



Request for Proposals

**For Professional Engineering Services Related to
the Sewer System Master Plan Update**

for the

GREENVILLE UTILITIES COMMISSION

**of the
City of Greenville, North Carolina
P.O. Box 1847
Greenville, North Carolina 27835**

**Note: All questions regarding this RFP
should be directed to:**

**Mr. J. Scott Farmer, P.E.
Water Resources Systems Engineer
(252)-551-1529
farmerjs@guc.com**

Introduction

Greenville Utilities Commission (GUC) is seeking professional technical services associated with the update of the Sewer System Master Plan for the Sanitary Sewer Collection System in Greenville, NC.

Existing Facilities

The collection system consists of approximately 406 miles of gravity pipeline and 76 miles of force main, ranging in size from 4" to 48". The system receives flow from approximately 30,700 connections which include residential, commercial, industrial, and wholesale customers. The average daily flow for the system is approximately 10 MGD.

Purpose of Request for Proposals

The updated Sewer System Master Plan will be utilized by Greenville Utilities in planning, scheduling, budgeting and designing sewer system improvements necessary to meet the needs of its customers, reduce inflow and infiltration, and prevent the failure of critical system assets. The plan shall include an executive summary that identifies both proposed new facilities and existing system improvements needed to accommodate future growth for 2025, 2030, 2040 and build-out, along with anticipated escalated costs in dollars and associated escalation factor; documentation of the approach and methodology utilized to identify needs and associated costs; documentation showing data collection and field work necessary to develop and calibrate the system model; and maps showing the proposed improvements for each year.

The proposal should at minimum address the following:

- Review of previous sewer studies and reports.
- Evaluation of historical trends of population growth, development of wastewater flows from flow monitoring data to be collected as part of this update.
- Projections of future population growth and wastewater flows using historical trending data and recently completed flow projections in the Preliminary Engineering Report for the Water Treatment Plant Phase I Upgrades.
- Update and calibrate the existing model of the Greenville Utilities wastewater collection system using readily available, off-the-shelf commercial software suitable for interfacing with ArcMap GIS software. The existing model was created using Wallingford's InfoWorks CS 7.5 and modeled all gravity mains 12 inches and larger, including pump station discharges and small mains required for connectivity.

- Evaluate the general condition of the existing collection system and pump stations using asset management principals and develop a risk-based prioritization of future inspection, rehabilitation, and replacement (criticality model)
- Development of a trigger-based schedule of construction necessary to meet future demands, reduce inflow and infiltration, and meet component life expectancies that can be maintained by staff. Triggers should be set for each category.
- Develop an interactive planning and prioritization tool utilizing asset condition assessment and capacity triggers
- Instruct/train staff on the operation and maintenance of the model(s)
- Prepare an executive summary, technical memorandums and maps that constitute a complete Master Plan document and submit 5 copies to staff along with digital copies of the Master Plan and model files.

The response should include a detailed description of the firm's proposed approach to accomplishing this project, along with the proposed modeling software and criticality model approach.

Additional information to be furnished:

- Identification of the project team to be assigned to the project, and the office location(s) where the work will be performed.
- For each similar project listed, firms having multiple offices must state which office performed each of the projects.
- Information showing why the proposing firm feels it is especially qualified, based on the selection criteria.

Contact for Greenville Utilities Commission

The Greenville Utilities Commission prime contact for questions regarding this Request for Proposals shall be Mr. J. Scott Farmer, P.E., Water Resources Systems Engineer, (252) 551-1529, farmerjs@guc.com.

Available Information

Plans, specifications, prior reports and other information concerning the existing system and pump stations are available for review at the Water Resources offices at 801 Mumford Road and may be reviewed Monday through Friday between the hours of 8AM and 5PM. Copies of this information are available for the cost of reproduction.

Selection Process

Responses to the Request for Proposals are due in the office of the Water Resources Systems Engineer, Mr. J. Scott Farmer, P.E., 801 Mumford Road, P.O. Box 1847, Greenville, N.C. 27835, no later than **4:00 PM on September 1, 2020**. Proposals arriving or delivered after this time and date cannot be considered. It is the intent of the Commission to utilize an objective, qualification based, process to select an engineering firm and to negotiate a contract with the top ranked firm. If the Commission is unable to satisfactorily negotiate a contract with the selected firm, negotiations will be initiated with the second highest ranked firm. Proposals will be evaluated based on the following criteria as a minimum:

- Qualifications of the team proposed for this project (20 points)
- Five most similar projects completed by proposed project team (and their roles) (25 points)
- Project understanding and approach (20 points)
- Qualifications of the firm (15 points)
- Work plan/schedule (10 points)
- References (10 points)

If a consultant intends to use sub-consultants to conduct any of the work described in the proposal, the consultant must identify the sub-consultant and provide a summary of each sub-consultants qualifications, experience and duties that would be performed.

Proposal Requirements

Six copies of the proposal must be submitted within the previously referenced time period to the appropriate contact person. Proposals must contain, at a minimum, the following major elements:

- Letter of transmittal
- Table of Contents
- Qualifications of the proposed team (please indicate if project experience listed was with another firm)
- Qualifications of the firm
- Five most similar projects completed by proposed project team (and their roles)
- Understanding of the project
- Approach to the project
- Project schedule including estimated task and man-hours to accomplish
- References

These major elements shall be tabbed accordingly within the proposal so as to facilitate review. Proposals are limited to 30 pages. Printing front and back is acceptable. A single page printed front and back is counted as 2 pages. The minimum font size allowable is 12. Advertising material should not be included in the proposal and cannot be considered in the review. Additional information above and beyond the bulleted items listed above may be included in the proposal as appendices.

