

**TOWN OF SMITHFIELD
NORTH CAROLINA**



**REQUEST FOR QUALIFICATIONS
AMERICA'S WATER INFRASTRUCTURE ACT
RISK & RESILIENCY ASSESSMENT AND
EMERGENCY RESPONSE PLAN**

RFP NO. 21-002

Statements Due Date:

**August 21, 2020
11:00 A.M.**



LEGAL NOTICE

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR TOWN OF SMITHFIELD AMERICA'S WATER INFRASTRUCTURE ACT RISK & RESILIENCY ASSESSMENT AND EMERGENCY RESPONSE PLAN

REQUEST FOR QUALIFICATIONS

RFP No. 20-001

Pursuant to North Carolina General Statutes 143-129, the Town of Smithfield will receive Letters of Qualifications to conduct a comprehensive America's Water Infrastructure Act Resiliency Assessment and Emergency Response Plan. The intent of the study is to meet requirements of the 2018 America's Water Infrastructure Act by completing the Risk & Resiliency Assessment and the subsequent Emergency Response Plan. The evaluation will be based on a comprehensive review of the Town's source water intake on the Neuse River, the treatment plant and the Town's conveyance system. A selection panel will review and evaluate the qualifications statements and select a single consulting firm for this project.

Copies of the solicitation may be obtained in the Town of Smithfield Public Utilities Department Operations Center, 230 Hospital Road, Smithfield, North Carolina 27577, from 8:30 A.M, until 4:30 P.M., Monday through Friday. An electronic copy of this RFQ can be obtained by sending your request to ted.credle@smithfield-nc.com or may be viewed through the Town's website at <http://gov.findrfp.com/gov/List.aspx?id=31195>. Questions concerning administrative matters should be directed to Ted Credle, at (919) 934-2798.

The Town reserves the right to accept or reject, in whole or in part, such proposals as appears in its judgment to be in the best interest of the Town.

Publication Date: July 31, 2020



**REQUEST FOR QUALIFICATIONS STATEMENT
AMERICA'S WATER INFRASTRUCTURE ACT RISK & RESILIENCY ASSESSMENT
AND EMERGENCY RESPONSE PLAN
FOR TOWN OF SMITHFIELD**

SCOPE OF SERVICES

This Scope of Services will become an integral part of the contract between the Town of Smithfield and the Contractor. The Contractor hereby agrees to provide services and/or materials to the Town pursuant to the provisions set forth below.

- 1.0 **PURPOSE:** The purpose and intent of the Request for Qualifications (RFQ) is to solicit statements of interest from qualified firms to conduct a comprehensive America's Water Infrastructure Act (AWIA) Risk & Resiliency Assessment and Emergency Response Plan (ERP). The intent of the study is to meet the requirements of the AWIA by completing the Risk & Resiliency Assessment and the subsequent ERP. The evaluation will be based on a comprehensive review of the Town's source water intake on the Neuse River, the treatment plant, and the Town's conveyance system.

- 2.0 **BACKGROUND:** The Town desires a private contractor to perform these services to comply with the 2018 AWIA. The Town operates a 6.2 MGD water treatment plant and has a distribution system to serve approximately 13,350 customers. The Town's distribution system consists of 130 miles of distribution piping, 1 ground storage tank, and 3 elevated storage tanks. There is an approved project to create another 1 MGD ground storage tank to be constructed in 2021.

- 3.0 **TOWN DESIGNATED REPRESENTATIVE:**
Mr. Ted Credle
Director of Public Utilities
Town of Smithfield
231 Hospital Road
Smithfield, NC 27577
(919) 934-2798
Ted.credle@smithfield-nc.com

- 4.0 **WORK REQUIREMENTS:** The Contractor is to conduct a comprehensive AWIA Risk & Resiliency Assessment and the subsequent ERP. These two related items shall encompass the following:

Risk and Resilience Assessment Requirements:
 1. The risk to the system from malevolent acts and natural hazards;
 2. The resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including security of such systems) which are utilized by the system;
 3. The monitoring practices of the system;
 4. The financial infrastructure of the system;
 5. The use, storage, or handling of various chemicals by the system; and
 6. The operation and maintenance of the system

The assessment may include an evaluation of capital and operational needs for risk and resilience management for the system. The risk and resilience assessment conducted under this contract shall meet the AWWA J100-10 standard.

Emergency Response Plan Requirements:

No later than six months after certifying completion of its risk and resilience assessment, each system must prepare or revise, where necessary, an emergency response plan that incorporates the findings of the assessment. This plan shall include:

1. Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;
2. Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water;
3. Actions, procedures and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes and construction of flood protection barriers; and
4. Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

Community water systems shall to the extent possible coordinate with local emergency planning committees established under the Emergency Planning and Community Right-to-Know Act of 1986 when preparing or revising an assessment or ERP under AWIA. Further, systems must retain a copy of the assessment and ERP for five years after certifying the plan to the EPA.

- 5.0 **SUBMISSION REQUIREMENTS & MINIMUM QUALIFICATIONS:** The Town of Smithfield will receive written proposals until **11:00 A.M., on AUGUST 21, 2020**. Proposals received after this time will not be accepted.

The Proposal must include all of the information set forth in this Section and other Sections of this RFQ and should be organized and tabbed appropriately. Unnecessary elaborate brochures or other materials beyond those sufficient to present a complete and effective response to this solution are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Therefore, elaborate artwork, expensive paper and bindings, etc., are strongly discouraged.

Respondents shall address the following, as a minimum, and should conform to the numbering system used below:

1. Letter of transmittal, identifying contact person
2. Explanation of approach to a project of this nature.
3. Company background and history.
4. Listing of similar work performed by your firm over the last 3 years.
5. Resume of key team members who will perform the work.
6. Three (3) clients referenced.
7. Include hourly rates for personnel to be assigned in whole or in part to the work.
8. Include schedule for completion of tasks.

Please submit one (1) original and two (2) copies of the proposal including one CD/THUMB DRIVE with a soft copy of your proposal in PDF format readable on Microsoft Operating systems of the above requested information by 11:00 A.M., on AUGUST 21, 2020 to:

Ted Credle, Director of Public Utilities
Town of Smithfield
230 Hospital Road
Smithfield, North Carolina 27577

The responsible Contractor selected will have the following qualifications:

- Must be a Professional Engineering Firm registered in the State of North Carolina; OR a Professional Accounting Firm registered in the State of North Carolina.
- Have at least 10 years of experience in similar economic analysis.
- Have appropriate staff to meet the schedule & workload of this project
- Have experience performing similar analysis work in North Carolina

6.0 **RIGHT TO NEGOTIATE & AWARD:** After the Town's completion of the evaluation process, the Town may elect to initiate contract negotiations with one or more of the selected Contractors. The option of whether or not to initiate contract negotiations rests solely with the Town.

If a selected Contractor fails to provide the information required to begin negotiations in a timely manner; or fails to negotiate in good faith; or indicates they cannot perform the contract within the budgeted funds available for the project; or, if a selected Contractor and the Town after a good faith effort, simply cannot come to terms, the Town may terminate negotiations with that particular Contractor and commence negotiations with any other Contractor.

The Town shall award a contract to the responsible and responsive Contractor whose proposal is determined to provide the best overall value to the Town in accordance with the criteria factors set forth herein.

7.0 **SCHEDULES/TIMELINES:** The initial term of the contract is from October 1, 2020 through December 31, 2021. It is presumed the work will be performed on a continuous basis. The Town is open week days, from 8:00 am through 5:00 pm. The work needs to be scheduled to meet AWIA deadlines, with a final certification deadline for the assessment of June 30, 2021 and the subsequent certification for the ERP to be December 31, 2021.