

*Wayne Water Districts*  
*P O Box 1583*  
*Goldsboro, NC 27533-1583*

*(919) 731-2310 (Office)*  
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**REQUEST FOR QUALIFICATIONS  
WAYNE WATER DISTRICTS**

**PROFESSIONAL SERVICES FOR  
ASSET INVENTORY ASSESSMENT PROJECT  
WATER SYSTEM**

**A. GENERAL**

Wayne Water Districts (WWD), which consists of 5 individual water service districts, recently received notice of intent to award grants for each district from the NC Department of Environmental Quality-Division of Water Infrastructure to conduct an Asset Inventory Assessment Project for each district's public drinking water system.

WWD provides water service to approximately 22,000 residential and commercial users located within all of the 5 water service districts. WWD's primary water supply is groundwater wells with supplemental supply provided by interlocal purchase agreements with the City of Goldsboro. WWD's water system consists of approximately 935 miles of distribution piping ranging in diameters from 2" - 16", twenty-four (24) finished water wells, thirty-eight (38) raw water wells, fourteen (14) booster pump stations and sixteen (16) elevated storage tanks. WWD desires to have an updated evaluation of the overall water system performed generating a comprehensive and prioritized list of all potentially needed capital improvements.

WWD is soliciting Statements of Qualification from engineering consultants interested in providing services for the project. WWD intends to select a qualified consultant to do the following: update GPS survey and GIS mapping for the water infrastructure inventory; update the Hydraulic Model of the water system and perform Analysis of existing and future conditions; update Asset Inventory Assessment, 10-year Capital Improvements Plan (CIP), and Water Asset Management Plan (WAMP) for the water system's primary components based on current conditions; and perform a Water User Rate Study. A general scope of services is listed below in Section B below.

**B. SCOPE OF SERVICES**

- 1. Update Water System Inventory:**
  - a. Conduct survey locating new system valves and hydrants.

- b. Update the existing digital file of the water system utilizing ArcGIS software.
- c. Populate attributes for pipeline diameters and materials.
- d. Deliver and review ArcGIS digital files to WWD staff for use at its sole discretion.

**2. Update Hydraulic Modeling and Analysis**

- a. Review existing water system drawing files and update hydraulic model of distribution system including tanks, pumps, system interconnects, etc.
- b. Calculate usage for users from data furnished by WWD to allocate consumption in the model.
- c. Review water production and billing records, calculated distribution losses and allocate in the model.
- d. Calibrate model through field flow testing.
- e. Run current situation scenario (average and maximum day) and map pressure deficient areas.
- f. Run current fire flow scenario, map pressure deficient areas and recommend improvements.
- g. Review existing scenarios with WWD staff.
- h. Determine future scenario criteria, project and distribute based on growth patterns.
- i. Run future scenarios (average and maximum day) and map pressure deficient areas.
- j. Run future scenario with recommended improvements to resolve identified future deficiencies.
- k. Run fire flow for future scenario with recommended improvements and map recommended improvements.
- l. Prepare preliminary cost opinions for needed improvements.
- m. Draft updated Hydraulic Analysis Report and review with WWD staff.
- n. Finalize Report based on review comments received.
- o. Deliver digital document in editable format.

**3. Update Water System Asset Assessment, Capital Improvement Plan (CIP) and Water Asset Management Plan (WAMP):**

- a. Review system documentation.
- b. Perform field inspections as required of system assets.
- c. Conduct interviews with WWD staff to acquire institutional knowledge as required.
- d. Facilitate criticality assessment and risk analysis with WWD staff.
- e. Assess condition of critical assets.
- f. Document criticality assessment, risk analysis and condition of system critical assets.
- g. Evaluate and make recommendations for system needs to address criticality/risk and other considerations.
- h. Prepare cost opinions for recommendations.
- i. Develop draft recommendations from the assessment and Hydraulic Analysis for 10-year CIP for incorporation into WWD's overall CIP.

- j. Review draft CIP with WWD staff and incorporate requested revisions into the final document.
  - k. Develop a draft updated WAMP for WWD's water system incorporating at a minimum:
    - i. Utility overview
    - ii. Asset management approach
    - iii. Asset inventory summary
    - iv. Asset assessment
    - v. Recommendations & cost opinions
    - vi. Financial planning
    - vii. Operation & Maintenance
  - l. Review draft WAMP with WWD staff and incorporate requested revisions.
  - m. Present CIP and WAMP to each of the five (5) water district boards.
  - n. Deliver hard copy and digital files of CIP and WAMP to WWD for use at its sole discretion.
3. **Water User Rate Study (WURS):**
- a. Evaluate water records for productions and consumption.
  - b. Review WWD's budget for revenues and expenses.
  - c. Evaluate non-use related revenues.
  - d. Determine net revenues to be recovered.
  - e. Evaluate average cost per 1000 gallons consumed.
  - f. Evaluate/determine equivalent users by meter size
  - g. Review water tap fees.
  - h. Determine fixed and variable charges.
  - i. Summarize computations and fee recommendations in final report.
  - j. Review report and recommendations with WWD staff.

## C. CONTENTS OF QUALIFICATIONS

- 1. Name of firm.
- 2. Person authorized to provide information and negotiate contracts.
- 3. Location of offices. If more than one, indicate office from which work will be performed.
- 4. Brief history of firm.
- 5. Firm employment profile.
- 6. Project experience. Provide a minimum of five (5) projects illustrating experience similar to the proposed project including conducting utility inventory for GIS mapping, preparation of hydraulic models, assessment of water utility assets, preparation of capital improvements plans, preparation of public utility asset management plans, and water/sewer user rate studies. Include general project description, types of engineering services performed and client contact information.
- 7. List of key personnel to be directly involved in the project, as well as a brief description of their responsibilities. Include a brief resume for key personnel, including specific relevant project experience.

8. Brief project approach.
9. Hourly rate schedule for project personnel, including travel, overhead and miscellaneous expenses. In accordance with NCGS 143-64.31, DO NOT INCLUDE Lump Sum or Not-to-Exceed price for services.

#### **D. EVALUATION CRITERIA**

1. Consultant selection shall be conducted in accordance with NCGS 143-64.31. Statements of Qualification received by the deadline and prepared in accordance with RFQ instructions will be reviewed to determine the level of service considered most advantageous to WWD.
2. WWD will select the consultant considered best qualified to provide the desired level of service, with consideration for the long-term interest of WWD efforts based on demonstrated competence and qualifications without regard to fee other than unit price information.
3. After selection of the best qualified consultant to meet WWD's needs, WWD shall negotiate a fair and reasonable fee with the consultant for the desired level of service.
4. Proposals will be reviewed and evaluated by WWD staff familiar with the existing facilities, in accordance with the following criteria:
  - a. General Qualifications, Competence & Reputation of Firm *(40 points)*
    - Age, size, staff qualifications and stability of firm
    - Projects to illustrate competence in providing similar applicable services for public water or wastewater utility enterprise
    - Availability of staff to handle the project
    - Reputation with previous clients
  - b. Experience of Involved Staff *(40 points)*
    - Experience with similar type improvements
    - Key personnel – roles and experience
    - Subconsultants, if any
  - c. Ability to Address Local Needs *(40 points)*
    - Grasp of project requirements
    - Project approach/methodology
    - Demonstrated understanding of asset assessment and prioritization of system needs.
    - Familiarity with WWD's existing water system and system needs.
  - d. Availability *(20 points)*
    - Ability to provide access to qualified project team members on a continual basis
    - Ability to commit available resources to the project
  - e. Hourly Rate Schedule *(10 points)*
    - Do not include a lump sum or not-to-exceed price
    - Rates indicative of experience and capabilities

#### **E. SUBMISSION INFORMATION**

1. Responses may be double-sided and are limited to a total of 20 pages, excluding cover, cover letter and table of contents which may or may not be provided at the

discretion of the respondent. Font size shall not be smaller than 10-point. Respondents are requested not to include other generalized marketing information as a part of the submittal documents.

2. Three (3) copies of the Statement of Qualification must be received by **Monday, October 3, 2022 at 5:00 P.M.** in the office of the District Manager. Facsimile and electronic submissions are not acceptable.
3. Statement of Qualification must be in a sealed envelope marked “Statement of Qualifications for Wayne Water Districts, Professional Services for Water System Asset Inventory Assessment Project”.
4. Proposals may be mailed to:  
Mr. Larry Bridges, District Manager  
Wayne Water Districts  
PO Box 1583  
Goldsboro, NC 27533  
or hand delivered to:  
Mr. Larry Bridges, District Manager  
Wayne Water Districts  
3600 Commercial Dr.  
Goldsboro, NC 27534
5. Questions should be addressed to:  
Mr. Larry Bridges, District Manager  
larry@waynewaterdistricts.com  
Phone: (919) 731-2310 ext. 234

**F. WWD IS AN EQUAL OPPORTUNITY EMPLOYER AND INVITES THE SUBMISSION OF PROPOSALS FROM SMALL, MINORITY, WOMEN-OWNED FIRMS AND HISTORICALLY UNDERUTILIZED BUSINESSES.**