



Request for Qualifications  
Preliminary Engineering Report for  
Wastewater Treatment Plant Improvements

Town of Waynesville  
16 South Main Street  
Waynesville, NC 28786

Deadline for Submission  
Friday, November 30, 2018

Town of Waynesville Request for Qualifications  
Preliminary Engineering Report (PER)  
Wastewater Treatment Plant Improvements

The Town of Waynesville is soliciting Statements of Qualification (SOQ) from qualified consultants to provide services associated with preparation and submission of a Preliminary Engineering Report (PER) for its Waste Water Treatment Plant. The Report shall be drafted in accordance with NC DEQ guidelines. It shall be used as the basis for negotiating a Special Order of Consent (SOC) with DEQ and applying for grants and loans with NC Clean Water Management Trust Fund or US Department of Agriculture. The Report shall form the basis for subsequent design, permitting, bidding, and construction administration services for the Wastewater Treatment Plant Improvement Project. The Town will use the PER as a basis for its investigation of the merits of “design/bid/construction” vs “design/build” as it develops the RFQ for the professional services that will carry the project through the remaining phases of the waste water improvement process. The Town has performed two studies of the plant which outline the process and the scope of improvements that may be necessary to comply with its limits. The studies may be viewed by visiting: <http://www.waynesvillenc.gov/Data/Sites/1/media/utek-wwtp-study.pdf> and <http://www.waynesvillenc.gov/Data/Sites/1/media/wwtp-per-mcgill-2018.pdf> .

Firms and individuals interested in providing these services should submit Qualifications Package to the Town of Waynesville, 16 South Main Street, Waynesville, NC 28786 no later than 5:00p.m. on Friday, November 30, 2018.

Packages should be submitted to Robert Hites, Town Manager, by email to [rhites@waynesvillenc.gov](mailto:rhites@waynesvillenc.gov) and three (3) hard copies delivered to the above address.

### **Background**

The Town owns and operates a six (6) mgd waste water treatment plant. Primary treatment was constructed in 1965 with secondary treatment added in 1975. The plant employs anaerobic digestion with methane being expelled into the atmosphere. Class “A” sludge processing facilities were constructed in 1999. Average daily flow for the first eight (8) months of 2016 was 4.13 mgd. The Plant has been experiencing recent compliance issues due primarily to increasingly alkaline discharges from a local industry and the plant’s aging infrastructure. The Town has achieved voluntary compliance with the industry which should decrease the alkalinity of their discharge however the Department of Environmental Quality and the Town are in the process of negotiating a Special Order of Consent (SOC) to provide long term remediation of the plant’s treatment limitations. The PER will serve as a point of departure for the negotiation of the SOC and ultimately the design of a reconstructed facility.

## **Scope of Services**

The scope of services includes, but is not limited to the following:

1. Prepare Preliminary Engineering Report in accordance with Division of Environmental Quality (DEQ) guidelines.
2. Defend findings and answer interrogatories from DEQ staff regarding report.
3. Present findings to Elected Board
4. Present three (3) printed copies of report as well as in electronic form.

## **Statement of Qualifications Contents**

All interested firms should submit the following minimum information to the Town of Waynesville no later than 5:00 P.M. on Friday, November 30, 2018 to be considered for this project.

1. Firm name, address, telephone numbers, contact person and year established.
2. Names of principals of the firm and states in which they are registered.
3. Types of services customarily provided by the firm.
4. Name and resume of key personnel to be assigned to this project.
5. Names of outside consultants, if any, who would be retained to provide services required for this project.
6. Brief description of the firm's experience with similar North Carolina projects over the past ten years. Emphasis should be given to wastewater treatment plant improvements projects.
7. Current fees to include published hourly rates for the firm.

The Engineer's Statement of Qualifications shall be limited to no more than 20 pages, excluding front and back covers and a table of contents. Preference shall be given to those firms that have experience with State Revolving Loan and USDA funded projects.

The Town of Waynesville shall review the Statement of Qualifications and shall select the best qualified firm in their estimation and negotiate a fee for professional services rendered. To be considered, firms shall be appropriately licensed in the State of North Carolina. All qualification statements become the property of the Town of Waynesville upon submission, and the cost of preparing and submitting a qualification statement is the sole expense of the consultant.

### **Evaluation Criteria**

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

1. Understanding of the City's required tasks and needs as demonstrated in the qualifications statement (25 points)
2. Experience with similar North Carolina waste water treatment projects comparable in type, size, and complexity (25 points)
3. Qualifications of the staff in all facets of waste water treatment design, approval and construction assigned to perform the work outlined in this project (25 points)
4. Location of a Western North Carolina regional office and experience with the Asheville office of NC Department of Environmental Quality. (10 Points)
5. Capability to perform the study within a target time of sixty day (10 points).
6. Hourly rate schedule (5 points)

**POINT TOTAL**

**100 points**

### **Submission Requirements**

Qualification Statements must be received by Friday, November 30, 2018 at 500P.M. in the Town's office. Please submit by email to [rhites@waynesvillenc.gov](mailto:rhites@waynesvillenc.gov) and provide three (3) hard copies to:

**Request for Qualifications- Preliminary Engineering Report- Wastewater  
Treatment Plant Improvements  
Robert Hites, Town Manager  
16 South Main Street  
Waynesville, North Carolina 28786**

Questions should be directed to the Town Manager, Robert Hites at 828-452-2491 or at [rhites@waynesvillenc.gov](mailto:rhites@waynesvillenc.gov).

## QUALIFICATION STATEMENT EVALUATION

Name of Firm:  
Location of Firm:  
Contact Person:  
Name of Reviewer:

### Minimum Content Checklist:

#### **Summary:**

- Introductory statement
- Summary of work
- Full contact information (name, address, phone numbers, email, contact person)
- Year firm established & any former names
- Proof of licensure

#### **Capacity to Perform Required Services and Qualifications:**

- Resumes of each Project Team Member

#### **Experience:**

- Relevant projects in last 5 years, Owner's name and contact information
- Name of project
- Location of project
- Detailed description
- Start & completion dates
- Project staff and roles

#### **References:**

- At least three (3) provided
- Job Title
- Phone Number
- E-Mail Address
- Physical Address