

Harnett Regional Water
Lillington, North Carolina

REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES CONTRACT FOR OLD HAMILTON ROAD WATER EXTENSION PROJECT



I. INTRODUCTION

Harnett Regional Water (HRW) is soliciting Requests for Qualifications (RFQ) from firms interested in entering an engineering services contract for design, contract administration, construction administration, and construction inspection of a Capital Improvement Project (CIP) consisting of a water line extension on Old Hamilton Road, in the HRW service area.

HRW will select firm(s) with which to negotiate contract(s) using a Qualifications Based Selection process. Selection will be based on demonstrated experience and expertise in the water and wastewater field including the areas of planning, design, contract administration, and construction inspection. HRW also believes that other important traits for successful project execution are the ability of the firm to work in partnership with HRW staff and management and with other consultants and contractors who may be part of a project and the ability of the firms to respond in a timely manner to any issues that may arise. HRW seeks to qualify firms to best match the complexity and needs for current projects.

HRW wishes to complete this selection process in a timely fashion based on the following schedule.

Schedule for Selection of Qualified Firms

Sequence of Activity
Issue RFQ
Firms submit questions concerning RFQ
HRW issues last addenda
Firms submit Statements of Qualifications
HRW Committee reviews responses and selects short list of firms
Committee evaluates firms on short list and selects qualified firms
HRW approves qualified firms, notifies qualified firms, and begins contract negotiations.

II. GENERAL

- A. Send all responses using the format described in Part V of this request directly to:

Tommy Burns
Director
Harnett Regional Water
700 McKinney Parkway
PO Box 1119
Lillington, NC 27546-1119

- B. Sealed packages will be received at the address specified until 4:00 p.m. on March 20, 2025.

- C. Refer technical inquiries to:

Alan Moss
Manager of Capital Improvement Projects
Harnett Regional Water
700 McKinney Parkway
PO Box 1119
Lillington, NC 27546-1119
Phone: (910) 893-7575 Ext. 6473
Email: amoss@harnett.org

- D. HRW invites and encourages participation by businesses owned by minorities, women, disabled, disabled business enterprise and non-profit work centers including utilization as subcontractors to perform functions under the engineering services contract.
- E. All responses will be open for inspection and review by HRW staff during the selection process. After the selection, the responses will be available to the public. All materials and information submitted during the qualification process will become the property of HRW to keep or destroy and will not be returned to the respondent. Trade secrets and proprietary information cannot be safeguarded.
- F. It is HRW's intention to utilize construction inspectors qualified through this RFQ for any water line, wastewater line, or pump station project. Construction inspectors may be assigned to inspect work that was not designed by their firm. Firms may choose to only provide design and contract administration services, only inspection services, or both.
- G. Respondent's Representative for Business Purposes: The name, mailing address, and telephone number of the respondent's authorized agent with authority to bind the firm and answer questions concerning the respondent's qualifications must be clearly stated.

- H. Facsimile Information: Facsimile information will not be considered; however, information submitted may be modified by such means, providing such notice is received before 4:00 p.m. on Mar 20, 2025, and signed original documents are provided within five (5) days.
- I. Cost of Preparation: HRW will not reimburse respondents for costs incurred in the preparation and submission of a statement of qualifications or for the preparation and submission of additional information that may be requested during the selection process.

III. DESCRIPTION OF THE PROJECT

Through its Harnett County Regional Water Treatment Plant, located in the County seat of Lillington, HRW has 42 million gallons per day of treatment capacity and supplies water to the municipalities of Lillington, Angier, Erwin and Coats in Harnett County, Fort Bragg, Linden and Spring Lake in Cumberland County, and Holly Springs and Fuquay-Varina in Wake County. Harnett County also supplies water to Johnston and Moore County. The Harnett County Regional Water Plant utilizes the Cape Fear River as the source for the system's drinking water and was recognized in 2012 for maintaining the "Directors Award of Recognition" from the American Water Works Association's Partnership of Safe Water and is one of 165 water plants throughout the United States to receive this distinction and one of three in North Carolina. In 2019, North Carolina recognized HRW with its' "Gold Star" honor for drinking water systems that received their N.C Area Optimization Award for 10 consecutive years. Harnett County's water system totals over 1800 miles of water mains and has approximately 44,000 active connections within their boundaries. Approximately 98% of all Harnett County residents have access to public water. HRW currently has 2 active wastewater treatment plants with over 22 million gallons per day of treatment capacity that serve approximately 75,000 people in Harnett and Wake County as well as Fort Bragg.

The HRW Water Extension Project on Old Hamilton Road involves design, engineering, and the installation of a new water distribution system aimed at improving water supply and access in the specified area. The project will expand the existing water infrastructure to accommodate growing demand while ensuring compliance with local and regional water regulations. The proposed water line located on Old Hamilton Road near Erwin, North Carolina would connect to an 8-inch diameter water line on NC82 and a 6-inch diameter water line on Antioch Road.

Qualifications will be evaluated by HRW based on the firm's project knowledge, skills and demonstrated success and abilities in construction of large water and sewer lines.

In general, the following tasks shall be included in the scope of work:

1. Review the proposed area for pipe installation and prepare an alternative analysis for potential routes through the corridor, taking into account easements required, utility conflicts, NCDOT coordination, etc. Include preliminary cost estimates for each alternative.
2. Meet with HRW staff to review and obtain approval of the recommended alignment.

3. Conduct all necessary geotechnical studies and field surveys to facilitate design, permitting, and construction of the approved alignments. Provide topographic surveys to include a designated width corridor along any proposed sewer main alignment, along all proposed sewer service alignments, and any other areas necessary to design for sewer service to the project needs within the project limits. Establish horizontal and vertical control for use in construction staking and establish NCBELS approved documentation for easement acquisition. Provide wetland delineation and stream determination within the proposed water main and sewer main corridors. Provide all field surveys, easement maps, and legal descriptions necessary for HRW to purchase any property interests and record easements required for the project. Costs for various geotechnical work, survey tasks, wetland delineation, and stream determination, shall be itemized separately in the proposal.

4. Prepare easement maps and descriptions, to be signed and sealed by a land surveyor registered in the state of North Carolina for any required permanent and/or temporary easements.

5. During the design phase, prepare for and lead regular project meetings. These will include project kick-off and monthly progress meetings at a minimum. Prepare and distribute minutes from these meetings.

6. Prepare bid documents and conduct public bidding for the approved water lines, sewer lines, water and sewer services, and all other related work. Utilize HRW's standard "front-end" construction documents, including general, supplementary, and special conditions, construction administration forms, bid proposals, and owner-contractor agreements. Provide all special construction specifications. Utilize HRW's standard specifications and construction specifications where possible, providing information on specific differences where it is not possible. Prior to advertising the project for bids, provide HRW with a final engineer's construction cost estimate for the project.

7. Obtain all permits and encroachment agreements required for the project and prepare any necessary environmental reports. Anticipated permits include, but are not limited to, NCDENR Erosion and Sedimentation Control, DWQ 401 Water Quality Certification/Riparian Buffer Authorization, USACE 404/Nationwide 12, and NCDOT encroachment. Permit and encroachment fees will be paid directly to the permitting agency by the HRW.

8. Upon acquisition of all permits, encroachments, and easements, advertise the project for public bids for construction. Receive proposals, provide a certified bid tabulation, and make a recommendation of award of contract.

9. Coordinate execution of contracts, review and approve submittals for conformance to design intent, reply to requests for information, and provide any design intent clarifications during construction. Maintain updated accurate record drawings throughout the project. Provide full-

time inspection services during construction of the project to provide certification of the completed work.

10. Prepare for and lead regular meetings during the project construction phase. At a minimum, construction kick-off and weekly progress meetings are anticipated. Prepare and distribute minutes from these meetings.

12. Provide two hard copies of the certified record drawings as well as electronic copies in both PDF and an approved editable format.

All documents and reports shall be submitted in PDF format. Any hard copies of plans shall be 22-inch by 34-inch and shall also be submitted as both PDF and DWG drawings. PDF files shall not exceed 1.5 MB and shall be named so that sheet title and sheet number are evident. The CAD drawings shall contain all reference, shape, plot and other necessary files needed to exactly reproduce the hardcopies and should be submitted on an electronic media device such as a CD or flash drive. All graphs, images, or spreadsheets contained in the PER or other documents shall also be saved to an electronic media device in their original formats (e.g. word, excel, etc.).

IV. PROJECT SCHEDULE

The tentative completion date for the construction phase of the initial project is June 2026.

HRW anticipates approval of the selected Consultant by April 2025 and will issue a Notice to Proceed soon after the scope and fees are finalized, and the agreement has been executed.

V. CONTENT AND FORMAT OF SUBMITTALS

Proposals shall be single volume booklets bound such that they lay flat when opened. Sections shall be indexed and tabbed for easy reference to the material contained within. Tabs shall be labeled and extend beyond the page width. All submittals shall adhere to the following format and include, at a minimum:

Introduction

- Introductory letter including a clear, concise explanation as to why HRW should select your firm for this work.
- Firm name, contact person, address and telephone number.
- Table of Contents.

Firm Experience and Workload

- Detailed description of experience on similar projects.
- List of all similar projects completed in the past five years, including the name and telephone number of a contact for each client who can verify the information provided.
- List of projects completed for the HRW within the past five years.

- List of current projects and percent complete.

Firm Personnel Experience

- Organizational chart of the proposed project team and role of each member.
- Name, location and brief summary of staff members available to work on project.
- Experience of all firm personnel who will actually work directly on this project including years of relevant experience, education (school, degree and year of graduation), professional registration and availability to work on this project.
- Firm name, contact person, address and telephone number for each sub-consultant proposed to work on this project, as well as experience and qualifications of each.

Project Approach

- Provide a project approach outline
- Sub-tasks may be added to clarify the project approach.
- Proposed project management and communications approach for this project.
- Demonstration of the firm's proven ability to successfully manage construction, testing, and startup for these types of facilities.
- Examples of how the firm has provided innovative coordination, management, startup, scheduling, etc. at other similar facilities.
- Suggestions for additional services which may enhance the value of this project.

Project Schedule

- Provide a proposed time schedule from kickoff through completion, listing the key tasks in each phase.
- Outline the firm's procedures and methods for assuring that the time schedule will be met.
- Identify the person responsible for assuring schedule compliance.
- Identify opportunities to expedite completion.

HRW staff members will review the proposals based on the criteria below and may make a recommendation to negotiate a tentative contract. This request for qualifications does not commit HRW to award a contract or enter into an agreement, to pay costs incurred in the preparation of a response to this invitation, or to procure or contract for any services or supplies. HRW reserves the right to reject any or all submittals received as a result of this request for proposals, or to cancel this request in part or in its entirety, if it is deemed in the best interest of HRW to do so. Proposals shall be evaluated based on the following criteria:

1. Firm experience/workload - Experience of the firm in similar work and record of successful results of that work. Also considered will be the firm's ability to take on additional work, demonstrated understanding of HRW goals and purpose for this project, specific management approach and how the firm proposes to achieve the project's time goals, how well the firm's organizational structure shows sufficient depth for its present workload and this RFQ, and the firm's ability to offer the breadth and quality of services required for proposed HRW projects.

2. Experience of the personnel assigned to the project team - Significant consideration will be given to the individual qualifications of the project team members who will actually perform substantial amounts of the work on this project. Considerations will include qualifications of key personnel, project team members' individual experience and qualifications, project manager's experience and qualifications, sub-consultant's individual experience and other qualifications.

3. Response to the project objectives outlined in the RFQ - This includes a demonstrated understanding of the scope and purpose of the project, a demonstrated ability and experience in the design, permitting, and construction management of water and sewer mains.

4. Schedule - The proposed schedule for performing the work for the proposed projects. If a contract is awarded, the selected firm must be in a position to begin work immediately and move promptly toward implementation and completion. The tentative completion date for all construction work and service connections is June 2026.

5. Interview - If necessary, some firms, but not necessarily all, may be requested to appear before the review committee for an interview. The requested firms will be given a minimum of seven (7) days' notice to prepare. The interview will consist of a presentation of the firm's qualifications for the job, experience on similar projects, explanation of any ideas the firm has that may have a bearing on overall project cost or schedule and a question/answer period. Each firm's proposed key project staff shall attend the interview. Each firm shall be responsible for all costs (e.g. travel and presentation materials) related to the presentation.

