

**TOWN OF WRIGHTSVILLE BEACH**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**FOR CONSULTANT ENGINEERING SERVICES TO DESIGN, BID AND PERFORM CONSTRUCTION OVERSIGHT SERVICES FOR WATER SYSTEM IMPROVEMENTS IDENTIFIED FOR THE TOWN TO RECEIVE WATER FROM CAPE FEAR PUBLIC UTILITY AUTHORITY**



**BOARD OF ALDERMEN**

**F. Darryl Mills, III, Mayor  
Hank Miller, Mayor Pro-Tem  
Ken Dull, Alderman  
Jeff DeGroote, Alderman  
Zeke Partin, Alderman**



*Town of Wrightsville Beach, NC*

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The Town of Wrightsville Beach is requesting that licensed engineering firms submit qualifications with expertise in water and sewer infrastructure planning and design.

**A. STUDY OBJECTIVE**

The Town of Wrightsville Beach has approximately 2700 water and sewer customers. Water is produced using 9 wells with the Town producing approximately 300 Million Gallons of water per year. The Town is experiencing high chloride readings in 7 of its wells.

The Town has an interconnection located at Well #11 with Cape Fear Public Utilities Authority (CFPUA). The Town, at some point in time, will need to purchase all 300 Million Gallons of water from CFPUA. In order to receive all water from CFPUA, the Town will need to upgrade the current system as identified by modeling and a prior study.

## **Background on the Town of Wrightsville Beach**

The Town of Wrightsville Beach is a full-service coastal community of 2,500 full-time residents located in southeastern North Carolina. Located along the Atlantic Ocean, the population of Wrightsville Beach expands to an estimated 15-20,000 during summer months.

The Town is bordered by the Atlantic Ocean to the east, Banks and Motts Channel, the Atlantic Intercoastal Waterway, and Lees Cut and adjacent marsh and spoil islands. In addition, the Town has a variety of voluntarily annexed properties to the west of the intercoastal waterway.

### **B. SCOPE OF SERVICES**

**Provide surveying, design, bid documentation, bid oversight, contract management and construction oversight for the projects as identified in Attachment #1 at the end of this document. In Attachment #1, the Section Number on the quantity table corresponds to the Section Number show on the exhibit and indicates the sections of mains to be paralleled and/or replaced as part of this project. Prior experience with the ARPA funds and SCIF grants is preferred.**

## **C. PROPOSAL REQUIREMENTS**

The proposal shall explicitly include, at a minimum, the following elements:

1. **Cover Letter:** A cover letter by an individual who is authorized to bind the responding firm contractually shall be attached to the proposal. Within that cover letter, the respondent should give a brief statement as to why the Town should select your firm.
  
2. **Statement of Qualifications and Level of Experience:** The firm shall present a statement of qualifications as to their prior history with similar projects to include references. A brief summary of those similar projects is encouraged. The statement of qualification should include:
  - A statement of qualification and experience;
  - Identification of the staff to be assigned to this project;
  - Resumes of all key staff to be employed on the project;
  - A Project Manager having overall project management authority;
  - An outline of your team's general approach to undertaking this project demonstrating an understanding of the project goals and a capability to successfully complete the project;
  - References for projects similar in nature and scope completed within the last five (5) years;
  - For each referenced project, identify the project name including contact information and describe the scope of work undertaken by your company/team;
  
3. **Detailed Timeline:** In addition to the submittal of the firm's approach to the project, the firm shall include a detailed timeline of events that correspond with approach that the firm will be taking to complete the project.
  
4. **Deliverables:** The firm shall detail the deliverables that will be expected following the completion of the project.
  
5. **Proof of Insurance and Disclosure of any Litigation:** The firm shall provide proof of insurance with an original insurance certification naming the Town as additional insured if selected. In addition, the RFP should disclose and describe all publicly recorded legal actions stemming from performance of professional responsibilities in which the firm or individuals assigned to this project have been named. Specifically describe the outcome of all actions or declare the current status if litigation is pending.

6. **Preliminary Cost Proposal:** Please provide a standard rate schedule for all those participating in the Study. The cost will be one of many evaluation criteria that will be considered in the recommendation for the award of this contract.

#### **D. PROPOSAL SUBMITTAL**

At a minimum, the information as requested in Section C. of this RFP shall be submitted and can include additional information if it will further qualify the approach and qualifications of the firm making the proposal. The total RFP package shall not exceed 30 single-sided pages.

Following the selection of the successful team, a turn-key scope of work including tasks, man-hours, fees and schedule will be developed and submitted to the Town for review and approval and consideration at a later Board meeting.

#### **E. DEADLINE FOR SUBMISSION OF PROPOSALS:**

Interested firms should submit sealed proposals no later than 2:00 PM on Tuesday, March 1, 2022 to:

**Proposals shall be Mailed or Hand Delivered to:**

Water System Improvements  
Attn: Town Manager  
Post Office Box 626  
Wrightsville Beach, NC 28480

Proposals received after the required deadline will not be accepted. Proposals will be opened on **March 1<sup>st</sup>** at the Wrightsville Beach Town Hall at 11am. Proposals will be discussed at a subsequent Town Council meeting and will be awarded to the most qualified and responsible bidder(s). The Board of Aldermen reserves the right to approve proposals, deny proposals, negotiate proposal or re-advertise for additional proposals for the project if deemed necessary by the Board of Aldermen or Town Manager. The Board of Aldermen and Town Staff reserve the right to interview any or all of the applicants to help aid in determining the most qualified firm. The Bidding requirements of the North Carolina General Statutes will be considered when reviewing and approving the final firm.

## **F. CONTACT, QUESTIONS AND CORRESPONDENCE**

All contact, questions, and correspondence regarding the project and proposal shall be directed to the following:

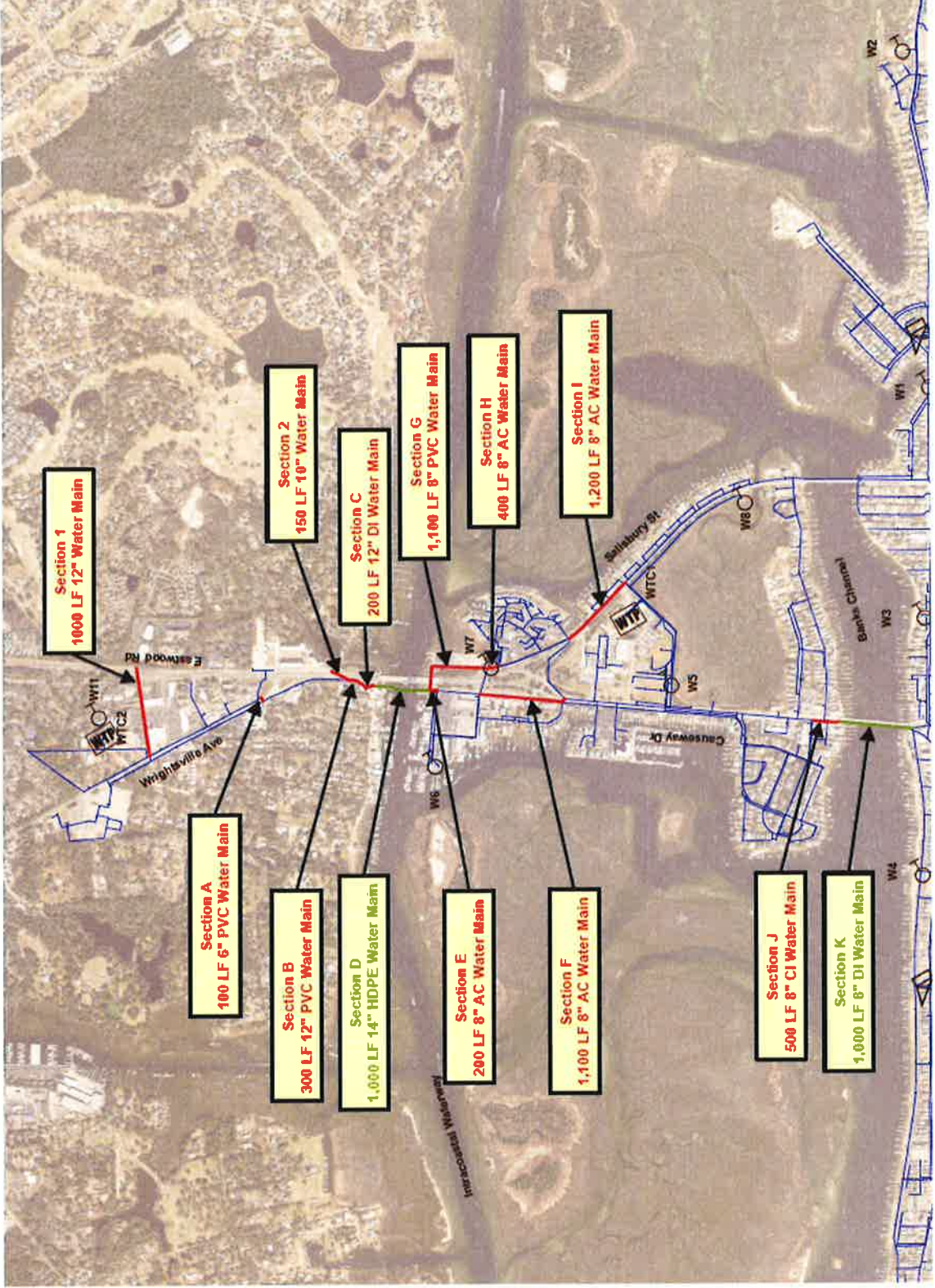
Town Manager  
Tim Owens  
Post Office Box 626  
Wrightsville Beach, NC 28480  
(910)256-7900  
towens@towb.org

Note – All written correspondence and e-mails are considered public documents in the State of North Carolina

# ATTACHMENT #1

**Legend**

- Water Treatment Center
- Elevated Tank
- Well
- Proposed Water Main - Required
- Proposed Water Main - Marginal
- Existing Water Main





Item	Section	Quantity	Unit
12" Interconnection	1	1,000	LF
20" Bore and Jack	1	150	LF
12" Carrier Pipe	1	150	LF
10" Interconnection (14" Bore & Jack)	2	150	LF
10" Carrier Pipe	2	150	LF
Replace Existing 6" with 10" Pipe	A	100	LF
8" Parallel/Replacement Pipes	E	200	LF
8" Parallel/Replacement Pipes	F	1,100	LF
8" Parallel/Replacement Pipes	G	1,100	LF
8" Parallel/Replacement Pipes	H	400	LF
8" Parallel/Replacement Pipes	I	1,200	LF
8" Parallel/Replacement Pipes	J	500	LF
12" Parallel/Replacement Pipes	B	300	LF
12" Parallel/Replacement Pipes	C	200	LF
10" Pressure Reducing Valve Vault		1	EA
12" Pressure Reducing Valve Vault		1	EA
SCADA/Control Valve/ Altitude Valve Improvements		1	LS
Chlorine Booster Improvements		3	EA