

Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

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August 15, 2017

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES WASTEWATER TREATMENT PLANT REHABILITATION AND IMPROVEMENTS

Introduction

The Town of Plymouth operates a 0.80 MGD secondary wastewater treatment plant which discharges its effluent into Roanoke River in accordance with the effluent limitations and other requirements set forth in the NPDES Permit No. NC0020028. The original WWTP was constructed in 1967 with subsequent upgrades in 1977 and 1988. The current configuration consists of grit removal system, mechanical screen, manual by-pass screen, parshall flume for influent flow metering, extended aeration type activated sludge system (consisting of an aeration basin, secondary clarification, sludge recirculation/waste pump station and scum pump station), effluent flow metering and sampling, aerobic sludge stabilization/storage tanks, sludge drying beds and underdrainage, aerobic sludge stabilization/storage tanks, decant recycle pump station, and laboratory/administration building.

Project Scope

The proposed project involves rehabilitation of the Town's 0.800 MGD extended aeration wastewater treatment facility with no increase in wastewater treatment capacity. In addition to equipment rehabilitation and replacement, new chlorine disinfection facilities and related appurtenances as well as a SCADA system will be added to the treatment process prior to discharge to the Roanoke River. Proposed improvements and recommended actions include:

PROCESS	ACTION
1. GRIT REMOVAL / BAR SCREEN HEADWORKS	REHABILITATE
2. AERATION BASIN CLEANOUT	REHABILITATE
3. SECONDARY CLARIFIER NO. 2 MINOR	REHABILITATE
4. AEROBIC DIGESTERS	REHABILITATE
5. DECANT PUMP STATION	REHABILITATE
6. CHLORINE DISINFECTION SYSTEM	NEW
7. DECHLORINATION SYSTEM	NEW
8. POST AERATION SYSTEM	NEW
9. FLOW METERING/SAMPLING	NEW
10. SCADA IMPROVEMENTS	NEW
11. SITEWORK / PIPING / ELECTRICAL	NEW

Project Schedule

The following timeframes should be considered for planning purposes:

- | | |
|------------------------------------------------------------------|---------------|
| 1. Complete Preliminary Eng. Report and Environmental Assessment | December 2017 |
| 2. Complete Engineering Design | November 2018 |
| 3. Complete Permitting | March 2019 |
| 4. Advertise, Bid and Award | July 2019 |
| 5. Execute Construction Contracts | August 2019 |

Submittal

The Qualifications Package should consist of a bound document including a cover letter and the tabbed sections described below. Due to demands on the time of Town staff, the submittal is limited to **twenty (20) single-sided pages** and all pages should be numbered. Sub-tabs or dividers are acceptable within the required tabs and do not count toward the page limit. **One (1) original and two (2) copies** of the Qualification Package are due to the Plymouth Town Hall (125 East Water Street, Plymouth, NC 27692) no later than **Thursday, September 7, 2017 at 4:30 PM.**

Cover Letter

Describe the consultant's interest in working with the Town of Plymouth. Summarize the content of the proposal, and identify a contact person for questions during the RFQ selection process, providing contact information including telephone number, email and postal address.

Tab 1 – Consultant Profile

1. Consultant Profile – Identify the legal entity that would enter into the contract with the Town and include location of company headquarters, location of local office, type of business (sole proprietorship, partnership, corporation), state of incorporation or organization, and the name and title of the person authorized to enter into an agreement. For proposed sub-consultants, please provide the name of each consultant, the office location, contact name and telephone number, and each consultant's qualifications supporting the respective services to be provided.
2. Similar Experience – A list of 6-10 similar municipal engineering projects completed within the most recent 5 years with a brief description of the project and a description of the team's involvement on the project. All descriptions should include date services were performed, total project cost, contact name and phone number of individual representative possessing knowledge of the consultant's work, and overall total project timeframe.
3. Conflict of Interest - Provide a statement regarding the consultant's or sub-consultant's possible conflicts of interest for any services to be performed.

Tab 2 – Project Approach

Describe the project team's approach to identifying, evaluating and preparing a rehabilitative scope of work for the wastewater treatment system. The project approach should describe proposed evaluation methodologies and use of specialized tools or equipment.

Tab 3 – Project Team

1. Organizational Chart – A list of staff selected to work on the project with their qualifications (including sub-consultants). Include for each key member of the team:
 - Title;
 - Roles and responsibilities, including those projects identified under Tab 1;
 - Professional registrations and certifications;
 - Office location;

Scoring of the Qualifications Packages by the Town’s staff will be conducted as follows:

Scoring Criteria	Max Points
Consultant’s Profile and Experience with Similar Projects	25
Project Approach	40
Project Team Experience	25
Familiarity with Locality	10
TOTAL	100

The Town will review submitted qualifications packages and select the most qualified firm to enter negotiations. The Town reserves the right to make no formal selection at this time. All expenses associated with response to this RFQ are the responsibility of the responder.

All questions about this RFQ are preferred in writing with submittal to Mr. Mike Wright, Public Works Director, at mike.wright@visitplymouthnc.com. Alternately, Mr. Wright may be reached at Town Hall at (252) 793-9101 ext 225.