

REQUEST FOR QUALIFICATIONS (RFQ) DISASTER RECOVERY &
MITIGATION PROFESSIONAL ENGINEERING SERVICES
Maggie Valley Sanitary District
Helene (DR-4827-NC)
Water Treatment Distribution System Repairs

BACKGROUND

The District operates and maintains a 3 MGD surface water treatment facility, three storage tanks, one pumping station, and over 110 miles of water line ranging in size from 2”- 12”. The District treats and delivers an average of 850,000 gallons per day that spans over three municipalities and unincorporated areas, and serves a total – residential, rental, and businesses – of approximately 9,938 customers.

HELENE IMPACTS

In late September 2024, Hurricane Helene caused damage to our water treatment and distribution system. Immediate temporary repairs were made to keep customers in service and to make the system operational, but much more work needs to be done.

The District is working to secure 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.

PUBLIC NOTICE

Pursuant to NCGS 143-64.31 and the Federal Uniform Guidance (2 CFR Part 200), Maggie Valley Sanitary District (“the District”) is soliciting statements of interest and qualifications from individuals or firms to provide professional engineering services related to multiple water utilities projects to repair damage caused by Hurricane Helene (DR-4827-NC).

Questions that arise from this RFQ are due no later than 3:00 PM EST on March 27, 2025. See next section for contact email.

RFQ MANAGER

Any questions, concerns, or requests for information regarding this RFQ shall be directed via email with the subject heading “RFQ MVSD Helene Engineering Services” and submitted to:

Jason Herbert, District Manager
Maggie Valley Sanitary District
Email: jherbert@mvsdh2o.com

In turn, the District shall respond to RFQ questions or any modification made by MVSD submitted via email to the RFQ Manager and will be uploaded to the District’s web site no later than April 1, 2025 by 5:00 PM EST as an addendum.

Web site: <https://maggiewater.myruralwater.com/proposed-projects>

Oral discussions about this RFQ or any verbal clarifications will be without legal effect and will not be considered.

ANTICIPATED TIMELINE & 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.

March 21, 2025	RFQ Released/Advertised by 5:00 pm EST
March 27, 2025	Last day to submit written requests for information or clarifications no later than 3:00 pm EST
April 1, 2025	The District will post an addendum, if applicable
April 10, 2025	Date Proposals are Due no later than 12:00 noon EST
April 21, 2025	Recommendation of Award(s), pending negotiations
April 28, 2025	Notice to Proceed

PROPOSAL SUBMISSION MAILING

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:

Maggie Valley Sanitary District
122 Rich Cove Road
Maggie Valley, NC 28751
Attn: Jason Herbert

Note: Submissions must state the following on the outside of the package, underneath the address if possible: RFQ MVSD Helene Engineering Services.

PROPOSAL FORMAT INFORMATION

- I. 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.
- II. **The proposal must contain a handwritten signature of an authorized representative of the responding firm.** Responding firms will not be allowed to make any changes or corrections after proposals are submitted to the District.
- III. Pages containing organizational charts, matrices, or large diagrams may be printed on larger paper in order to preserve legibility.
- IV. 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.
- V. Proposals must be submitted by the date and time outlined in this RFQ. Late proposals will not be accepted. All proposals and supporting materials should be enclosed in a sealed envelope, properly marked, with the proposal number on the front of the envelope.
- VI. All proposals must be valid for a period of one hundred (120) days after opening. Firms may be asked to interview with the District to discuss any portion of their proposal and/or their project approach before a decision is made concerning responses to this RFQ.

- VII.** All submitted responses will be retained as property of the District and will not be returned.

GENERAL WORK OVERVIEW

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 numerous sections of water utility pipe and equipment; infrastructure damage assessments; slope stability and stormwater infrastructure; electrical engineering services; utility access repairs; sedimentation and slope mitigation; and as necessary vegetation and debris removal.

The scope also includes construction management and reporting 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.

The engineering contract will encompass all project-related engineering services to the City, including but not limited to the following:

Pre-Award:

- Application Development including Scope of Work and schedule
- Preliminary cost estimates
- Feasibility and effectiveness reports
- As needed, cost benefit analyses to support mitigation activities
- Respond to FEMA or HUD requests for information (RFI)

Post-Award:

- Preliminary and final design plans and specifications
- Bid and Award Support
- Construction Oversight including all field testing and inspections (interim and final)
- Construction closeout

- Other special services

ANTICIPATED SCOPES OF WORK

1. *Engineering & Design Services:*

Respondents will be required to show the ability to provide all the engineering services described below as they pertain to water utilities and stormwater management:

- a) Provide preliminary engineering, investigations, and drawings sufficient to achieve the preliminary design milestone, including at a minimum:
 - 1) Cross sections/elevations
 - 2) Project layout/staging areas
 - 3) General notes
 - 4) Monitoring reports and status notes
 - 5) Design details
 - 6) Specifications
 - 7) Utility relocation designs
 - 8) Construction limits, including environmentally sensitive areas that should be avoided
 - 9) Required permits
 - 10) Estimate of construction costs to within +/- 15%
 - 11) Schedules for design, permitting, acquisition and construction
 - 12) Perform subsurface explorations for project sites, as necessary.
 - 13) Preliminary design, surveying, topographic and utility mapping.
 - 14) Prepare horizontal alignments/layouts for all proposed project alternatives necessary to fully describe the project scope, anticipated limitations, and potential project impacts.
 - 15) Recommend value engineering options (alternative design, construction methods, procurement, etc.) that may improve efficiency, expedite the schedule, or reduce project costs for the subrecipient.
 - 16) Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
 - 17) Submit all necessary deliverables to the appropriate entity for review and comment.

- b) 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:

- 1) Cross sections/elevations
 - 2) Project layout/staging areas
 - 3) General notes
 - 4) Special note
 - 5) Design details
 - 6) Specifications
 - 7) Utility relocation designs
 - 8) Construction limits, including sensitive areas that should be avoided
 - 9) Required permits
 - 10) Quantities
 - 11) Estimate of construction costs to within +/- 20%
 - 12) Schedules for design, permitting, acquisition and construction
- c) Develop and Provide Environmental (NEPA) and Historic Preservation assessments and other information to appropriate agencies to ensure all activities will be eligible for reimbursement.

2. *Specialized Services*

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to specialized services.

- a) Provide Geotechnical Investigations as may be required for a project.
- b) Provide Detailed Surveying as may be required for a project.
- c) Provide structural services as required for aerial equipment, pipe bridges and other buttresses, bracing, trusses or other utility system structural reinforcements.
- d) Provide Site Specific Testing as may be required for a project.
- e) Provide Archeological Studies as may be required for a project.
- f) Provide Planning Studies as may be required for a project.
- g) Provide Feasibility Studies as may be required for a project.
- h) Provide Legal documentation for property and/or easements to be acquired.
- i) Determine permitting waivers and any other federal or state allowances for this disaster under DR-4827-NC throughout the process.

REQUIREMENTS FOR PROPOSALS

1. All proposing firms must have been professionally engaged in the project management and engineering fields with experiences in water distribution projects of similar size or greater in public sector for a minimum of five (5) years.

In addition, all proposing firms must employ qualified personnel, who are licensed and qualified in the following disciplines: civil engineering, environmental engineering, electrical engineering, construction administration, and construction cost estimating/value engineering and project management.

These professionals must not only be credentialed, but they must also be able to demonstrate that they have related experience in the engineering and construction industry.

2. The firm must be able to demonstrate that the staff it would assign to this project possesses the ability to lead and manage work teams that are multi-disciplinary and multi-functional. In addition, proposing firms must be able to demonstrate that they possess the ability to develop, monitor, control and manage changes in a project's scope, time, resources, cost and risk.
3. This RFQ contains, in general terms, the overall objectives of the District in obtaining the service of a consultant. While an attempt is made to describe the general expectations of the District and the anticipated work to perform, the District and the successful firm will need to define a more specific scope of work and fee schedule as part of a negotiation process.
4. All costs related to the preparation of the Statement of Qualifications and any related activities are the sole responsibility of the prospective firm. The District assumes no liability for any costs incurred by perspective firms throughout the entire selection process.
5. Each firm providing a proposal for consideration by the District is responsible for obtaining the information on the conditions and restrictions involved in meeting the obligations and providing the services as set forth in this RFQ. The failure or omission of a firm to obtain adequate information will in no way relieve the firm of any obligation with respect to this RFQ or to an associated contract.

SUMMARY OF PROPOSAL

In summary of the minimum requirements, all proposal responses should include the following information:

1. A letter interest identifying the firm.
2. A detailed summary of the firm's relative experience with references and contact information.
3. Identification of all individuals who will be assigned by the firm to work on these projects to include a detailed summary of each individual's professional credentials and relevant experience. This should also include a summary of qualifications and relevant experience of all subcontractor personnel if applicable.
4. A detailed discussion of the projects approach that indicates an understanding of the goals and requirements of this RFQ with specific reference as to how the firm would propose to accomplish the work items described.
5. Proximity of key project members to the Maggie Valley, North Carolina area.
6. Other information that the proposing firm may wish to include.

PROPOSAL CONTENTS

I. General Firm Information

- a. Provide the firm name, address, telephone and fax numbers of the headquarters office, and, if applicable, the branch office designated for this project.
- b. Provide a general description of the capabilities of your firm, including information related to its history, size, principals, professional staff and structure.

II. Experience and Personnel

- a. Identify and describe projects your firm has completed which are similar in scope to this project within the past five (5) years.

- b. Describe the experience of the firm with administration and reporting of with loans and grants from various agencies, particularly with the North Carolina State Revolving Fund.
- c. Describe the personnel who will be assigned to this project. Indicate their specific role in these projects and experience in similar projects. Identify the person who is expected to be the primary contact.
- d. Provide three (3) references, including addresses and phone numbers of clients for whom your firm has completed similar projects (preferably municipalities).

III. Approach

- a. Technical Approach - Based upon the information presented herein, provide a description of the overall approach the firm will take for this project, and list the specific services that will be provided.
- b. The description should delineate specific tasks to be undertaken in each phase. In addition, the technical approach shall include how your firm will interact with the applicable regulatory agencies and complete the necessary steps in securing all permits for the project.
- c. Management Plan - Describe the management plan to be used, including staffing configurations. Provide assurance that the personnel needed to complete the projects in a timely manner are available.
- d. Quality Assurance - Describe the necessary steps that will be taken by your firm's management and staff to insure and provide the best quality product to the District.

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.

The District will score and rank all eligible respondents and will negotiate a contract with the highest scoring respondent. If a contract cannot be reached, then the City will move down the list until a contract can be agreed upon. The City will issue a task order for the identified Scope of work.

Evaluation criteria for this RFQ are as follows:

1. Statement of Interest: 5 Points
2. Firm Description: 5 Points
3. References: 15 Points
4. Key Personnel: 20 Points
5. Methodology and Approach: 25 Points
6. Qualifications and Experience: 30 Points

For purposes of all 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.

EVALUATION PROCESS

1. Proposals will be evaluated and reviewed by the District for final selection. This evaluation may include discussions with all or some of the firms providing responses including the possibility of interviews if necessary.
2. Proposals will be considered based upon the documented qualifications and applicable experience of the proposing firm. It is anticipated that the successful firm and the District will work together to develop a more detailed scope of work with activities and issues to be addressed to include identification of specific project goals and schedule milestones.
3. 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.
4. 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.

5. Unapproved staffing changes may result in a rejection of qualifications.

Listed below are the criteria that may be used in the selection process:

- 1) Evaluation of the firm's ability to successfully complete all requirements as specified in this Request for Qualifications.
- 2) Demonstrated experience with similar projects involving the public sector (local governments) of similar size and organization.
- 3) Demonstrated understanding of the projects and abilities of the firm to successfully complete the expected scope of work on schedule and within budget.
- 4) Examination of how the firm will propose to accomplish project objectives (use of innovative methods, unique approaches, reasonableness of proposed approach).
- 5) Familiarity of region and other factors determined to be relevant.
- 6) Interviews with Firms (If needed)

CERTIFICATE OF INSURANCE

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

CONTRACT TERM

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).