

# *REQUEST FOR QUALIFICATIONS*



## **Licensed Engineering Firm to Evaluate Pender County Wastewater Facility**

Pender County Utilities

**RFQ # 24-262**

**Date of Issue: December 4, 2023**  
**Questions Due: December 8, 2023**  
**SOQ Due: December 14, 2023**

**Issued for:**



**PENDER COUNTY UTILITIES**

***Katie Leubner, Project Manager***

605 E. Fremont Street

P.O. Box 995

Burgaw, NC 28425

Phone - 910.663.3776

Fax - 910.259.1579

Email – [kleubner@pendercountync.gov](mailto:kleubner@pendercountync.gov)

**Issued By:**

Trisha Newton, Purchasing Agent

Pender County Finance • 805 S. Walker St. #1578 • Burgaw, NC 28425

Phone: 910.259.1281 • Email: [tnewton@pendercountync.gov](mailto:tnewton@pendercountync.gov)

**REQUEST FOR QUALIFICATIONS (RFQ) LICENSESDD PROFESSIONAL  
ENGINEERING FIRMS TO EVALUATE PENDER COUNTY WASTEWATER FACILITY  
For PENDER COUNTY UTILITIES  
December 4, 2023**

**GENERAL**

Pender County is seeking Statements of Qualifications (SOQ) from NC licensed Professional Engineering firms to evaluate the structural integrity and operational efficiency of the county Wastewater facility to ensure the integrity of the treatment system and provide documentation for a wastewater management plan. The plan shall include, at a minimum, a Facilities Assessment and an Optimization Plan. The plan shall be provided in compliance with NC General Statute 143-215.1(b) [Appendix A] as well as any other applicable local, state or federal rules, regulations or laws whether they are addressed in this RFQ or not.

**QUESTIONS**

Only written questions will be considered and must be submitted via email to [purchasing@pendercountync.gov](mailto:purchasing@pendercountync.gov) by December 8, 2023 at 2pm.

**SUBMISSION OF SOQ**

Statements of Qualifications shall be limited to 50 pages (excluding cover and tabs), and must be submitted no later than 2pm on December 14, 2023. Questions and SOQ's must be submitted by one of the following:

By Mail: Attn: Trisha Newton, PO Box 1578, Burgaw, NC 28425, Reference RFQ # 24-262. By Courier: Attn: Trisha Newton, 805 S. Walker Street, Burgaw, NC 28425, Reference RFQ # 24-262. By Email: [purchasing@pendercountync.gov](mailto:purchasing@pendercountync.gov) with RFQ # 24-262 as the subject line.

Interested firms are required to monitor the website for possible addenda. Pender County reserves the right to reject any/all submissions.

Submitted information shall comply with NCGS 143-64.31 through 64.34 (aka Mini Brooks Act).

All M/WBE and HUB are encouraged to respond.

**EVALUATION**

Firms submitting Qualifications to perform the work noted will be evaluated based upon the firm's experience, personnel knowledge & experience with similar projects, references, accurate and overall response to the RFQ, and other criteria. Consultants must demonstrate their level of competence and qualification to complete the services noted in the scope of work.

## REQUIREMENTS

Qualifying Statements shall include:

1. Firm name, address, telephone number, fax number, email address, web address, and contact person(s).
2. Year in which the firm was established and any former names under which the firm operated.
3. Qualifications and experience of personnel who would be performing design services for the project(s) by providing:
  - a. A list of design projects demonstrating experience/understanding of the experience described in this RFQ. Project information shall include:
    - i. a summary of the scope of work and deliverables,
    - ii. the owner of the project, and
    - iii. the name, number and email of a reference for the project.
4. References for similar projects completed, including owner contact information.
5. Standard fee schedule for firm's staff and services.
6. SOQ submittal is limited to 50 printed pages maximum, excluding cover page & tabs.

The following criteria will be deemed necessary for approval of a contract with the selected firm and can be submitted after selection:

- The firm must meet the following insurance requirements.
- General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate. PCU must be additional insured
- Workers Compensation \$500,000/\$500,000/\$500,000
- Auto Liability Insurance \$1,000,000 per occurrence combined single limits applicable to claims due to bodily injury and/or property damage
- Professional Liability not less than \$1,000,000 per loss.
- Any firm wishing to be considered must be properly registered with the Office of the Secretary of State of NC and the NC Board of Examiners for Engineers & Surveyors.

## NOTIFICATION

The selected firm will be notified by telephone and/or email.

## TERMS AND CONDITIONS

The County requires adherence to the general purchase order Terms & Conditions that can be found at: <http://www.pendercountync.gov/vendortermsandconditons/>. Insurance requirements will be specified per contract.

### Other Terms & Conditions as they apply are:

1. **Indemnification:** Proposer agrees to defend, indemnify, and hold harmless the County for all loss, liability, claims, or expense (including reasonable attorney's fees) arising from bodily injury, including death or property damage, to any person or persons caused in whole or in part by the negligence or misconduct of the Proposer, except to the extent same are caused by the negligence or willful misconduct of the County. It is the intent of this section to require Proposer to indemnify Pender County to the extent permitted under North Carolina law.
2. **E-Verify:** By responding to this RFP, Proposer agrees to comply with the requirements of Article 2 of Chapter 64 of the General Statutes, as applicable.
3. **Availability of Funds:** Any resulting contract shall be deemed in force only to the extent of appropriations available to each department for the purchase of such goods and/or services. The County's extended obligations on contracts that include funding through successive fiscal periods shall be contingent upon actual appropriations for the successive periods (additional years).
4. **Conflict of Interest:** All parties (including subconsultants) must maintain compliance with conflicts of interest guidelines that meet or exceed those required under 2 C.F.R. § 200.318(c)(1) for all projects funded in part or whole with federal or State financial assistance (direct or reimbursed). In addition to the prohibition against self-benefiting from a public contract under N.C. G.S. 14-234, no officer, employee, elected official, governing body member, or agent of Pender County may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal or State award if he or she has a real or perceived conflict of interest. A real or perceived conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from award of a contract: the officer, employee, elected official, governing body member, or agent involved in the selection, award, or administration of a contract; as well as any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of these parties. Any such conflict shall be disclosed in writing and included with the Proposal. Contractors that are related to County personnel having any influence over the decisions to consider or award a contract are strictly prohibited from bidding/responding or accepting award of County contracts. Accepting gifts and favors from vendors and contractors is prohibited under N.C. G.S. 133-32, additionally officers, employees, elected officials, governing body members, and agents of Pender County are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Violating this policy will result in disciplinary action for the employee and termination of the contract and violating firms/persons may not be eligible for future contract awards.

# Pender County RFQ # 24-261 "APPENDIX A"

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Permit NC0081736

## A. (9.) WASTEWATER MANAGEMENT PLAN

[NCGS 143-215.1(b)]

- (a.) By January 29, 2024, within 180 days of the permit effective date, the Permittee shall have a North Carolina Licensed Professional Engineer evaluate the structural integrity and operational efficiency of this facility to ensure the integrity of the treatment system and submit to the Division a wastewater management plan. The plan shall include, at a minimum, the following elements:
- (i.) Facilities Assessment. Describe deficiencies and operational difficulties in the existing collection system or treatment facility which affects performance or permit compliance, and identify potential improvements to correct those. At a minimum, evaluate the following considerations:
- (A) Inflow and infiltration (I&I),
  - (B) Headworks performance,
  - (C) Diversion of wasteloads during peak flows,
  - (D) Equipment repairs and preventative maintenance,
  - (E) Removal of accumulated solids, wastes, and other debris,
  - (F) Address the impact of the Water Treatment Plant discharge on the Wastewater Treatment Facility performance.
- (ii.) Optimization Plan. Develop a strategy for optimization, rehabilitation, expansion, and/or replacement of the collection and/or treatment system to achieve optimal performance. Identify specific measures and key tasks, including those in the above facilities assessment, and provide an estimated schedule for completion of each.
- (b.) Within one month of Division approval of the submitted management plan, the Permittee shall implement the actions identified in the Optimization Plan.
- (c.) By August 1, 2024, within one year of the permitted effective date, the Permittee shall achieve compliance with all limitations specified in Section A. (1.).
- (d.) By August 1, 2024, within one year of the permit effective date, the Permittee shall submit to the Division on an annual basis a summary of actions taken, including those identified in the optimization plan, towards achieving and maintaining compliance with the limitations specified in Section A. (1.).

Annual summaries and the waste management plan shall include the owner's name, NPDES permit number, and a Permittee contact person, and shall be submitted to:

NCDEQ / Division of Water Resources  
NPDES Permitting  
1617 Mail Service Center  
Raleigh, NC 27699-1617

NCDEQ / Division of Water Resources  
Wilmington Regional Office  
127 Cardinal Drive Ext.  
Wilmington, NC 28405