# Request for Qualifications

**Sanitary Sewer Evaluation, Asset Management Plan and CIP Development**

## Town of Mount Olive

## 114 East James Street

Mount Olive, NC 28365

Phone: 919-658-9539

Deadline For Submission:

Friday, February 3rd, 2017 at 2:00 PM

### Introduction

The Town of Mount Olive, located in Wayne County in eastern North Carolina, operates a sewer collection system and wastewater treatment facilities. The purpose of this project is to strengthen the wastewater system utility management program for the Town by developing an Asset Inventory and Assessment (AIA) program. By having a comprehensive and current inventory of assets, a system for tracking maintenance, and managing annual expenses and revenue, the Mount Olive Utility Asset Management Team will be better able to manage the Town’s wastewater and provide the best service and appropriate rates to their customers.

In 2016, the Town of Mount Olive applied for an Asset Inventory and Assessment (AIA) grant and was awarded $150,000 for the program. The Town also proposes to provide in-kind services for a local match giving a total project budget of $165,000.

The Town is requesting qualification statements from qualified consultants to provide services for work associated with the grant-funded project. To be considered, firms shall be appropriately licensed in the State of North Carolina. All proposals become the property of the Town of Mount Olive upon submission, and the cost of preparing and submitting a proposal is the sole expense of the consultant.

### Scope of Services

Services are anticipated to include, but are not limited to, performance of the following tasks:

**Task 1: Select Asset Management Software, GIS Software and GPS Equipment -** The Town has limited mapping resources of the existing sewer system. The consultant shall work with the Town to evaluate and select an Asset Management Software that can be utilized for the development and maintenance of an Asset Management Plan (AMP), Geographic Information System (GIS) Software capable of integrating with AMP software, and Global Positioning System (GPS) equipment to allow the Town to map assets.

**Task 2: Inventory Sewer System, Survey locations with GPS equipment, and visual inspections** – Consultant shall inventory the sewer system including GPS location and visual inspection of manholes and pump stations. Available existing mapping and record drawing information will be provided by the Town to supplement the field investigation. Inventory assessment and discussions with Town staff will be utilized to determine areas where a more detailed condition assessment is recommended.

**Task 3: Sewer System Condition Assessment -** Flow Monitoring, Smoke Testing, Video Inspection: Identify areas for further investigation and utilize above methods to assess condition.

**Task 4: Incorporate Assessment Information into Asset Management Plan –** Input collected information into Asset Management software for inventory and develop rating system to prioritize necessary improvements.

**Task 5: Capital Improvements Plan –** Develop projects for implementation including scope and opinions of probable cost. Provide a 10-year Capital Improvements Plan and identify potential methods for funding proposed projects.

**Task 6: Asset Management Plan Implementation Training –** The consultant shall provide a completed copy of the Asset Management Plan in both digital and hard copy format and assist the Town to develop standard operating procedures for implementation and necessary updates of the plan.

**Task 7: Summary Report –** Provide an executive level summary of the work performed, conclusions made, and next steps to be taken as a result of this work. Summary shall be formatted suitable for submission to NCDEQ for compliance with conditions of the Grant.

### Proposal Contents

The statement shall not be more than ten (10) pages in length, excluding the front cover, back cover, and table of contents. Three (3) copies of the statement are to be provided, and shall include, at a minimum, the following items:

* 1. Name of firm and brief history.
  2. Location of offices.
  3. List of personnel to be involved in program implementation. A staffing configuration and brief resumes for all pertinent personnel should be included.
  4. Prior experience on similar wastewater collection system assessment projects.
  5. Brief management plan.
  6. Hourly rate schedule.
  7. At least three (3) references of similar work performance for local governments.

### Evaluation Criteria

Proposals will be reviewed and evaluated by the Town Manager in accordance with the following criteria. Factors are listed in their order of relative importance. The Town of Mount Olive intends to select the firm best qualified to perform the services and attempt to negotiate appropriate compensation for the level of services desired.

1. Familiarity with the Town’s wastewater collection and treatment system (25 points)
2. General qualifications, reputation, and competence of the firm (20 points).
3. Prior experience of the firm on similar projects (20 points).
4. Qualifications of staff assigned to the project (20 points).
5. Capability to perform services within acceptable time restraints (10 points).
6. Hourly rate schedule (5 points).

**Submission Requirements**

Proposals must be received by Friday, February 3rd, 2017 at 2:00 p.m. in the Town Manager’s office. Please submit three (3) copies to:

Mr. Charles Brown, Town Manager

114 East James Street

Post Office Box 939

Mount Olive, North Carolina 28365

Questions should be addressed to Town Manager Charles Brown at 919-658-9539 or at [manager@townofmountolivenc.com](mailto:manager@townofmountolivenc.com)