



## REQUEST FOR QUALIFICATIONS (RFQ #25-050)

### PLANNING AND ENGINEERING DESIGN CONSULTING SERVICES FOR THE PONDEROSA SANITARY SEWER IMPROVEMENTS

April 9, 2025

#### **I. Project**

The Wake County Facilities Design & Construction Department and General Services Administration of Wake County, North Carolina are soliciting qualifications from professional design consulting firms for services associated with the design and construction of the Ponderosa Sanitary Sewer Improvements Project. The selected consultant will provide services including land surveying, design, permitting, bidding and construction administration.

#### **II. Ponderosa Wastewater Treatment Facility (WWTF) Background**

The Ponderosa Subdivision is a residential development located north of Wendell, in Wake County, North Carolina. Construction of the subdivision began in 1972, with 67 units constructed over the next decade. All residences were originally served by traditional septic systems. By 1985, many septic systems had failed with no options for repair due to hydraulic overload and soil conditions.

In 1989, Wake County constructed an on-site wastewater treatment facility to replace the standard septic systems throughout the subdivision. The facility consisted of a lined wastewater lagoon, 67 Septic Tank Effluent Pumping (STEP) units, approximately 7,055 linear feet of 1.5-inch force main, 2,130 linear feet of 2-inch force main and 890 linear feet of 3-inch force main, 7.8 acres of wetted spray field (divided into five fields, each with monitoring wells) and 66 fix mounted irrigation sprinklers.

The Ponderosa Wastewater Treatment Facility and STEP systems are approaching the end of their useful life and Wake County has implemented a plan to replace the system.

#### **III. Project Summary**

The proposed Ponderosa Sewer Improvement Project includes the construction of a new 25,000 gpd sanitary sewer lift station and approximately four miles of force main to tie to the existing City of Raleigh sanitary sewer collection system. The project will also construct approximately 6,000 linear feet of gravity sewer throughout the subdivision. Construction of the lift station and force main will result in the abandonment and removal of the existing wastewater lagoon and irrigation fields. Construction of the gravity sewer collection system will result in the abandonment of the septic tanks, pumps and force mains (STEP systems) serving the 67 homes. The project will require both permanent easements and temporary construction easements.

#### **IV. Project Budget**

The estimated total budget to complete this project, including professional fees and construction, is \$11.6 Million. Funding for this project is included in the approved Capital Improvement Program (CIP).

#### **V. Project Scope of Services:**

Wake County government hereby requests proposal packages from professional consultant firms for providing all services required to satisfactorily complete the full design, permitting, bidding and construction administration. The consultant shall take the lead project management role of the team. It is anticipated that the project will take 12-18 months to complete full design and permitting. The scope of work associated with completing the full design includes but is not limited to:

1. Due Diligence and Finalizing Force Main Alignment (Schematic Design)
  - Review of the preliminary force main alignment developed by Wake County. This will include impacts to existing features including environmentally sensitive areas, North Carolina Department of Transportation (NCDOT) right of way, public utilities, adjacent properties, and vegetation. Provide recommended alignment for approval and to begin full design documents.
2. Meetings and Project Coordination
  - Conduct regular meetings with Wake County, Core Team members, municipal stakeholders, and NCDOT. Conduct community information meetings.
3. Cost Estimating
  - Develop cost estimates through the major design stages of the project.
4. Environmental Consulting
  - Provide environmental evaluation for the project area. Identify and provide information regarding flora, fauna, and historical data to identify naturally sensitive environmental areas. Obtain approvals for any permitting including USACOE, NC DEQ and NEPA as required.
5. Surveying
  - Coordinate and execute all surveys and easements required for the design and permitting of the project.
6. Flood and Hydrology Studies
  - Provide services for any flood and hydrology studies related to required permitting for the project. Obtain approvals for any required permitting.
7. Geotechnical Evaluation
  - Coordinate and execute all geo-technical work required for the design and permitting of the project.
8. Landscape Architecture
  - Identify and work toward preserving significant vegetation and environmentally sensitive areas along the alignment.

9. 40% Design Documents (Design Development)

- Provide design plans including but not limited to existing conditions, preliminary force main and gravity sewer alignments (horizontal and vertical), preliminary lift station design, grading, erosion control, utility plans, landscape plans, lagoon and irrigation field abandonment, project details and project manual with technical specifications. Plans to be developed meet standards of applicable authorities having jurisdiction.

10. 100% Construction Documents

- Provide final construction document design plans, specifications and bid ready documents including but not limited to final horizontal and vertical force main and gravity sewer alignments, lift station, lagoon and irrigation field abandonment, grading, stormwater, erosion control, and final site details. Include landscape plans and details. Plans to be developed to meet standards of applicable authorities having jurisdiction.

11. Permitting

- Submit applications and seek approval for all applicable permits as necessary for construction.

Upon satisfactory completion of the final design and permitting phases, additional future assignments will be by separate amendment, and may include bidding services, construction oversight services, and project close out.

**VI. Project Schedule**

<b>Task/ Activity</b>	<b>Completion Date</b>
RFQ Published and Distributed	April 10, 2025
Pre-Submittal Meeting ( <b>On-Site at 9AM</b> )	April 24, 2025
Deadline for Respondent Questions in writing ( <b>4 PM</b> )	April 29, 2025
<b>Proposal Submission Deadline (2:00 PM)</b>	<b>May 7, 2025</b>
Selection Committee meeting to determine short list	May 21, 2025
Selection Committee presentation/interviews sessions	June 2-6, 2025
Firm Selection	June 9, 2025

**VII. Consultant Qualifications**

The consultants' staff proposed to be assigned responsibilities on this Project must be experienced in all aspects of the project assignment as described herein; and have a proven capability to effectively and efficiently manage a project of this complexity to produce design plans that meet the needs and goals outlined by Wake County.

## **VIII. Qualifications Submission Requirements**

Submittal shall be provided on 8½" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The package shall not exceed (40) pages single-sided or twenty (20) pages double-sided (front/back covers, Table of Contents and Tab pages are excluded from these totals). Complete responses to each of the following categories are required

### **A. Organization:**

1. Letter of Interest identifying all firms proposed for the team, including the organizational chart and contractual relationship between the principal and associate firms. Discuss the responsibilities to be fulfilled by each design team member who will be assigned to the project.
2. Provide detailed resumes and list of completed projects for staff proposed.
3. Acknowledgement of any RFQ addenda (if any) posted on the County's RFQ website.

### **B. Qualifications and Experience:**

1. Summary of at least three (3) *similar* sanitary sewer design and construction projects for which the consultant was responsible. Each of the project summaries shall include the following:
  - a. Description of the project including size, scope and facilities provided.
  - b. Description of services rendered by consultant.
  - c. Degree of involvement (principal or associate).
  - d. Associate firms involved and their assigned responsibilities.
  - e. Key Principal, Project Manager and associate staff involved, along with their assigned responsibilities.
  - f. Brief summary of client's program along with key elements and how the consultant addressed them.
  - g. Project references including names, addresses and telephone numbers.

### **C. Project Approach and Project Management:**

1. Demonstrate your understanding of, and ability to complete all aspects of the project. Provide a detailed description of how you propose to analyze and approach this project. Include discussion of proposed processes, methodologies, and techniques.
2. Explain the process you would use for key Wake County staff, stakeholder and public input and participation in the development and finalizing the design.
3. Explain the management tools, techniques, and procedures your firm will use to maintain the project schedule.
  - a. Provide a preliminary schedule for completion of proposed tasks
4. Describe the tools your team uses to develop accurate, preliminary cost estimates.

5. Provide a listing of projects currently underway and schedule for completing them. Include a chart demonstrating the availability of each team member to work on this project.
6. Explain why you believe your firm is the most qualified firm to provide the requested services for this Project.

**D. Additional Information:**

1. Submit an hourly billing rate schedule for all personnel who will work with the County in providing professional services required for this project.
2. Provide a statement that the firm will provide insurance coverage as specified in the Wake County Standard Professional Services Agreement. (See Section XV).
3. Provide a statement and any information that identifies any lawsuits and administrative claims that the firm has been a party to in the last (5) years.

**IX. Selection Process**

The Wake County Board of Commissioners has established a policy to be followed in selecting professional consultants. This policy is for the purpose of ensuring that consultants are selected in a fair and uniform manner, that those selected for work are qualified and experienced in providing the desired services, and to ensure that every qualified consultant has the opportunity to be considered for providing professional services for the Project. The process for the Project will involve three stages:

**Stage One: Request for Qualifications**

The initial phase has commenced with the establishment of a Selection Committee. A Request for Qualifications Package is being sent to firms identified on the County's current "Capital Improvement Program - List of Design Consultants" who have previously expressed interest in being considered for providing services for this type of project. Upon receipt of the packages from respondents, Selection Committee members will review and select "short-list" firms for further consideration who appear to be most favorable to provide services for the Project.

**Stage Two: Interviews**

Separate interview sessions will be scheduled with the "short-listed" firms to permit Selection Committee members to further evaluate each firm's qualifications and proposal. Promptly after the interviews, the Selection Committee will make their selection and written recommendations for approval.

**Stage Three: Contract Negotiations**

The Facilities Design & Construction Office will begin negotiations with the selected design team. In the event negotiations of specific contract terms, conditions and fees prove unsuccessful with any firm, FD&C will collaborate with the Selection Committee on selection of another firm with which to begin negotiations.

**X. Evaluation Criteria**

- A. The following criteria will be the basis on which consultants will be selected for further consideration:
1. Specialized or appropriate expertise of the **design consultant firm(s)** for this particular type of project.
  2. Organization chart and expertise, skills, and qualifications of **design team personnel**, including the Project Manager, proposed for the project.
  3. Proposed project approach for this type of park design project.
  4. Past performance of the design consultant team on similar projects.
  5. Current workload and adequate staff of the proposed team for the project.
  6. Proximity to and familiarity with the area.
  7. Consultants proposed hourly rates for professional services.
  8. Compliance with the proposal format requirements.

**XI. Submission of Qualification Packages**

**Seven (7)** complete proposal packages and (1) digital version in a commonly accepted format such as Portable Document Format (.pdf), must be received at the following address ***before 2:00 PM EST on Wednesday, May 7, 2025***, at the following location:

Wake County General Services Administration  
401 Capital Blvd., Raleigh, NC 27602 (Delivery Address)  
Post Office Box 550, Raleigh, NC 27602 (Mailing Address)  
Attention: Mark Hamlett, PE  
Deputy Director  
Phone: (919) 856-6369  
Email: mark.hamlett@wake.gov

**XII. General Comments**

- A. Any cost incurred by respondents in preparing or submitting a proposal for the Project shall be the respondents' sole responsibility.
- B. All responses, inquiries or correspondence relating to this RFQ will become the property of Wake County when received.
- C. Please refer to the following website for a copy of the Request for Qualifications and any other related material.

<http://www.wakegov.com/finance/business/rfp/Pages/bids.aspx>

- D. Respondents are requested to refrain from contact with the selection committee members. Any questions regarding the RFQ should be directed in writing / email to the Wake County General Services Administration Deputy Director, Mark Hamlett. If a question of general concern is asked by any firm regarding this RFQ, a copy of the written response will be posted via addendum, to the Wake County Finance website where the RFQ is listed.
- E. Wake County has the sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications and to cancel the process at any time prior to entering into a formal agreement. The County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualification.
- F. By submission of a response, the Consultant agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Vendor's services, or (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by Wake County. Consultant shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the County, in consultation with legal counsel, may reject their proposal.

### **XIII. Confidentiality of Documents**

In general, documents that are submitted as part of the response to the Request for Qualifications will become public records and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the design consultant firm follows procedures prescribed by those statutes and designates a document "confidential" or "trade secret", the County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.

If the County determines that a document that the consulting firm designated "confidential" or "trade secret" is not entitled to protection from public disclosure, the County will provide notice of that determination to the contact person designated by the Consultant, in any reasonable manner that the County can provide such notice, at least five business days prior to its public disclosure of the document. If the Consultant does not designate anyone to receive such notice, or if, within five business days after the designated person receives such notice, the Consultant does not initiate judicial proceedings to protect the confidentiality of the document, the County will not have any obligation to withhold the document from public disclosure.

By submitting to the County a document that the Consultant designates as "confidential" or "trade secret", the design Team agrees that in the event a third party brings any action against the County or any of its officials or employees to obtain disclosure of the document the Consultant will indemnify and hold harmless the County and each organization's affected officials and employees from all costs, including attorney's fees incurred by or assessed against any defendant, of defending against such action. The Consultant also agrees that at the County's request the Design Team will intervene in any

such action and assume all responsibility for defending against it, and that the Consultant's failure to do so will relieve the County of all further obligations to protect the confidentiality of the document.

**XIV. Attached Exhibit**

- Ponderosa Force Main Preliminary Alignment
- Ponderosa Gravity Sewer Preliminary Alignment

**XV. Additional material available on the Wake County RFQ Website**

- Wake County Standard Professional Services Agreement

**XVI. Notice of Wake County – Electronic Contracting Processes**

All Wake County contracts are now executed and processed electronically. The successful consulting firms must register as a Wake County vendor to start the electronic contract process. The County will contact the consulting firm and offer instructions on how to register as a vendor or update their existing vendor registration info if needed, including updating their Certificate of Insurances. Contracts will then be transmitted via DocuSign for signing, attesting, and execution.