

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS-  
PROFESSIONAL ENGINEERING AND RELATED SERVICES  
CITY OF DUNN, NORTH CAROLINA**

City Demographics and Infrastructure Overview:

In September 2020, the City of Dunn made application to the North Carolina Division of Water Infrastructure (NC SWI) to receive funding assistance to conduct a Merger/Regionalization Feasibility Study. It is anticipated that the NC DWI will offer the grant to the City in the amount of \$50,000 to conduct the study. The City invites your firm to submit a sealed proposal for Professional Services associated with conducting a Merger/Regionalization Feasibility Study. The City of Dunn has a population of approximately 9,549 and is located approximately thirty (30) miles southeast of Raleigh, NC. Dunn is in Harnett County and has a diverse commercial base consisting of local and national companies. The City is a full-service municipality and currently operates and maintains sixty-five (65) miles of streets, one hundred fifteen (115) miles of water distribution system, eighty-eight (88) miles of sewer collection system, a 3.75 MGD Sewer Treatment facility, and an 8 MGD Water Treatment Facility.

The City's water plant is in need of replacement due to its age of over 50 years. Therefore, the City is looking to determine the most appropriate size of a proposed plant based on the regional needs of the area.

Scope of Professional Services:

The City of Dunn Public Utilities Department is soliciting RFQ's to complete the study. Engineer shall conduct a Merger/Regionalization Feasibility Study to determine the impact of a merger of the water providers within an undetermined service area with consideration focused on Cumberland County, Johnson County and other areas that are immediately surrounding the City and Interstate 95 Corridor.

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.
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 bounds of the stakeholders' service areas.
7. Identify personnel and financial impacts of consolidation of the stakeholders' facilities.

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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. Should existing facilities be determined inadequate to handle current/future needs, study shall identify new facilities along with the cost to implement those facilities.
11. The study should include maps with general locations of existing service areas and any proposed improvements/merger facilities.
12. Study shall be delivered on reproducible media. The study shall be made available in pdf format.

**Notice is hereby given that the City of Dunn is conducting a qualification-based selection process to retain a proponent for professional engineering services for a Merger Regionalization Feasibility Study.** The City of Dunn invites interested firms/teams to submit a written Statement of Qualifications (SOQ) relating to this solicitation. Proponents are invited to review the information and to submit their SOQ in accordance with the criteria established within this RFQ. A Project Screening Committee will evaluate firms'/teams' qualifications and experience with similar projects. The City will rank the submittals and create and select the best qualified firm/team. The firms/teams determined to be best qualified through review of the submitted SOQs will be invited to interview with a project committee and the firm/team being most qualified will be selected for negotiations to complete the project. Should negotiations become unsuccessful, the second ranked firm/team will be invited to enter negotiations.

Selection Process:

Evaluation and selection of firms will be a Qualification Based Selection process in accordance with the Mini-Brooks Act (NCGS 143-64.31). The price will NOT be considered in the qualifications-based selection phase. A variety of factors will be used in the selection of qualified engineering firms including, but not limited to:

- Specific experience to the items outlined above
- Availability of qualified staff to perform the work
- Previous performance with respective project delivery, particularly schedules and budgets
- Approach to providing excellent customer service, through effective communication, coordination, and management of projects, especially schedules and budgets

Contract Execution:

At the conclusion of this LOI/SOQ selection process, the City intends to select a firm or a team to enter a Contract. The City will negotiate with the selected firm/team, to establish a scope and fee for the various tasks associated with the MRF Study Services. Should negotiations fail with the

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selected firm/team, then the City 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:

- A Cover Letter/Letter of Interest/ Statement (5 pages maximum) that states the firm's interest and expertise in one or more of the specific categories listed above that briefly describe which services that are provided by the firm, when the firm was founded, number of employees, office locations, including any proposed sub-consultants with like information. Minority business firms are encouraged to submit Statements of Qualifications.
- A list of key staff /sub-consultants proposed for project assignment, including the Principal in Charge, Project Manager/Engineer, Construction Administrator, Sub-Consultants, etc. This should include overall experience, tenure with the firms/subs, certifications/ licenses, and areas of expertise (10 pages maximum – 1 page per person/sub-consultant).
- Related Project Experience comprised of five (5) recently completed municipal projects (preferably related to similar studies), including client/reference contact information, brief project description, initial & final project budget, & fees. (5 pages maximum- 1 page per project).
- Proponents shall provide a description of their approach to Study, including any information that may differentiate your team. Your approach should include (not necessarily in this order), at a minimum, the following: Technical approach, Project management approach, including assigning personnel (person-loading) to a project of this size, duration, and how such relates to the proposed scope of services (including sub-consultants), Budget and schedule control, Quality management and expectations of City Public Utilities during this process
- Maximum LOI SOQ submittal document size is twenty (20) pages.

A group of key City staff will evaluate each LOI SOQ submittal, based on the specific submittal information requested, and may also utilize interviews, reference checks, past performance, etc. to evaluate and rate each submittal. It is anticipated that multiple firms will be selected.

Submittal Format/Deadline and Selection Schedule:

Questions related to the RFQ shall be submitted by email to [hadams@dunn-nc.org](mailto:hadams@dunn-nc.org) no later than October 9<sup>th</sup>, 2020. Every attempt will be made by the City to respond by October 16<sup>th</sup>, 2020.

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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 Friday, October 30<sup>th</sup>, 2020, at 3 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.

The City intends to finalize the selection process by January 2021.

Submittals shall be directed to:

Tammy Williams, City Clerk  
910-230-3500 (Office)  
[twilliams@dunnnc.org](mailto:twilliams@dunnnc.org)

US Mail

City of Dunn  
PO Box 1065  
Dunn, NC 28335

Physical Address

City of Dunn  
401 East Broad Street  
Dunn, NC 28334