



NOTICE TO ENGINEERING AND CONSTRUCTION FIRMS
REQUEST FOR PROPOSALS
FOR WASTEWATER COLLECTION SYSTEM PROGRAM MANAGEMENT
AND DESIGN-BUILD SERVICES

July 17, 2015

INTRODUCTION AND PROGRAM SCOPE

Winston-Salem/Forsyth County Utilities, a division of the City of Winston Salem (City), received an information request from the United States Environmental Protection Agency (EPA) per Section 308 of the Clean Water Act in August of 2014. On April 9, 2015, staff received a Notice of Violation in response to the requested information that was sent to the EPA. The Notice of Violation from the EPA stated that enforcement action would not be initiated at this time, however, future enforcement would be determined based on our progress in reducing Sanitary Sewer Overflows (SSOs) over the next two years.

Consequently, the City is soliciting assistance from qualified design-build firms for an overall program approach (Program) to help our collection system operations reduce SSOs and conduct “find and fix” rehabilitation efforts within the wastewater collection system. The selected firm will be expected to develop a Program to include an operation and maintenance optimization plan and develop and implement a “find and fix” capital improvement plan for collection system rehabilitation projects. A recent Wastewater Collection System Master Plan, as well as system data, should be used to develop priorities and strategies for this project.

The City wishes to enter into a five year agreement with the selected firm with the option to renew the contract for another five years. The budget for the Program will be established on an annual basis with the first year budget to be \$3,000,000.

The selected firm should be able to deliver elements of the program using a design-build delivery method as necessary to meet the schedule and budget requirements of the overall program and manage the critical risks of the Program. In accordance with House Bill 857, respondents shall provide additional information about how they will deliver selected projects using a design-build deliver method.

Firms submitting should be a full service engineering firm experienced in wastewater collection, master planning, flow monitoring, design, construction, construction cost estimating, different rehabilitation methods, and PACP rating. Responders should demonstrate their experience with program management services and specific experience.

BACKGROUND INFORMATION

Winston-Salem/Forsyth County Utilities provides sewer service to approximately 96,000 wastewater customers within Forsyth County including the following communities: City of Winston Salem, Clemmons, Lewisville, Kernersville, and surrounding communities. The wastewater collection system is comprised of approximately 1750 miles of sewer lines. The service area includes three (3) sewer basins: Muddy Creek, Salem Creek, and South Fork Creek: flowing to two (2) wastewater treatment plants: Muddy Creek and Archie Elledge and 49 sanitary sewer lift stations. The Archie Elledge Wastewater Treatment Plant is permitted for 30 mgd with a current average flow of 16 mgd. The Muddy Creek Wastewater Treatment Plant is permitted for 21 mgd with a current average flow of 15 mgd.

MINORITY/WOMEN BUSINESS (M/WBE) PROGRAM PARTICIPATION

A **10%** goal for participation by minority/women owned businesses has been established for this request for proposal. A proposer may meet this goal through the participation of M/WBE sub-consultants and/or through his/her own performance on the project if the proposer is a minority/woman owned firm. The 10% goal will be waived if the proposer decides to self-perform all and not enlisted the help of any sub-consultants. If it is the normal practice of the proposer to perform all elements of this type of service with its own workforce and without the use of sub-consultants, the proposer must affirm that if they do employ any sub-consultants during the contract, that they will be subject to the M/WBE goals original established for this request for letters of interest. **“Affidavit A”, attached at the end of this document, must be submitted with your proposal if your firm will employ any sub-consultants on this project. “Affidavit B” – Intent to Perform Contract with Own Workforce, also attached at the end of this document, must be submitted with this proposal only if the proposer intends to perform 100% of the work required for the contract without the use of sub-consultants. If a properly executed affidavit is not submitted, your proposal will not be considered.**

SELECTION CRITERIA

Please do **not** submit fee information with your submittal. The City selects firms to provide professional services based on demonstrated competence and qualification. Once a firm is selected, the City will enter into contract negotiations with that firm; and, as part of that negotiation, will determine a fair and reasonable fee for the services to be provided. The City reserves the right to terminate negotiations with the selected firm(s) and proceed to negotiate with other firm(s) should contract/fee negotiations fail. Once a firm is selected, a detailed scope of services (broken down by specific milestone events/deliverables), and associated fee proposal, and implementation schedule will be refined, agreed to and once signed, will be identified and attached to the City’s standard professional services agreement form.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State. The Engineers performing the work and in responsible charge of the work must be registered in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a proposal. All respondents should provide both North Carolina engineering and contractor licenses. All respondents shall indicate state of residency. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00 per claim. The firm(s) must have an adequate accounting system to identify costs chargeable to the project. The selected firm(s) should have a bonding capacity of up to \$30 million.

All qualified firms who submit responsive proposals will be considered and will be evaluated per the following criteria:

- Years in business (5%);
- Similar work experience (20%);
- Design-build experience (20%);
- Knowledge and familiarity with type of work required (10%);
- Experience of proposed staff to perform specific work required (including any sub consultants) (5%);
- Proposed approach to project. Respondents shall provide an explanation of its project team selection consisting of either a) list of licensed contractors, licensed subcontractors and licensed design professionals the design builder proposes to use on the project, or b) the design-builders strategy for selecting contractors and subcontractors based on the provisions of Article 8 of Chapter 143 of the General Statutes (20%);
- Firms distance from the project site (10%); and
- Firms ability to meet the M/WBE goals, self-perform all work, or submits documentation showing Good Faith Efforts to meet the established goals (10%).

Priority consideration will be given to firms that maintain an office in North Carolina and staffed with an adequate number of employees deemed by the City to be capable of performing a majority of the work required.

All proposals received by the deadline will be opened and evaluated by the selection committee. The selection committee will identify qualified firms based on the above criteria and will reserve the right to hold in-person presentations at the City of Winston Salem in the event it is necessary.

The City reserves the right to request clarification of information submitted and request additional information from one or more applicants. Failure to provide additional information, if requested within a reasonable amount of time, shall be reason for the firm's offer to be considered non-responsive.

The City may cancel or reject proposals at any time prior to an award, and is not required to furnish a statement of reason as to why a particular firm was not deemed to be qualified.

The right is reserved, as the interest of the City may require, to revise or amend the specifications prior to the date set for acceptance of proposals and the acceptance date may be postponed if deemed necessary by the City. Such revisions and amendments, if any, will be announced by an addendum to the specifications.

The City reserves the right to reject any or all proposals, to waive any technicalities in statements received, to negotiate, and to accept the proposal that shall be in the Commission's best interest.

The City of Winston-Salem in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit responses to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

FORMAT FOR SUBMISSION

All proposals should be limited to eighteen (18) pages (unless additional pages are needed to document good faith efforts related to the MWBE goal), including the cover sheet. Proposals containing more than 18 pages will not be considered (unless additional pages are required to document good faith efforts). In order to reduce printing costs and to facilitate recycling, we request that only electronic copies in PDF format be submitted prior to the deadline. The PDF copy should be e-mailed to: courtneyd@cityofws.org.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Courtney Driver. The letter should be no more than two (2) pages and should contain the following information:

- Expression of firm's interest in executing the work;
- Statement that the firm will perform a minimum of 35% of the work;
- Summation of information contained within the proposal, including an email address and telephone number for the firm's contact person along with the business street address.

Section II - Evaluation Factors

This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/sub-consultants qualifications and experience;
- State the number of years the firm has been in business;
- Understanding of project;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within the last seven (7) years.

Section III - Supportive Information

This section is limited to eight (8) pages and should contain the following information:

- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location(s) of the firm's North Carolina personnel and resources to be assigned to the work; and
- Approach to contractor and sub-contractor selection for portions of the work to be delivered using design-build; and
- Other relevant information.

Section IV – M/WBE Affidavit of Minority Participation/Good Faith Efforts:

This section is limited to three (3) pages), unless additional pages are required to show good faith efforts and should contain the following information:

- Fully-executed Affidavit; and
- Any additional backup information showing good faith efforts.

SUBMISSION DEADLINE AND PROCEDURE

Firms are invited to submit letters of interest for providing the requested engineering services to the City by **2:00 P.M. on Friday, August 28, 2015**. Proposals submitted after this deadline will not be considered. The submittal, in PDF format, should be submitted to Courtney Driver, to the following email address: courtneyd@cityofws.org.

Firms submitting proposals are encouraged to carefully check them for conformance to the requirements stated above. If proposals do not meet these requirements, they will be disqualified. No exception will be granted.

All questions regarding this Request for Proposals (RFP) must be emailed to Courtney Driver at courtneyd@cityofws.org no later than August 14, 2015. Questions along with appropriate responses will be distributed via email to all responding firms.

Any Addenda to the RFP will be posted on the City of Winston Salem's website at <http://www.cityofws.org/departments/finance/purchasing/bids> no later than August 17, 2015.

Notification will be given to those firms not selected by e-mail.

AFFIDAVIT A

MINORITY PARTICIPATION/GOOD FAITH EFFORTS

Project: _____

A 10% goal for participation by minority/women owned businesses has been established on this proposal. A proposer may meet this goal through the participation of M/WBE sub-consultants and/or through his own performance on the project if the proposer is a minority/woman owned firm. Please list below all M/WBE firms to be used on this proposal.

Affidavit of _____
(Name of Proposer)

I hereby do certify that this documentation is a true and accurate representation of my MWBE participation and my good faith efforts. (Attach additional sheets if required).

Minority Firm Name City-State	Phone Number	Minority Category*	Type of Work	Percent of Project Work
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* Minority Categories: Black, African American (B), Hispanic (H), Asian American (AA), American Indian (AI), Female (WF), Socially and Economically Disadvantaged (SE), and Disabled (D).

If the established 10% goal for participation by minority/women owned businesses is not achieved, the proposer must provide, with the proposal, the following documentation to the Owner of his Good Faith Efforts to meet the goals set forth in these provisions.

Examples of documentation include, but are not limited to, the following evidence.

✓	Description	Points	Awarded Points
_____	(a) Did your firm advertise in general circulation, professional association, or minority focus media concerning subcontracting opportunities? NOTE: A consultant must advertise in all three mediums to receive full value for this item).	15	_____
_____	(b) Did your firm provide written notice to a reasonable number of specific M/WBE firms that their interest in the contract is being solicited, at least 10 days before proposals are due to allow M/WBE firms time to participate? Please provide a copy of the solicitations sent to at least 3 minority firms from the source list provided by the owner for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall include a specific description of the work to be subcontracted, location where the RFP can be reviewed, and name of representative of the lead consultant.	15	_____

AFFIDAVIT A

GOOD FAITH EFFORTS (continued)

✓	Description	Points	Awarded Points
_____	(c) Did you follow up initial solicitation of interest by contacting M/WBE firms to determine with certainty whether the M/WBE firms are interested? Please include telephone log of follow up calls you made to confirm interest.	10	_____
_____	(d) How did your company identify and select portions of the work to be performed by M/WBE firms in order to increase the likelihood of M/WBE participation? Please provide a copy of documentation where this information was included.	15	_____
_____	(e) What services were used from the City of Winston-Salem's M/WBE office; available minority community organizations; minority contractors' groups; local, state, and federal minority business assistance offices; and other organizations that provide assistance in the recruitment and placement of M/WBE firms? Please provide a copy of this documentation. Note: A proposer must utilize at least two agencies to receive full value.	10	_____
_____	(f) Did your company negotiate a joint venture or partnership arrangement with minority firms to increase opportunities for minority participation when possible? Please provide copy of any documentation (could be included in Solicitation Letter) advising M/WBE firms what type assistance was available or outlining any other steps taken to fulfill this requirement.	10	_____
_____	(g) Did your company provide quick pay agreements and policies to enable minority contractors and suppliers to meet cash flow demands? What procedures were initiated to fulfill this requirement and how were the M/WBE firms informed of this assistance? Note: A proposer can receive up to 5 points for offering; 10 points for implementation.	15	_____
Total Points		90	_____

NOTE: A proposer must accumulate at least **55 points** to demonstrate a “**Good Faith Effort**” was made. Partial points may be awarded when the complete requirement of an item is not met.

AFFIDAVIT A

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GOOD FAITH EFFORTS (continued)

Date: _____ Name of Officer: _____

Signature _____

Title _____

State of North Carolina, County of _____ subscribed and sworn before
me this _____ day of _____, 20 _____

Notary Public _____ My commission expires _____

SEAL

AFFIDAVIT B

INTENT TO PERFORM CONTRACT WITH OWN WORK FORCE

County of _____

Affidavit of _____
(Name of Firm)

I hereby certify it is our intent to perform 100% of the work required for the contract:

(Name of Project)

In making this certification, the Proposer states:

- That the proposer does not customarily subcontract elements of this type project,
- Normally performs, has the capability to perform, and will perform all elements of the work on this project with his/her own current work force; and,
- Agrees to provide any additional information or documentation requested by the City of Winston-Salem in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Proposer to the commitments herein contained.

Date: _____ Name of Officer: _____

Signature _____

Title _____

State of North Carolina, County of _____ subscribes and sworn before me

this _____ day of _____, 20____

Notary Public _____ My commission expires _____

SEAL

In the event the Proposer does not self-perform 100% of the work, the contract will be subject to the M/WBE goals originally established for this project, as well as, good faith efforts and documentation requirements of this program.