

Town of Jefferson
Request for Proposals
Water and Sewer System Asset Management Plan

Issue Date: September 6th, 2022

Due Date: September 23rd, 2022

Town of Jefferson
Attn: Charity Shatley, Town Manager
302 E Main Street
Jefferson, NC 28640

manager@townofjefferson.org

Proposal Requested

The Town of Jefferson seeks proposals from qualified consultants to develop an Asset Management Plan, Capital Improvement Plan, and Rate Study for the Town's Public Water Supply/Distribution and Sewer Collection/Treatment systems.

The Town received an Asset Inventory and Assessment grant from the NC Dept. of Environmental Quality (NCDEQ) for the purpose of developing the project. The goal of the project is to assist the Town in long-term operation and maintenance of its Public Water Supply/Distribution and Sewer Collection/Treatment systems. The Asset Management Plan and Capital Improvement Plan will also be used to increase scoring on future infrastructure grant applications submitted to NCDEQ.

Water System Background

The Town of Jefferson's water supply system consists of a water intake on the South Fork New River, three wells, four storage tanks, a water treatment plant, and 17 miles of distribution lines. The system has a raw water storage capacity of 2m gallons, and a finished water storage capacity of 1m gallons. The system serves approximately 850 customers, and a year-round population of 1,450.

The Town has GIS mapping data of all of the water system features. The data was created in 2010, with updates created in 2014. The water system GIS data was collected in the field using Trimble GPS hardware with sub-foot accuracy. The data includes system feature attributes (as observed, or identified by Town staff) including line size, line material, feature age, etc.

Sewer System Background

The Town of Jefferson's sewer system consists of 19 miles of gravity main, 1 mile of force main, a 600,000 gpd wastewater treatment plant on Naked Creek, and a 50,000 gpd wastewater treatment plant on Bower Walters Creek. The system has approximately 800 connections.

The Town has GIS mapping data of the sewer system features. The data was created in 2010, with updates created in 2014. The sewer system GIS data was collected in the field using Trimble GPS hardware with sub-foot accuracy. The data includes the following system feature attributes (as observed or identified by Town staff) – line size, line material, feature age, etc.

Scope of Work

The following is an outline of the desired services to be performed. The Town of Jefferson will consider input from respondents as to other suggested services to be considered for inclusion.

1. Asset Management Plan

The Asset Management Plan must meet the requirements established by NCDEQ. These include:

- Inventory of assets
 - a unique identifier assigned to each asset
 - GIS maps/data to be provided by the Town of Jefferson
- Condition assessment
 - development of assessment scale
 - assignment of condition to each asset
- Operation and Maintenance plan
 - based on manufacturers' recommendations and/or typical industry best management practices

2. Capital Improvement Plan (CIP)

The Capital Improvement Plan must meet the requirements established by NCDEQ. These include:

- The CIP must cover 10 years
- The CIP must include cost estimates
- Projects in the CIP must be prioritized

3. Rate Study

The Water and Sewer Rate Study is needed to provide recommendations on adequate rates to maintain and operate the water and sewer systems. The Rate Study shall include:

- Evaluation of current water and sewer system revenue and expenses
- Comparison of Town of Jefferson rates to comparable Towns
- Recommendations on rate adjustments to fund capital projects and regular operation and maintenance

Deliverables

The project deliverables will be the three documents detailed above.

1. Asset Management Plan
2. Capital Improvement Plan (CIP)
3. Rate Study

The Consultant shall present the deliverables to the Town of Jefferson Board of Aldermen.

Proposal Format

Methodology

Describe the consultant's approach to accomplishing the objectives stated in the RFP and identify methodology proposed. State your assumptions clearly. Include the decisions, products, data and corollary information that the consultant expects to be provided by Town staff.

Work Program Timeline

Include a timeline showing the estimated length of time for completion of the project. Time estimates should be expressed in number of days/weeks without reference to a specific starting date. However, the submission should explain how quickly the consultant would be available to begin the project. The timeline should identify when draft and final work products will be submitted to Town staff.

Statement of Qualifications and Relevant Experience

Include any related supplemental information concerning key personnel or team experience which may be relevant. Please identify the project manager and principal contact to be assigned to the project.

Signature

The proposal shall be signed by an official who is authorized to bind the consulting firm.

References

List at least three (3) reference clients for whom similar or comparable services have been performed. Include the name, mailing address and telephone number of the primary contact person.

Fees

Fee schedules, including hourly rates for the prime consultant and all sub consultants, meetings and reproduction costs, should be included.

Insurance Requirements

The successful respondent will be required to maintain current insurance for the duration of the project. Insurance policies shall be maintained for Errors and Omissions, General Liability, Automobile, and Workers Compensation.

Submission & Selection Criteria

Submit your proposal in electronic format to Charity Shatley, Jefferson Town Manager, at townofjeff@skybest.com no later than September __, 2022, midnight. All firms are required to submit any questions regarding the RFP to Charity Shatley no later than September __, 2022, midnight.

Minority-owned businesses are encouraged to apply.

All proposals will be evaluated by the Town of Jefferson with a recommendation for a specific firm to be contacted. Selection will be based on the following criteria:

Selection Criteria:

Relevant Experience	20%
Quality of Proposal	10%
Team Qualifications	10%
Proposed Work Plan	20%
Experience with Town	25%
Schedule and Fees	15%

Disclosures

Contract shall be a fixed fee contract indicating the maximum total dollar amount chargeable to the project. This request is issued subject to the following terms and conditions:

- 1) This RFP is a request for the submission of qualifications and is not itself an offer, nor should it be construed as an offer.
- 2) Town of Jefferson expressly reserves the right to modify, reschedule, or cancel this request at any time, whether before or after any proposals have been submitted or received.
- 3) Town of Jefferson reserves the right to reject and not consider any or all respondents in its discretion.
- 4) Town of Jefferson reserves the right to reject any or all companies, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
- 5) In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, Town of Jefferson may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
- 6) In no event shall any obligations of any kind be enforceable against Town of Jefferson unless and until a written agreement is entered into.
- 7) The Respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of proposals submitted hereunder or for any costs or expenses incurred during negotiations.
- 8) By submitting a response to this request, the Respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- 9) Town of Jefferson reserves the right not to award a contract pursuant to the RFP.
- 10) All items become the property of Town of Jefferson upon submission and will not be returned to the Respondent.
- 11) Town of Jefferson reserves the right to split the award between multiple applicants and make the award on a category-by-category basis and/or remove categories from the award.
- 12) Proposals will be evaluated using the factors listed in this RFP.
- 13) Town of Jefferson reserves the right to interview Respondents prior to making a final selection.