

**Town of Boone
Request for Qualifications
Capital Improvement Plan, Phase 2**

Issue Date: January 5th 2023

Due Date: February 3rd 2023

Town of Boone

Attn: Joshua J. Eller

321 East King Street

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Request for Qualifications

The Town of Boone (herein after, "Town") is requesting qualifications from engineering firms to produce the second phase of a capital improvements plan. Phase 1 is currently underway, which consists of defining the CIP scope, identifying projects, and calculating preliminary cost estimates. Phase 2 will provide more precise costs, system assessment and asset management evaluation and recommendations, and develop a revised methodology for system development fees regarding the gallons per day service unit as outlined in NCGS 162-205 paragraph 9. This information will be utilized by our financial consultant to update/revise the Town's rate and fee structure.

Water System Background

The Town of Boone's water system consists of 103 miles of water distribution lines, and three surface water sources. The Water Treatment Facility has a permitted capacity of 4.5 MGD (million gallons per day). The 2021 average daily demand was 1.75 MGD (39% of the design capacity). The Town of Boone has three raw water intakes with a total supply capacity of 7.0 MGD - the Greg Young raw water intake which is the primary intake for the Town, the Southfork intake, and an intake located on Winkler's Creek. The Southfork and Winkler's Creek intakes are used as needed or in case of emergency. The Town also owns a reservoir on Winkler's Creek that has been estimated to contain 60 million gallons. The Town of Boone has emergency water connections with both the Town of Blowing Rock and Appalachian State University.

The Town's water system has 5,076 residential connections (0.58 MGD Average Use); 764 commercial connections (0.45 MGD Average Use); 10 industrial connections (0.0006 MGD Average Use); and 39 institutional connections (0.067 MGD Average Use).

Sewer System Background

The Town of Boone's sewer system consists of 121 miles of gravity sewers, 4 miles of force main, a 4.82 MGD wastewater treatment plant on South fork New River. The system has approximately 5,125 connections. Average Annual Daily Discharge at the WWTP in 2021 was 2.0025 MGD; Maximum Daily Discharge in 2021 was 4.16 MGD.

Scope of Work & Deliverables

- 1) Calculate final costs for projects identified in Phase 1.
- 2) Develop a revised methodology for system development fees regarding the gallons per day service unit as outlined in NCGS 162-205 paragraph 9.
- 3) Develop system assessment and asset management evaluation and recommendations.

Proposal Format

Tab 1 – Title Page:

Include Name of Project, subject, name(s) of the Firm, address, telephone number, e-mail address and the date.

Tab 2 – Letter of Interest

Provide a one-page cover letter signed by an authorized officer of the Firm that includes names of the persons who will be authorized to make representations for the Firm, their titles, addresses, telephone numbers and e-mail address and location of office(s) that will be providing the service.

Tab 3 – Corporate Experience

Qualifications of the Firm, the location of the office from which the work is to be performed and the number and nature of the professional staff to be employed in this engagement. Provide a brief overview of the Firm's history and an organizational chart.

Tab 4 – Project Team

Present the project team and the reasoning for the team composition. This section should include the following, at a minimum:

- Team organizational chart
- Clear delineation of responsibilities between members of the Team.
- Present the team management qualification of the selected Project Manager.
- Professional Licenses and Certifications of the Firms and individuals
- Provide a summary or resume (limit one (1) page per individual) of the professional credentials and experience of the key members. Emphasis should be given to experience in developing CIPs.

Tab 5 – Representative Projects

Demonstrate the experience of the team in developing CIPs. List representative projects showing the project name, brief description of the work, client name and client contact information for references.

Tab 6 – CIP Project Approach

- Describe the Team's approach and the responsibilities of the management and staff personnel that will perform the work.
- Describe the method employed to ensure prompt service, customer satisfaction, prompt complaint resolution, effective employee performance and timely initiation and completion of all work.
- Provide discussion on how Firm will communicate with assigned Town personnel prior to, during, and after job commencement.

- Provide a project approach with project tasks delineated.

Tab 7 – Schedule

Describe the schedule by which you will accomplish the required services.

Tab 8 – Fees/Not to exceed cost

Provide your standard rates and not-to-exceed cost for all services and out of pocket expenses. Fee schedules, including hourly rates for the prime consultant and all sub consultants, meetings and reproduction costs, should be included.

Insurance Requirements

The successful respondent will be required to maintain current insurance for the duration of the project. Insurance policies shall be maintained for Errors and Omissions, General Liability, Automobile, and Workers Compensation.

Submission & Selection Criteria

Proposals shall be submitted to in electronic format to Joshua J. Eller, at josh.eller@townofboone.net no later than February 3rd 2023, midnight. All firms are required to submit any questions regarding the RFQ to Joshua Eller no later than January 19th 2023, midnight.

Minority-owned businesses are encouraged to apply.

All proposals will be evaluated by the Town of Boone with a recommendation for a specific firm to be contacted. Selection will be based on the following criteria:

Selection Criteria:

Relevant Experience	20%
Quality of Proposal	10%
Team Qualifications	10%
Proposed Work Plan	20%
Experience with Town	25%
Schedule and Cost	15%

Disclosures

Contract shall be a fixed fee contract indicating the maximum total dollar amount chargeable to the project. This request is issued subject to the following terms and conditions:

- 1) This RFQ is a request for the submission of qualifications and is not itself an offer, nor should it be construed as an offer.

- 2) The Town of Boone expressly reserves the right to modify, reschedule, or cancel this request at any time, whether before or after any proposals have been submitted or received.
- 3) The Town of Boone reserves the right to reject and not consider any or all respondents at its discretion.
- 4) The Town of Boone reserves the right to reject any or all companies, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed to be in its best interest.
- 5) In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, Town of Boone may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
- 6) In no event shall any obligations of any kind be enforceable against the Town of Boone unless and until a written agreement is entered into.
- 7) The Respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of proposals submitted hereunder or for any costs or expenses incurred during negotiations.
- 8) By submitting a response to this request, the Respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- 9) The Town of Boone reserves the right not to award a contract pursuant to the RFQ.
- 10) All items become the property of the Town of Boone upon submission and will not be returned to the Respondent.
- 11) The Town of Boone reserves the right to split the award between multiple applicants and make the award on a category-by-category basis and/or remove categories from the award.
- 12) Proposals will be evaluated using the factors listed in this RFQ.
- 13) The Town of Boone reserves the right to interview Respondents prior to making a final selection.