



WOODFIN WATER DISTRICT

Providing our customers with water of the highest quality.

REQUEST FOR QUALIFICATIONS (RFQ)

ENGINEERING SERVICES – Woodfin Water Sanitary Water and Sewer District Water Treatment Plant and Distribution System Repairs

January 22, 2025

1. **PUBLIC NOTICE**

Pursuant to NCGS 143-64.31 and the Federal Uniform Guidance (2 CFR Part 200), Woodfin Sanitary Water and Sewer District is soliciting statements of interest and qualifications from individuals or firms to provide professional engineering services related to a waterworks project to repair damage caused by Hurricane Helene DR-4827-NC. Responses are due no later than 2:00PM EST on February 3rd, 2025.

2. **RFQ COORDINATOR**

Any questions, concerns, or request for information regarding this RFQ shall be directed in writing and submitted via email to the RFQ Coordinator:

Seth Eckard, Executive Director
Woodfin Sanitary Water District
Asheville, NC
seckard@woodfinwater.com

Any responses to questions, or changes in this RFQ, shall be issued in writing and submitted via email to Seth Eckard as an addendum. Respondents must acknowledge addenda received as part of their submissions. Oral and other interpretations or clarifications will be without legal effect.

3. **RFQ SCHEDULE**

Provided below is the anticipated schedule of events. The District reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this project.

01.22.2025 (Wednesday)	RFQ Released/Advertised
01.29.2025 (Wednesday)	Last day to submit written requests for information/clarification
02.05.2025 (Wednesday)	Submissions due by 10:00AM; evaluation of qualifications begins
02.12.2025 (Wednesday)	Recommendation of Award (pending successful negotiations)
02.21.2025 (Friday)	Notice to Proceed

4. RFQ SUBMISSION

Timely delivery is required and a missed deadline noted within this RFQ is at the risk of the respondent. Submittals received after the deadline will be rejected. All items required for a responsive proposal shall be included. Responses must be enclosed in a sealed envelope or package. The envelope or package must clearly show the name and address of the responding firm, and the phrase: “RFQ Engineering Services – Woodfin SWSD Helene Services.” Submissions must adhere to the format and content requirements established in Sections 7 & 8 of this RFQ.

Responses should be delivered by hand, by Courier, or via UPS, FedEx, DHL, or USPS with tracking information kept by the Proposer. Proposals should be submitted to:

Woodfin Sanitary Water and Sewer District
Attn: Seth Eckard
122 Elkwood Avenue
Asheville, NC 28814

Note: Packages must state the following underneath the address, if possible: RFQ Engineering Services – Woodfin SWSD Helene Services

5. WOODFIN SWSD BACKGROUND

Woodfin Water operates and maintains a 1 MGD surface water treatment facility, three storage tanks, one pumping station, and over 110 miles of water line ranging in size from 2”-12”. Woodfin Water treats and delivers an average of 850,000 gallons per day that spans over three municipalities and unincorporated areas, and serves approximately 4,600 customers. Woodfin water also purchases water from the City of Asheville so that we can meet our consumption demand.

HELENE IMPACTS

In the fall of 2024, Hurricane Helene caused damage to our reservoir dam, water treatment plant and distribution system. Immediate temporary repairs were made to keep all customers in service and the system operational. The District is securing FEMA funds to repair damages caused by the storm and to harden our infrastructure as allowed by FEMA Public Assistance, FEMA Hazard Mitigation Grant Program, HUD CDBG-DR and other federal and state funds that may become available.

6. GENERAL REQUIREMENTS

The scope of the project includes damage assessments, cost estimation, preliminary design, surveying, geodetic work as necessary, permitting and other activities required to complete all phases of Helene damaged repairs with, when feasible, mitigation elements that will result in more resilient construction to fully restore and make resilient eight miles of pipe, pressure valves, wastewater lagoon, bridge repairs, water storage tank repairs, structural repairs to the water plant, infrastructure damage assessment, slope stability, reservoir dam repairs, stormwater infrastructure, dam spillway repairs, erosion repairs, electrical engineering services, sediment control, and as necessary vegetation and debris removal.

The scope includes construction management for all activities related to the property's water utilities and facilities owned and managed within our jurisdiction. To return the water system to pre-disaster function and capacity with mitigation where feasible, the District will award a qualifications-based contract as required

under 2 CFR Part 200 and all state statutes and federal regulations. Topography in the area is challenging and vegetative debris is heavy. Work will require temporary easement acquisitions.

7. PROJECT SCOPE OF WORK

Respondents shall provide a detailed description of how they meet the requirement, describing their knowledge and experience, as well as providing discrete examples of previous work where applicable.

A. Initial Engineering & Design Services or Support:

Respondents will be required to show the ability to provide all the engineering services described below:

1. Assist with the development of grant applications, including, but not limited to cost estimates, preparation of project justification, project maps and accurate project descriptions.
2. To address needed design in a timely manner for the start of the environmental process. (Milestones and keeping them must be established to adhere to the contract schedule of 30% plans and design must be submitted to move forward with the start of the environmental review process and to keep with the invoicing in a timely manner).
3. Provide preliminary engineering, investigations, and drawings sufficient to achieve the preliminary design milestone, including at a minimum:
 - a. Cross sections/elevations
 - b. Project layout/staging areas
 - c. General notes
 - d. Special notes
 - e. Design details
 - f. Specifications
 - g. Utility relocation designs
 - h. Construction limits, including environmentally sensitive areas that should be avoided
 - i. Required permits
 - j. Quantities
 - k. Estimate of construction costs to within +/- 15%
 - l. Schedules for design, permitting, acquisition and construction
4. Perform subsurface explorations for project sites, as necessary.
5. Design surveying, topographic and utility mapping.
6. Perform subsurface explorations for project sites, as necessary.
7. Prepare horizontal alignments/layouts for all proposed project alternatives necessary to fully describe the project scope, anticipated limitations, and potential project impacts.
8. Recommend value engineering options (alternative design, construction methods, procurement, etc.) that may improve efficiency, expedite the schedule, or reduce project costs for the subrecipient.
9. Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
10. Submit all necessary deliverables to the appropriate entity for review and comment.
11. Prepare plans and profiles, including vertical design information for the selected alternative.
12. Identify and address potential obstacles to project implementation (i.e., pipelines, easements, permitting, environmental, etc.) prior to moving forward with the final design.
13. Support subrecipient with acquisition or property/ingress and egress/right-of-way documentation as required by the Entity to facilitate the project, preparing right-of-way

surveys and/or property boundary maps and legal descriptions of parcels to be acquired.

B. Engineering and Final Design Services or Support:

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to final design support:

1. Prepare plans and profiles, including necessary design information for the selected alternative sufficient to achieve all detailed design milestones. Examples include, but are not limited to:
 - a. Cross sections/elevations
 - b. Project layout/staging areas
 - c. General notes
 - d. Special note
 - e. Design details
 - f. Specifications
 - g. Utility relocation designs
 - h. Construction limits, including environmentally sensitive areas that should be avoided
 - i. Required permits
 - j. Quantities
 - k. Estimate of construction costs to within +/- 20%
 - l. Schedules for design, permitting, acquisition and construction
2. Develop and Provide Environmental (NEPA) and Historic Preservation assessments and other information to appropriate agencies to ensure all activities will be eligible for reimbursement.
 - a. The engineer must provide within three (3) business days' written notification to the Executive Director or their designee and the District any proposed changes or revisions to the construction contractor plans or specifications for review by the Executive Director or their designee for conformance with the environmental review record.
 - b. No changes may be approved and no work may proceed until the changes have been considered, and, if required, a new environmental review or reevaluation has been completed. This includes minor and field change orders.
3. Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
4. Maintain oversight of all related construction activities with weekly progress updates.
5. Assist the subrecipient and any service provider related to the project with all necessary documentation to ensure compliance with all Program requirements and regulations.
6. Submit all final invoices within 30 days.

C. Specialized Services

1. Respondents will be required to show the ability to provide all the Engineering services described below as they relate to specialized services.
2. Provide Geotechnical Investigations as may be required for a project.
3. Provide Detailed Surveying as may be required for a project.
4. Provide structural services as required for aerial equipment, pipe bridges and other buttresses, bracing, trusses or other utility system structural reinforcements.
5. Provide Site Specific Testing as may be required for a project.
6. Provide Archeological Studies as may be required for a project.

7. Provide Planning Studies as may be required for a project.
8. Provide Feasibility Studies as may be required for a project.
9. Provide Legal documentation for property and/or easements to be acquired.

D. Revisions or Modifications to Scopes of Work

1. Engineer must provide written notification to the Woodfin Water and Sewer District's Executive Director of any proposed changes or revisions to the design and construction plans or specifications so that conformance with the environmental and historic review record may be evaluated as required by federal and state regulations.
2. No changes may be approved, and no work may proceed until the changes have been considered and approved in writing by the Executive Director.
3. If required, a new environmental review or reevaluation will be completed. This includes minor and field change orders.
4. Emergency changes may be approved on a case-by-case basis with the Engineer providing within two (2) business days written justification(s) for declaring and issuing an emergency change order to the Executive Director or their designee and the District.
5. It is paramount that any emergency change order issued by the engineer takes into consideration any change in beneficiaries or environmental review status as a substantial part of the justification(s).

8. EVALUATION CRITERIA

The District will consider and evaluate qualification packages in accordance with N.C.G.S. 143-64.31 and all federal regulations pertaining to federal grant funding. Qualifications will be evaluated by a committee, and scoring metrics for any single committee member is 100 points maximum.

Evaluation criteria for this RFQ are as follows:

1. Statement of Interest: 5 Points
2. Firm Description: 10 Points
3. Qualifications and Experience: 30 Points
4. Key Personnel: 15 Points
5. Methodology and Approach: 25 Points
6. References: 15 Points

For purposes of a North Carolina and Federal requirements related to this RFQ, the Respondents' qualifications will be evaluated and the most qualified Respondent will be selected, subject to negotiation of fair and reasonable compensation.

9. SUBMITTAL FORMAT

Interested firms must submit three (3) bound original copies and one (1) USB-drive containing a digital copy of the complete response package in PDF format. Responses should be prepared as standard 8-1/2 x 11 portrait oriented paper. Pages containing organizational charts, matrices, or large diagrams may be printed on larger paper in order to preserve legibility.

Responses shall be bound on left hand side and limited to twenty-five (25) pages. Adherence to the

maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

10. SUBMITTAL CONTENT

A. Statement of Interest:

Statements shall be bound with and at the beginning of the response package. At minimum, please provide the following information:

- i. A summary statement detailing your firm's capacity to perform the work. Include any attributes that uniquely align you or your firm to be a successful partner in the project(s); present your understanding of the District's water infrastructure, the project(s) benefits for the District.
- ii. Statement defining the reasons why your firm is interested in participating in this project;
- iii. Statements identifying any conflicts of interest your firm or employee(s) may have with this project;
- iv. Report any litigation, arbitration and alternative dispute resolutions within the last five (5) years, involving your firm or any proposed sub-consultants, arising out of any design work for government entities; and whether still pending, or if concluded, the final result. If so, please provide an explanation.

B. Firm Description:

- a. Firm name, address, web address, telephone and fax numbers, and type of organization;
- b. Contact person (provide direct phone number and email address);
- c. Number of years in business under current name;
- d. Services provided/areas of expertise;
- e. Staffing level for all potential services as your Firm understands the District's requirements in this RFQ related to damages from Helene and potential scope of work that may be required;
- f. In the case of a multiple location firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the office that will be serving the District (key personnel, project experience, etc.). If resources from multiple offices are planned, please reflect this. The office(s) designated to serve the District in the qualification's submission, must be the office to perform the work in the event that a contract is awarded;
- g. Provide a certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm.

Minimum coverage to be as follows:

General Liability - \$1,000,000 / \$2,000,000

Automotive Liability - \$1,000,000

Professional Liability - \$1,000,000 / \$1,000,000

Worker's Compensation - Statutory Limit

C. Qualifications and Experience: List no more than five (5) projects that have been completed in the last 7 years, or are under construction, where your firm has provided relevant, similar professional services for post-disaster event. Please include the following information for each project:

a. Project Information:

- 1) Project name
- 2) Project Location
- 3) Scope of work and if mitigation was included in project design
- 4) Funding agency (if applicable)
- 5) Project budget
- 6) Final or anticipated final completion date
- 7) Outcomes or Unexpected Benefits

b. Project Team Members (name(s) and organization for each) and include sub-consultants;

c. Project Purpose and Description: Detail the owner's goal for the project and the owner's position upon completion. List the scope of work involved. Report efficiencies and innovations in operations that have been sustained since completion.

d. Services & Solutions: Describe in detail the services provided by your firm; the challenges met and solution derived; your firm's approach to ensure project intent was achieved within the established budget; programs, technologies, and best practices used; rationale behind any key decisions.

D. Key Personnel:

- a. Provide a simple organizational chart identifying the names and titles of the person(s) that will be assigned to lead this project, supporting staff, and sub-consultants that will be engaged;
- b. Provide resumes of personnel that will be working on project (including those of any sub-consultants) including their education, qualifications, certifications, accreditations, and project history of each. Highlight relevant rehabilitation projects that required maintaining service or operations during construction.
- c. Do not include project pictures or general firm information.

E. Methodology and Approach

Describe your firm's methodology and approach to providing the services required and why you feel they establish a high level of quality assurance, quality control, and budget management in the design and construction process of municipal civil engineering projects. Respondents are *encouraged* to include examples, templates or descriptions of:

- 1) Cost estimations;
- 2) Schedule management;
- 3) Construction management;
- 4) Drawing / drafting standards;
- 5) Payment reimbursements from federal or state agencies;
- 6) Construction inspections & final inspections;
- 7) Project close-out and record drawings;
- 8) Evaluating materials, equipment, technologies, and specifications used in projects;

9) Contractor vetting prior to recommending award of contracts.

- F. References:** Provide a minimum of three references for services performed for projects of a similar nature or those projects that included mitigation from severe storms. Include names, organization, address, phone number, email address, website address (if available).

11. Engagement with Proposers

Upon selection of a Respondent(s), the Committee and Respondent(s) will confirm the scope of work, responsibilities, required deliverables, and negotiate a fee and/or billing rates for the project(s). Upon successful negotiations, a recommendation of award shall be presented to the Board.

Upon approval, an Engineering Services Agreement will be executed by and between the selected Respondent and the District. If any staffing changes should occur between the submission of qualifications and the award of a contract, the firm must notify the District in writing. Unapproved staffing changes may result in a rejection of qualifications.

12. Anticipated Contract Term

Based on final rankings resulting from the above-described process, the Selection Committee will make a recommendation to the Town for the award of a contract or contracts.

- A three-year contract will be awarded, with an option to renew annually for an additional two (2) years, for a total of five (5) years (one 3-year contract plus three one-year renewals).