

REQUEST FOR QUALIFICATIONS  
PROFESSIONAL SERVICES for  
CITY OF ASHEVILLE, NORTH CAROLINA  
WATER MASTER PLAN PREPARATION  
RFQ No. 298-WaterMasterPlan2016

July 1, 2016

Introduction:

The City of Asheville Water Resources Department is seeking a professional engineering firm to provide professional services for the preparation of a new Water System Master Plan.

Background:

City of Asheville Water Resources Department consists of three (3) water treatment plants; approximately thirty five (35) storage tanks and pump stations; approximately 1,700 miles of water transmission and distribution lines; approximately 55,000 meter connections serving customers in two counties. Growth is occurring in high slope areas, some currently with limited water available. This system is growing through steep slope residential and multi-family developments. The last Master Plan was completed in 2007.

Scope of Services:

City of Asheville Water Resources Department is soliciting Statement of Qualifications (SOQs) from interested firms to complete a master plan for the water system with a 30 (thirty) year planning forecast. The purpose of this RFQ is to identify a firm to perform a minimum of, but not limited to, the following functions with direction from the Water Resources Department:

- (1) Review existing Water Master Plan, including planning, engineering and financial information for the water system;
- (2) Evaluate/update the existing water distribution system hydraulic model for integration into daily activities such as planning, operations, system design, and maintenance activities;
- (3) Develop GIS integrated water computerized hydraulic model and maps:  
Provide training to City staff for maintenance & operation of models;
- (4) Access population demands for water for a 30 (thirty) year planning period;

- (5) Water demand forecasting:  
Identify existing water demands and forecast those demands in five-year increments over a 30 (thirty) planning period, and recommend infrastructure improvements needed to accommodate future demands;
- (6) Identify and recommend options for asset management system/tools that can be utilized in predictive maintenance and long range planning activities that are compatible with present software platforms.
- (7) Analysis and assessment of water storage and distribution for both domestic and fire supply to identify strengths and weaknesses system wide;
- (8) Identify excess capacity and future unmet facility and water source needs by five-year increments over the planning period and at build out;
- (9) Identify pressure zones and make recommendations for reductions in pressure throughout the system;
- (10) Make recommendations for Flow Meter installations throughout the system.
- (11) Identify projects within the system that meet the qualifications of revenue bond financing projects versus pay-as-you-go projects

The qualifications received by the deadline stated in this Request for Qualifications will be reviewed by the Water Resources staff and other appropriate City staff in each of the following areas, which must be included in each submittal:

- (1) Demonstrated qualifications to provide all aspects listed in the RFQ;
- (2) Professional qualifications of the actual personnel to be assigned to the project;
- (3) The firm's experience in similar projects for utilities of similar size and complexity;
- (4) Firms familiarity with the Asheville Water System;
- (5) The financial standing and capability of the firm; this information will be held as confidential information by all reviewers;
- (6) References of other clients for whom similar work has been performed and completed within the past two years to five years;
- (7) Firms are encouraged to use local Asheville area engineering resources;

(8) Plan for minority participation.

The Water Resources staff may make a recommendation for award of contract to the City of Asheville Council in August-September 2016 time frame. Provided a contract is awarded, contract execution is anticipated to be completed by the end of September 2016.

The successful firm must be able to schedule start up of the project to begin within seven (7) days of a signed contract.

Proposals must be concise but thorough and address all aspects of the firm's ability to perform the work as outlined by the specific categories listed above.

The City of Asheville has adopted a Minority Business Plan to encourage participation by minority businesses in the award of contracts. Proposers are hereby notified that this proposal is subject to the provisions of that Plan. Questions regarding the Minority Business Plan may be directed to Brenda Mills, Coordinator at the Minority Business Program, 29 Haywood Street, Asheville, NC 28801, phone at (828) 232-4566 or by email at [bmills@ashevillenc.gov](mailto:bmills@ashevillenc.gov). *You can access a listing of minority firms at [www.doa.state.nc.us/hub](http://www.doa.state.nc.us/hub) to search for vendors.* It is the policy of the City to (1) provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) prohibit any and all discrimination against persons or businesses in pursuit of these opportunities.

Iran Divestment Act 2015: By submitting a Statement of Qualifications, the Firm certifies that, as of the date of submission, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 147-86.58. In compliance with the requirements of the Iran Divestment Act and N.C. G. S. § 147-86.59, the Firm shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.

E-Verify Employer Compliance: Employers and their subcontractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must comply with E-Verify requirements to contract with governmental units. E-Verify is a Federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. E-verify can be accessed via this link: <http://www.uscis.gov/e-verify/employers>

The City of Asheville reserves the right to reject any and/or all Responses to this RFQ. All Responses received will be public records, pursuant to the laws of North Carolina. Any proprietary, trade secret, or confidential information must be so designated at the time of submittal and must in fact constitute such under North Carolina law, as required by NCGS 132-1.2.

The City is a drug-free workplace employer. Firms submitting SOQ's certify that they and their subcontractors shall comply with the City's Drug Free Workplace policy. This policy may be viewed at the following:

<http://www.ashevillenc.gov/Departments/Purchasing/DrugFreeWorkPolicy.aspx>

Firms please note that City Policy, adopted by City Council Resolution No. 93-139, prohibits the City from entering into contracts with persons or firms who are delinquent in the payment of ad valorem taxes owed to the City of Asheville. By submitting a SOQ, the Firm certifies that they are not delinquent on taxes owed to the City.

Five (5) copies of the SOQ must be submitted by 5:00 PM on Wednesday, July 27, 2016 to:

Water Resources Director  
City of Asheville  
P.O. Box 7148  
Asheville, NC 28802

or may be hand delivered at the office of the City of Asheville Water Resources Department located on the Mezzanine Level of the City Hall Building, 70 Court Plaza, Asheville, NC 28801.

Questions regarding this RFQ should be directed to Mr. Jade Dundas, Water Resources Director, at (828) 259-5955. Firms are invited to ask questions, and may set up an appointment to discuss the Asheville Water System.