

# **Water and Sewer Authority of Cabarrus County**

## **Inflow and Infiltration Study**

### **Request for Qualifications**

**RFQ Announced: October 26, 2023**

**SOQ Due: November 29, 2023**

The Water and Sewer Authority of Cabarrus County (hereinafter called “WSACC”, or “Owner”) invites engineering consulting firms (hereinafter called “Consultant”) having sufficient experience in providing consulting services as related to the study of inflow and infiltration (I/I) in wastewater collection systems.

This Request for Qualifications (RFQ), and the anticipated associated project, is for the evaluation of I/I in the WSACC wastewater collection system and resulting from other tributary collection systems. WSACC currently owns and operates its own wastewater collection system, and WSACC member jurisdictions and Charlotte Water own and operate tributary collection systems.

#### **Scope of Work**

WSACC owns and operates the Rocky River Regional WWTP (RRRWWTP), Muddy Creek WWTP (MCWWTP), several associated pump stations, and an extensive network of larger-diameter collection system lines. The RRRWWTP is currently permitted for a monthly average flow up to 26.5 million gallons per day (mgd), with expansions in progress to take the RRRWWTP to a permitted monthly average flow up to 34 MGD. The MCWWTP is currently permitted for a monthly average flow up to 300,000 gallons per day (gpd). WSACC is requesting statements of qualifications (SOQs) from qualified firms interested in providing a study of I/I into the WSACC collection system, including identification of projects to minimize I/I in the WSACC collection system overall. This effort will include use and updates of a hydraulic model of the WSACC collection system recently developed as part of the Master Plan effort, resulting in estimation of I/I quantities and development of a prioritized list of projects recommended for further reduction of I/I. One signed SOQ and six copies, all bound, in addition to one electronic copy in searchable PDF format (provided on CD or flash drive), are to be submitted per the instructions outlined within the RFQ. Please review them carefully.

The project scope includes, but is not limited to, evaluation of the current and projected I/I sources contributing additional flow to the RRRWWTP and MCWWTP. As part of the recent Master Plan effort, Master Plan consultant staff developed a hydraulic model of the WSACC collection system. WSACC will share the associated model and final technical memoranda (TMs) from the Master Plan effort with the selected Consultant for this proposed effort.

WSACC currently anticipates that the scope will generally include the following elements, subject to further discussion and recommendations from the Consultant:

1. Historical Data and Hydraulic Model Review
2. Identification of Areas with Elevated I/I, including:
  - a. Estimated I/I Contributions from WSACC Infrastructure
  - b. Estimated I/I Contributions from WSACC Member Jurisdiction and Charlotte Water Collection Systems

3. Presentation(s) and/or Site Visit(s) to Further Educate WSACC on Recommended I/I Reduction Approaches and Technologies
4. Identification and Prioritization of I/I Reduction Project(s)
  - a. Identification of Projects
  - b. Prioritization of Projects
  - c. Anticipated Impact of Projects
5. Recommended Path Forward

WSACC may also elect to include other related services in the scope of work. A decision on any additional related components will be made after selection, and WSACC will work with the selected firm on the additional scope item(s) at that time.

### **Key Success Factors**

1. Effective, consistent, and thorough communications with employees throughout the WSACC organization, WSACC member jurisdictions, the WSACC Board, State regulators, and others as needed.
2. Well-developed scope and schedule
3. Project completion on-schedule
4. Establishing a recommended path forward to cost-effectively address remaining I/I.
5. Well-documented project milestones and well-documented project changes (as needed).

### **Selection Process**

Pursuant to North Carolina General Statute 143-64.31, WSACC is conducting a “qualifications-based” selection process without regard to fee.

WSACC will conduct a fair and impartial evaluation of all SOQs that are received in accordance with the provisions of this RFQ. WSACC will appoint a selection committee to perform the evaluation. WSACC reserves the right to obtain clarification of any point in a firm’s / team’s qualification package or to obtain additional information. All firms / teams who submit qualification packages will be notified of the selection committee’s choice. Final approval of any selected firm / team is subject to the action of the WSACC Board.

### **SOQ Submittal**

SOQs should include the following sections:

- Project Team
  - Proposed Subconsultants (if any)
  - Brief Biographies for Key Team Members
- Experience and Approach

No “new work product” for the project may be part of the SOQs and/or presentation, and no “new work product” will be considered in the interview presentation or selection process.

The last day for questions on the RFQ is November 16, 2023. Questions must be submitted via email to Chad VonCannon at [cvoncannon@wsacc.org](mailto:cvoncannon@wsacc.org).

SOQs shall be in a letter proposal format, and shall be submitted in sealed, clearly marked envelopes. The SOQ shall be submitted to the Water and Sewer Authority of Cabarrus located

at 232 Davidson Highway, Concord, N.C., 28027, before 2:00 p.m. November 29, 2023. Submittal envelope should be marked:

*Statement of Qualifications – ‘Inflow and Infiltration Study’*

*Attention: Chad VonCannon*

Firms may change or withdraw their SOQs at any time prior to the due date by providing clear and concise written notice via email to WSACC. Withdrawal of a SOQ will not preclude a Consultant from submitting a new SOQ, provided that the new SOQ is properly submitted and received prior to the SOQ due date identified above.

**Negotiations and Modification of Contract Documents**

WSACC reserves the right to conduct negotiations with the Consultant regarding any remaining issues provided that the general work scope remains the same and that the field of competition does not change as a result of material changes to the requirements stated in the RFQ. If, in WSACC's sole discretion, it determines that the highest qualified Consultant is not responsive to the negotiation process, or that the parties will be unable to reach a mutually-acceptable Contract, WSACC may terminate negotiations with the Consultant. WSACC will then continue the process of negotiation with the next highest qualified Consultant until WSACC either successfully negotiates with a Consultant or cancels the procurement.

**Conditions and Reservations**

WSACC reserves the right to request substitutions of subconsultants. WSACC reserves the right to contact any Consultant if such is deemed desirable by WSACC to obtain any additional information including but not limited to experience, qualifications, abilities, and financial standing. WSACC reserves the right to conduct investigations with respect to the qualifications and experience of any Consultant. WSACC reserves the right to contact any firm/team to negotiate if such is deemed desirable by WSACC. WSACC reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of WSACC. WSACC reserves the right to waive technicalities and informalities.

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of WSACC unless WSACC and a firm jointly execute a contract.

**Cost of SOQ Preparation**

WSACC accepts no liability for the costs and expenses incurred by Consultants responding to this RFQ, in preparing responses for clarification, in attending interviews, participating in contract development sessions, or in attending meetings and presentations required for the contract approval process. Each Consultant that enters into the procurement process shall prepare the required materials and SOQ at its own expense and with the express understanding that the Consultant cannot make any claims whatsoever for reimbursement from WSACC for the costs and expenses associated with the procurement process. The RFQ does not commit WSACC to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract.