



# Request For Statement of Qualifications For On-Call Professional Services Water, Wastewater and Stormwater Management Consulting Services

October 14, 2009

## 1. SUMMARY

- 1.1. Request For Statement of Qualifications (SOQ): The City of Greensboro Water Resources Department, 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://www.greensboro-nc.gov/water>
- 1.3. Period and Terms of Contractual Agreement: Water Resources Department is interested in obtaining the professional services of one or more consulting firms to provide support for various departmental projects for an initial period of three (3) years with two (2) one year automatic extensions. Master contractual agreements are anticipated to begin in March 2010 and expire in March 2015. 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 Greensboro Water Resources Department 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 Proposal (RFP) and solicit responses from firms not selected as part of this process.
- 1.4. Qualifications-Based Consultant Selection Process: The Water Resources Department Professional Service Consultant Selection Process is Qualifications-Based.
- 1.5. City of Greensboro M/WBE Program: The City of Greensboro encourages participation of State certified M/WBE firms in Professional Service Contracts. It is the intent of this program to widen opportunities for public participation, increase competition, and to ensure the proper and diligent use of Public Funds. All submitting firms should note their level of support, as it relates to professional services, for the City's M/WBE Program either through certification or partnering relationships. Specific inquiries regarding this program should be directed to Ms. Kathleen Smith of the M/WBE Office, at (336) 373-2674.

- 1.6. Due Date: SOQs in response to this Request are due to the City **no later than 12:00 PM, Tuesday, November 24, 2009**. 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 plats suitable for recording may be required for some projects
- Engineering analysis, 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, traditional and innovative Best Management Practices (BMPs). Preparation of estimated quantities and project 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 / County planning and alternatives evaluation efforts. Distribution and collection system evaluations, water and sewer system sizing, capacity analysis, and pump station analysis and design may be required as part of this task
- 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 Greensboro's Construction Bidding Process. Construction administration and oversight may also be required for some projects

- 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 Water Resources Department focuses on ESRI-based GIS products (ArcGIS 9.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, Microsoft Visual Basic (VB) and Visual Studio .NET™
- Water quality modeling relevant to urban stormwater management. Consultants should demonstrate their experience and expertise in the areas of TMDL development and 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, 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, Tuesday, November 24, 2009** to the attention of:

**Michael Borchers, PE**  
**City of Greensboro Water Resources Department**  
**2602 South Elm-Eugene Street**  
**Greensboro, North Carolina 27406**

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**

**not be accepted.** 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.

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 Greensboro 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 Greensboro contract for professional consulting services. This information will be provided to the selected consultant(s) during contract and scope negotiations. 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 Greensboro 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 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:
- Overall content and quality of the submitted SOQ
  - Relevant experience, expertise, and qualifications of the firm and project team members
  - Overall technical capabilities within Water, Wastewater, and Stormwater Management
  - Project management (strength and experience on similar projects)
  - Track record on past projects in delivering quality professional services in a timely manner for the City of Greensboro
  - 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
  - Familiarity with the standards and requirements of the City of Greensboro for design, construction plans, specifications, and bidding
  - Demonstrated commitment to the City's M/WBE Program for professional services either directly through Historically Underutilized Business certification or indirectly through sub-consultant partnering with a HUB firm. To receive full consideration under this criteria please include recent project(s) and the participation percent awarded to HUB certified firms
  - Local presence of the Consultant, to include number and expertise of staff within the City's jurisdictional limits
  - 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:

- Allan Williams, Director of Water Resources
- Kenney McDowell, Deputy Director Water Resources
- Michael Borchers, Engineering Division Manager
- Richard Huffman, Operations Division Manager
- Steven Drew, Water Supply Division Manager
- Donald Howard, Water Reclamation Division Manager

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 Greensboro issues RFQ	October 14, 2009
Completed SOQs due to City of Greensboro Engineering Division, 2602 South Elm-Eugene Street	Must be received by City no later than 12:00 PM, Tuesday, November 24, 2009
City review of SOQs and Selection of Short List of Qualified Consultants, if applicable	November 30 – December 31
Interviews with potential Qualified Consultants, if needed	January 4 – January 15
City selects Most Qualified Consultant(s)	On or before January 22
Submittal of complete and signed Master Contract documents by the selected Consultant(s) to the City	On or before February 19
City final approval of Master Contract(s)	March 15, 2010