

## REQUEST FOR QUALIFICATIONS

City of Graham

### **WATER SUPPLY RESERVOIR STUDY Professional Services – Civil Engineering and Surveying Services**

#### INTRODUCTION

The City of Graham is requesting qualified professional engineering and surveying firms to submit a statement of qualifications to provide engineering and surveying services for a Hydrographic Survey and Safe Yield Study of Graham-Mebane Lake.

#### BACKGROUND

Graham-Mebane Lake is a 650-acre municipal reservoir that serves as the source of drinking water for the citizens of Graham, Mebane, Green Level, and Swepsonville. The City of Graham is responsible for operating a 12 MGD WTP and supplying the treated water to these citizens. The City of Graham's 2020 population estimate was revised upward by nearly 10% following the 2020 census and the 50-year growth projections for the City through 2070 have increased significantly as well. There is a significant growth forecast for the City of Mebane for the next 50 years as well. The water demand forecast for the City and its municipal partners suggests the need to expand the Graham-Mebane Water Treatment Plant which depends upon the Graham-Mebane Lake for its raw water supply. The City wishes to determine if its raw water supply will be sufficient to meet the needs of these growing populations so that it can appropriately plan for facility upgrades.

#### OBJECTIVES

The City intends to hire a professional engineering firm to assist the City with the following aspects of the project. These tasks will include, but are not limited to:

- Conduct a hydrographic survey of Graham-Mebane Lake.
- Update the NC Division of Water Resources Cape Fear – Neuse Combined River Basin Model with the survey results and calculate the safe yield of the lake.
- Provide the City with a report on the findings.
- Provide recommendations and guidance on findings.

#### ADDITIONAL INFORMATION

The selected consultant should be prepared to meet the Liability Insurance requirements of the City. Project scope, duration, and terms shall be negotiated with the selected consultant. The City may elect to expand the scope of the contract to allow for additional water supply planning during or at the conclusion of the project.

#### CONTENTS OF RESPONSE

This Request for Qualifications is intended to provide consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the response should respond to the information presented in this Request for Qualifications. The City will require the electronic submittal of the responses from all interested firms. All responses shall not exceed 10 (8½" x 11") pages of text and must contain the following information:

1. Cover.
2. Cover Letter.

3. Table of Contents.
4. Background information about the Consultant Firm.
5. A proposed project schedule identifying the length of time required for each phase of the work.
6. A description of the background, experience, and qualifications of the project team including identification of the project manager, project engineer, and other key team members. Include an organizational chart showing the proposed project personnel and office location.
7. Similar projects completed by the firm.
8. Other City of Graham Projects.
9. References.
10. Resumes of Key Team Members.

The Cover, Cover Letter, Table of Contents, and Resume of Team Members will not be counted within the page limit. Responses are to be less than 15 megabytes in size or need to be hosted on an outside file-sharing service. It is the engineering firm's responsibility to confirm that the outside file-sharing service was received.

### **METHOD OF SELECTION**

Responses will be reviewed by the city management staff to identify and recommend, to the City Council, those individuals offering, in total, the highest qualifications and experience with this type of project. The individuals or firms recommended may also be interviewed by members of the evaluation team for the express intention of recommending a final shortlist of individuals or firms, however, such is not required.

The responses will be evaluated on various criteria including, but not limited to the following:

1. Qualifications, background, and prior experience of the firm and the proposed project team in executing similar projects.
2. Management ability and familiarity with federal and state regulations.
3. Previous Experience with the City of Graham.
4. Previous Experience with Hydrographic and Safe Yield projects.
5. Previous Experience with the subject project.
6. Team member roles, experience, and office location.
7. Content, technical approach, and understanding of the scope of the project.
8. Other items contained within the RFQ.

### **SUBMITTAL**

Please submit your Qualifications by electronic submittal, to be received by the City **no later than 2:00 PM, Thursday, September 22<sup>nd</sup>, 2022** to the attention of:

**Tonya Mann, Utilities Director**  
**City of Graham**  
[tmann@cityofgraham.com](mailto:tmann@cityofgraham.com)

In the interest of fairness to all submitting firms, proposals received after the scheduled receipt time stated above will not be accepted and will be marked "LATE". All submittals received become the property of the City and will not be returned. Faxed documents will not be accepted. Early submission of Qualifications is welcome and appreciated.

### CONTACT PERSON

In the event clarification or additional information is needed, contact:

**Tonya Mann, Utilities Director**  
**City of Graham**  
[tmann@cityofgraham.com](mailto:tmann@cityofgraham.com)

Email is the preferred method of communication for questions or clarifications. Questions asked after September 16<sup>th</sup> at 2 PM will not be answered.

### Discretion and Liability Waiver

- The City of Graham reserves the right to reject any and all proposals, waive any irregularities in the proposal, revise the scope of the project, and award the project to the consultant they believe to be the most qualified to perform the work. If a contract is not able to be negotiated, the City reserve the right to terminate all negotiations and select one of the other finalists or issue a new RFQ.
- The City reserve the right to request and obtain, from consulting firms submitting proposals, supplementary information or request clarification of information submitted as may be necessary for city staff pursuant to the selection criteria contained herein.
- The City does not compensate for the cost of proposal preparation, and all materials submitted with the proposal become the property of the City.
- The City reserves the right, through this RFQ, to contract engineering services for the design and construction administration of any alternative process that is identified, as the result of this study, with the firm selected for this RFQ or enter into an agreement with another consulting engineering firm.