of Insurance:

- General Liability
- Auto Liability, if applicable
- Worker's Compensation Insurance
- Professional Liability, when applicable

Minimum Limits of Insurance:

General Liability — No less than \$1,000,000, with \$2,000,000 being the preferred limit per occurrence for bodily injury, personal injury and property damage. General aggregate limit shall apply separately to each project/location and limit shall not be less than the required occurrence limit.

Auto Liability:

No less than \$1,000,000, with \$2,000,000 being the preferred limit per occurrence combined single limit per accident per for bodily injury and property damage.

Workers Compensation and Employers Liability:

Workers Compensation as required by the State of North Carolina and Employers Liability limits of no less than \$1,000,000 for bodily injury per accident.

Deductibles and Self-Insured Retention:

Any deductible or self-insured retention must be declared to and approved by the city.

OTHER INSURANCE PROVISIONS

The policy or policies are to contain, or be endorsed to contain, the following provisions:

1. Contractor insurance to be considered primary for losses that occur as a direct result of the contractor's actions. The policy should cover the city for any liability arising out of the activities performed by or on behalf of the contractor, including products and completed operations of the contractor; or automobiles owned, leased, hired or borrowed by the contractor. The coverage shall contain no special limitations on the scope of the protection afforded to the city, its officers, officials, employees or volunteers.
2. Any insurance maintained by the city shall be in excess of the contractor's insurance.
3. Coverage shall state that the contractor's insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after 30 days written notice.

VERIFICATION OF COVERAGE

The contractor shall furnish the city with certificates of insurance and with original endorsements. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and/or endorsements are to be provided to the city on standard form before a contract is valid.