

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS-
PROFESSIONAL ENGINEERING AND RELATED SERVICES
MARTIN COUNTY REGIONAL WATER AND SEWER AUTHORITY NORTH CAROLINA**

Background and Infrastructure Overview:

In September 2022, the Martin County Water and Sewer Authority (MCRWASA) applied for funding from the North Carolina Division of Water Infrastructure (NC DWI) to receive assistance to conduct a Partnership Evaluation on behalf Martin County, Towns of Bear Grass, Hassell, Jamesville, Oak City, Parmele, Robersonville, Hamilton, and Williamston. MCRWASA received a letter of intent to fund the Partnership Evaluation from NC DWI on March 27, 2023, in the amount of \$450,000 (ARPA-\$400,000 and SRP-\$50,000). MCRWASA invites your firm to submit a sealed proposal for Professional Services associated with conducting a Partnership Evaluation Feasibility Study.

The Town of Hamilton and Town of Jamesville provide water and sewer services to their citizens. The Town of Robersonville provides water and sewer services to its citizens. The Towns of Everetts and Parmele receive water treatment services from the Town of Robersonville to serve their citizens. The Town of Williamston provides water services to its citizens and is one of two members in the MCRWASA which provides the Town bulk water. Martin County provides water services to its citizens and is one of two members in the MCRWASA which provides the County bulk water which is distributed through two Districts. Water District I serve the Towns of Oak City and Hassell. Water District II serves the Town of Bear Grass along with Griffins and Williams Townships. Asset Inventory Assessments have been done or are in the process of being conducted for each of the entities.

Due to CCPCUA regulations, MCRWASA was formed in 2007 and began planning for a water treatment plant on the Roanoke River. The MCRWASA water treatment plant has the capacity to treat 2.0 million gallon per day (MGD). The plant began distributing water to its wholesale customers, the Town of Williamston, and Martin County, in March of 2016 with an average day production of approximately 0.7 MGD.

Scope of Professional Services:

The MCRWASA is soliciting RFQ's to complete the Partnership Evaluation Study. Engineer shall conduct a Partnership Evaluation study to determine the feasibility of the listed utilities forming a partnership for a sustainable water supply. This study should also reveal any impacts to any entity listed in this study.

1. Kickoff meeting with stakeholders to acquaint them with the selected firm's personnel.
2. Identify stakeholder service areas.
3. Review existing agreements between stakeholders.

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4. Evaluation of all current water systems included within this request for Proposals with review of any available previous water studies conducted for the stakeholders. Review and confirm capacities of stakeholders. Determine adequacy of existing facilities.
5. Determine existing flow data.
6. Determine future customer demands within the service areas of the stakeholders as well as areas adjacent to/abutting existing facilities outside of the stakeholders' service areas.
7. Identify personnel and financial impacts of partnership of stakeholders' facilities.
8. Identify logistical challenges associated with a partnership as they relate to facilities and conveyance, existing and proposed, along with the maintenance required.
9. Identify financial benefits and determine the impact on rates for water service, operating budgets, future debt obligations, any current capital improvement programs.
10. Identify new improvements/facilities along with the cost to implement those improvements/facilities to ensure adequate water pressure and water quality.
11. Review AIA for each stakeholder.
12. Provide updates and invoicing every two months for the duration of the project.
13. Project expected to be completed within 12-18 months after contract begins.
14. Project closeout meeting to deliver and communicate Partnership Evaluation Study to stakeholders. Study shall be delivered on reproducible media. The study shall be made available in pdf format.
15. **Notice is hereby given that the MCRWASA is conducting a qualification-based selection process to retain a proponent for professional engineering services for a Partnership Evaluation Study.** The MCRWASA invites interested firms/teams to submit a written Statement of Qualifications (SOQ) relating to this solicitation. SOQs will be evaluated based on the following five (5) considerations, with a maximum of 20 points issued for each factor for a maximum total of 100 points. The SOQ shall be formatted consistent with the evaluation consideration. The criteria shown under each consideration must be addressed in the SOQ. Consultants may provide additional information as necessary.

Item	Evaluation Criteria	Maximum Points
1.	Project understanding and approach	20
2.	Relevant firm experience	20
3.	Overall Staff Experience	20
4.	Approach to project management	20
5.	Record of consultant	20
TOTAL POSSIBLE POINTS		100

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A. Project Understanding and Approach (20%)

- (1) Understanding of project drivers and success factors
- (2) Approach for the work and to keep the project on schedule
- (3) Pertinent new ideas presented during the selection process
- (4) Description of the consultant team's quality control program

B. Relevant Firm Experience with Water Consolidation Studies (20%)

- (1) Projects of similar size and scope
- (2) References and descriptions of similar projects

C. Overall Staff Experience Proposed for this Project (20%)

- (1) Staffing and resources to perform the work on schedule
- (2) Projects of similar size and scope
- (3) Previous Water Consolidation Studies
- (4) References and descriptions of similar projects

D. Approach to Project Management (20%)

- (1) Knowledge of local conditions relevant to the project
- (2) Proposed project coordination with MCRWASA and team to meet the schedule
- (3) Proposed verification of existing data
- (4) Proposed support of MCRWASA with project team

E. Record of the Consultant (20%)

- (1) Previous record of managing project costs within project budgets
- (2) Previous work successfully similar to this project performed for others.
- (3) Previous record of completing fast-paced complex projects within budget and schedule

Selection Process:

A panel of Partnership Screening Committee will review the SOQs, score them based on the evaluation criteria above and select the best qualified firm based on the total points to enter to negotiations to complete the project. Should negotiations become unsuccessful, the second ranked firm/team will be invited to enter negotiations.

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Contract Execution:

At the conclusion of this LOI/SOQ selection process, the MCRWASA intends to select a firm or a team to enter a contract. The MCRWASA will negotiate with the selected firm/team, to establish a scope and fee for the various tasks associated with the Partnership Evaluation Study Services. Should negotiations fail with the selected firm/team, then the MCRWASA will terminate negotiations with the selected firm and begin negotiations with another firm.

Submittal Requirements:

The following information shall be submitted with the maximum pages noted:

Submission of Statement of Qualification.

Firms are invited to submit a Statement of Qualification (“SOQ”) to the MCRWASA to be received no later than 2:00 PM on May 30, 2023. Submittals received after this deadline will not be considered.

MCRWASA will accept questions regarding the RFQ until 2:00 PM on May 9, 2023. Every attempt will be made to respond by May 16,2023. Questions concerning this advertisement should be directed to Julia Rease, Clerk to the Board for Martin County Government (email) jrease@martincountyncgov.com

SOQs shall not exceed 20-pages, excluding the cover page, table of contents, tabs, resumes, and appendices.

Firms shall submit their statement of qualifications for consideration in .pdf format to Julia Rease, (Clerk to Board of Martin County Government email) jrease@martincountygov.com. Maximum file size for .pdf submission is 25MB. A reply will be sent to

The email address submitting the statement of qualifications to confirm receipt. It is the submitting firms’ responsibility to confirm that MCRWASA has received statement of qualifications via email. If email reply is not received from Julia Rease, Clerk of Board, please call 252-789-4301 before deadline for submission.

All submitted information shall comply with N.C. Gen. Stat. Chapter 143 Article 3D (N.C.G.S. §143-64.31 et seq., the “Mini-Brooks” Act).

Firms submitting Qualifications are encouraged to carefully check submissions for compliance with all the requirements of this RFQ. Qualifications that do not meet ALL the below requirements or sent to any address other than those shown above, will be disqualified. No exception will be granted.

MCRWASA Partnership Evaluation Committee will evaluate each LOI SOQ submittal, based on the specific submittal information requested, and may utilize interviews, reference checks, past performance, etc. to evaluate and rate each submittal.

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Electronic submittals (email) or hard copy submittals shall include the LOISOQ Cover Letter, list of key staff, and project experience in a single pdf with a maximum of twenty (20) pages, in addition to a separate pdf (20-page maximum) of work examples.

Electronic or hard copy submittals are due no later than Thursday, May 30, 2023, at 2 pm.

Due to email file size limitations, firms may provide access to an FTP site for their electronic submittal sites for file download of the LOISOQ and work examples.

MCRWASA intends to finalize the selection process June 2023. Submittals shall be directed to:

Julia Rease, Clerk of Board
252-789-4301
jrease@martincountyncgov.com

US Mail PO Box

MCRWASA
PO Box 668
Williamston, NC 27892

Physical Address

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305 E Main St
Williamston, NC 27892