



**REQUEST FOR QUALIFICATIONS
DESIGN BUILD SERVICES
DATE ISSUED: 09/06/2022**

**TOWN OF FUQUAY-VARINA PUBLIC UTILITIES DEPARTMENT
REQUEST QUALIFICATIONS FOR:**

TERRIBLE CREEK WASTEWATER TREATMENT PLANT EXPANSION

**SUBMITTAL DUE DATE & TIME:
OCTOBER 4, 2022 AT 1:00 PM**

Time and Date of Mandatory Pre-Submittal Conference

- September 20, 2022 @ 2:00 PM

Deadline for Inquiries

- September 26, 2022 @ 3:00 PM

Time and Date Set for Submittal

- October 4, 2022 @ 1:00 PM

REQUEST FOR QUALIFICATIONS
(RFQs) FOR
DESIGN BUILD
SERVICES

TERRIBLE CREEK
WASTEWATER TREATMENT PLANT EXPANSION

INFORMATION AND INSTRUCTIONS TO DESIGN BUILDERS

1 GENERAL INFORMATION

- 1.1 Project Description: Terrible Creek WWTP treats sanitary sewer in the Neuse River Basin for Town of Fuquay-Varina sewer customers. In June of 2018, capacity of the plant was increased to 3 MGD, permitted to 6 MGD, and was anticipated to provide capacity until 2035. Robust growth in the service area already provides average daily flows >1.4 MGD and allocated not yet tributary flows exceed 80% of the 3 MGD capacity. Expansion is required to accommodate long-term capacity needs. This project will assess the existing assets (including equipment, structures, and buildings), design, permitting, and construction to upgrade Terrible Creek WWTP to a capacity of 6.0 MGD.
- 1.2 Town of Fuquay-Varina Public Utilities (ToFVPU) intends to procure a qualified Design Builder (DB) to provide design and construction services for the Terrible Creek Wastewater Treatment Plant Expansion. The project is located at 5812 Hilltop Road, Fuquay-Varina, NC 27526.
- 1.2 The Statement of Qualifications (SOQ) must be received by Michael Wagner, MPA, Public Utilities Director at mwagner@fuquay-varina.org no later than 1:00PM on October 4, 2022.
- 1.3 Questions pertaining to the selection process should be directed to Michael Wagner, MPA, Public Utilities Director at mwagner@fuquay-varina.org no later than 3:00 PM on September 26, 2022.
- 1.4 ToFVPU shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications (RFQ) will be in the form of an addendum, which will be furnished to all registered RFQ holders. Please register by email at mwagner@fuquay-varina.org and provide company name and contact information.

- 1.5 ToFVPU reserves the right to reject any or all SOQ’s to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ received.
- 1.6 A mandatory pre-submittal conference for the Project will be held September 20, 2022 at 2 p.m. local time at the treatment plant located at 5812 Hilltop Road, Fuquay-Varina, NC 27526. ToFVPU staff will discuss the scope of work, general contract issues and respond to questions from the attendees.
- 1.7 Project Site Visit: A project site visit will be conducted September 20, 2022, at 2 p.m. local time at the treatment plant located at 5812 Hilltop Road, Fuquay-Varina, NC 27526.
- 1.8 The selected Design Builder (DB) will form a team with ToFVPU and execute preliminary and final comprehensive agreements for design and construction to expand the Terrible Creek Wastewater Treatment Plant to 6 mgd for a total project cost not to exceeding the approved budget amount.

Total Estimated Project Budget: \$69,000,000

Anticipated Project Schedule:

ITEM	TASK	ANTICIPATED DATE
1	Advertise Design Build RFQ for Design Build Teams	September 06, 2022
2	Receive Design Build SOQ’s for Design Build Teams	October 4, 2022
3	Design Build Firm Selection & Notification	October 17, 2022
4	Execute Preliminary Design Build Agreement DBIA 520	December 03, 2022
5	Design Team Develops 60% Drawings and Specifications	Winter/Spring 2024
6	Execute Construction Contract	Fall 2024

- 1.9 The DB will be selected based on qualifications.
- 1.10 The Design Build services will be performed using Design Build Institute of America (DBIA) contract documents with one entity identified as the Design Builder (DB). Services will include all necessary activities to design and construct the project.

- 1.11** The DB will be an integral member of the Project Team, consisting of the DB, representatives from ToFVPU, and other consultants required. It will be the responsibility of the DB to integrate the design and construction phases, utilizing skills and knowledge of design and general contracting, to provide design, code analysis, value engineering and constructability reviews, develop schedules; prepare detailed project construction estimates; study labor conditions; and, in any other way deemed necessary, to contribute to the development of the Project during the pre-construction/design phase.
- 1.12** The DB assumes design and construction risk and has direct authority over the sub-consultants and subcontractors. The DB will act as the ToFVPU 's fiduciary and have a relationship of trust and confidence between itself and ToFVPU. ToFVPU intends to enter into a Preliminary Design-Build Agreement with the selected Design-Build firm utilizing DBIA form 520. Upon completion of the preliminary design-build scope of work, ToFVPU intends to develop a Lump Sum fee and budget with the selected Design-Build firm for the project utilizing DBIA forms 525 and 535. The Project will be an "open book" job whereby ToFVPU may attend any and all meetings of the DB firm relating to the Project and have access to any and all books and records of the DB relating to the Project.

2.- ANTICIPATED SCOPE OF WORK

- 2.1** The project scope of work generally includes, but is not limited to the following primary tasks:
- Addition of biological nutrient removal treatment basin and associated piping, equipment, and electrical apparatuses
 - Addition of clarifier and associated piping, equipment, and electrical apparatuses
 - Addition of disc filters and associated piping, equipment, and electrical apparatuses
 - Evaluation/Rehabilitation of the belt filter presses
 - Evaluation/Rehabilitation/Replacement of influent pumps, barscreen, and associated piping, equipment, and electrical apparatuses
 - Evaluation/Rehabilitation/Replacement of preliminary treatment pumps, associated piping, equipment, and electrical apparatuses
 - Addition of Secondary Clarifiers 1 & 2 weir covers
 - Rehabilitation of the existing aeration basin diffuser membranes for replacement
 - Evaluation/Rehabilitation of existing maintenance and storage facility size
 - Evaluation/Rehabilitation of existing Administration building for 24/7/365 operations, laboratory, and staffing
 - Evaluation/Rehabilitation/Replacement of chemical feed building and equipment improvements to support new treatment basin and clarifier

- Evaluation/Rehabilitation generator major service
- Installation of site service potable waterline from Hilltop Rd.
- Installation of “new” 36” effluent piping and abandonment of existing effluent piping
- Infrastructure evaluation to receive future wastewater through site from Hilltop Rd. service area to headworks
- Asset and Inventory Assessment of current and future equipment, for preventative maintenance scheduling to be created into CityWorks. Lifecycle assessments to be provided for best management practices, in relation to plant budgeting and capital improvement planning

It is anticipated that the Design Build Firm will complete an evaluation of the scope items noted above to include analysis of options, cost opinions, and recommended improvements. These recommendations will be used as the basis for developing the final Design-Build GMP scope of work. Firms are advised that the items listed above are for general information and scope purposes only. Items noted may be removed, modified, or replaced with other rehabilitation tasks at ToFVPU’s discretion.

Exhibit “A” to this RFQ provides a plan/schematic view of the existing Terrible Creek WWTP with major facilities noted. Note that ToFVPU does not guarantee the accuracy of the information in this document.

2.2 After being selected and approved by the Town Board, the DB will execute a contract with ToFVPU to provide design and construction services of the project including:

- 2.2.1 Project management and administration through project leadership and overall team coordination.
- 2.2.2 Interdisciplinary coordination
- 2.2.3 Review of codes and standards
- 2.2.4 Identify opportunities for economy
- 2.2.5 Value analysis services, value engineering and offer cost savings suggestions and best value recommendations
- 2.2.6 Project planning and scheduling
- 2.2.7 Constructability studies and reviews
- 2.2.8 Construction cost models, estimates based on marketplace conditions, and cash flow development and analysis
- 2.2.9 Coordination of contract documents
- 2.2.10 Provide record documents and drawings

2.3 The DB will assume the risk of delivering the Project and will be responsible for construction means and methods.

3 - STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

3.1 Firms interested in providing design build services must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

3.2 Cover Letter (1-page) containing at a minimum:

Company name, contact name, address, fax number, and email address

3.3 Qualifications Criteria

For the development of a shortlist, a rating system will be utilized by ToFVPU to score and rank each proposal. Proposers are encouraged to keep their proposals concise and to include a minimum of marketing materials. At a minimum, each proposal must address the following criteria:

Item	Evaluation Criteria	Maximum Points
1	General Information & Relevant Firm Experience	30
2	Team Experience and Qualifications	25
3	Project Understanding and Approach	30
4	Approach to Project Management	5
5	Other Factors	10
6	Financial & Legal	Pass/Fail
	Total Possible Points	100

3.3.1 Evaluation Criteria 1 - General information

- a. Description of firm/team
- b. Legal company organization; organization chart with names. Organizational chart shall also include major subcontractors.
- c. Identify the Project Manager for the Design Build firm who will be assigned to this project.
- d. List of applicable North Carolina licenses for construction, engineering, or other trades/professions pertinent to the project requirements.

3.3.2 Evaluation Criteria 1 - Relevant Firm Experience

- a. Applicant's overall reputation, service capabilities and quality as it relates to this project.
- b. List and briefly describe 3-5 comparable projects completed by your firm or currently in progress; include your firm's role, and discuss contract amendment history, if applicable. For each project, include contract value and construction value (original value plus contract amendments, if applicable), project owner, project location, contact name and title, address, current and accurate telephone number, fax number, and email address (if available). Projects involving constructing of regional wastewater pump stations or major wastewater facilities will have an increased weight in the evaluation process.
- c. A minimum of three referrals and references from other agencies and owners. If possible, references should be from the projects listed above.
- d. Type and amount of self-performed work that is anticipated.

3.3.3 Evaluation Criteria 2 - Team Experience & Qualifications

- a. Describe each team member's position within the firm. Provide resumes of each proposed team member in Appendix A.
- b. Briefly describe each team member's role on this project.
- c. Provide "team" experience working together on similar projects.
- d. Explain your understanding of, and experience with, the Design Build Delivery Method.
- e. Provide information regarding teaming history and working relationship between the Design-Build contractor and the Design-Build consulting engineering firm.

3.3.4 Evaluation Criteria 3 - Project Understanding and Approach

- a. Describe your understanding of the project.
- b. Identify and discuss any potential problems during design and construction.
- c. Identify and discuss methods to mitigate those problems.
- d. Describe the work you anticipate self-performing, and the work you anticipate being performed by sub-consultants/subcontractors.
- e. Provide an anticipated project schedule with ideas to accelerate the overall duration.
- f. Describe approach to maintaining operations at the existing facility during construction activities.
- g. Describe approach to coordination with vendors for startup, training, and warranty compliance.

3.3.5 Evaluation Criteria 4 - Approach to Project Management

- a. Describe your planning, scheduling, estimating, and construction management tools.
- b. Describe your quality control plan during design and construction.

3.3.6 Evaluation Criteria 5 - Other Factors

- a. Describe approach to safety management. Provide current safety ratings, practices, and firm approach to safety. Note, proposers are directed not to submit full safety plans, however, ToFVPU may request a copy of safety plans if deemed necessary for the selection process or project implementation.
- b. Current workload and ability to proceed promptly.
- c. Willingness to abide by ToFVPU's standard form Agreements with few or no objections or changes. ToFVPU accepts the latest version of DBIA Standard Documents with appropriate modifications agreed upon both parties.
- d. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- e. Relevant factors impacting the quality and value of work.

3.3.7 Evaluation Criteria 6 – Financial & Legal

No points will be allocated for Evaluation Criteria No. 6; Proposers will be rated as acceptable (pass) or unacceptable (fail)

- a. The selected DB firm will be required to provide a Performance and Payment Bond in the full amount of the contract. For this submittal, proposers shall provide evidence of their ability to provide and maintain the following:
 - I. Performance and Payment Bond in the amount of at least \$5M
 - II. General Liability Insurance at \$5M per occurrence and \$10M aggregate
 - III. Umbrella Liability Insurance at \$5M per occurrence.
 - IV. Workman's Compensation \$1M Each Accident, \$1M Disease-Each Employee, \$1M Disease-Policy Limit
 - V. Professional Liability at \$2M per occurrence.
- b. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project

4 - SUBMITTAL REQUIREMENTS

- 4.1 The SOQ shall include a one-page cover letter plus a maximum of thirty-five (35) pages to address the SOQ criteria specified in Section 3 (excluding Resumes and Sub-consultant/Subcontractor Selection Plan). Table of Contents and section divider pages do not count toward the total page count. Resumes for each key team member shall be limited to no more than two pages. Resumes and Sub-consultant/Subcontractor Selection Plan shall be attached as Appendix A.
- 4.2 Statement of Qualifications and Appendix A must be submitted in .pdf format to mwagner@fuquay-varina.org no later than 1:00 PM local time on October 4, 2022. Maximum file size for .pdf submission is 25MB.
- 4.3 Failure to comply with the following criteria may be grounds for disqualifications:
- a. Receipt of submittal by the specified cut-off date and time.
 - b. The number of originals and/or copies of the submittal specified.
 - c. Adherence to maximum page requirements.
- 4.4 Adherence to the maximum page criteria is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have photos, charts and graphs will be counted toward the maximum number of pages.

5- SELECTION PROCESS AND SCHEDULE

- 5.1 A Project Evaluation Team (PET) will evaluate each Statement of Qualifications (SOQ) according to the above criteria. No oral interviews are planned in the first step of the selection process. Following a review of the submittals, PET will select DB and post results. Those firms not selected for further consideration will be notified.
- 5.2 The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview meeting date.
- a. SOQ's due: October 4, 2022 @ 1:00 PM
 - b. Firms notified of Short List: October 17, 2022
- 5.3 ToFVPU will enter into negotiations with the selected firm using ToFVPU's standard form Design Build Contract. If the firm is unwilling to execute ToFVPU's standard form Design

Building Contract and/or the selected firm fails to execute ToFVPU’s standard form Agreement within two weeks of notification of the highest rated team, ToFVPU may then negotiate with the second or third highest ranked firm until a contract is executed, or ToFVPU, in its sole discretion, may decide to terminate the selection process. If ToFVPU is unsuccessful in receiving a price proposal within the identified budget, ToFVPU may decide to terminate the selection process.

6- ATTACHMENTS

6.1 Exhibit A – Terrible Creek WWTP Existing Site Plan

EXHIBIT A

