**Request for Qualifications – Reidsville Public Works Capital Improvement Plan**

This project is for a Capital Improvement Plan (henceforth CIP) to be created to assist the City of Reidsville, NC make informed budget decisions related to the City-owned water and sewer distribution systems as well as storm drainage systems and roads.

**City Infrastructure Information**

The population of Reidsville is 14,205 with land area of approximately 16.25 square miles.

Sewer System

1. Gravity Sewer Total Mileage - 125
2. Total Number of Manholes – 2,603

Pump Stations – there are 18 pump stations currently within the City’s Inventory – see list below:

1. Ashcroft
2. Cambridge
3. Drum Rd
4. Forrest Dr
5. Freeway Dr
6. Gibbs Rd
7. Hillcrest
8. Johnson
9. Lake Reidsville
10. Laster
11. Liberty
12. Linden
13. North End
14. Regal
15. Thomas
16. Wentworth
17. North Willow
18. Winstead

Water System

1. Public Water Mains Total Mileage – 151
2. Total Number of Fire Hydrants - 815

Road miles – from 2022 Powell Bill Map

1. 89.54 miles paved
2. 2.76 miles stone

The Water Treatment Plant has a 9 mgd capacity and wastewater treatment plant 7.5 mgd capacity. Note this plan does not include evaluating either the Water Treatment or Wastewater Treatment Plants although the debt service from several large ongoing capital projects should be considered in any future rate increases.

**Description of Work**

To ensure the longevity and reliability of the City’s water, sewer, and street infrastructure, and to remain compliant with our collection & distribution permits, the City needs to adopt a Capital Improvement Plan (CIP). The primary goal of the CIP would be to determine the most pressing and vulnerable areas of the City where both future grant dollars could be spent and where City funds should be utilized.

The scope and objectives of the Capital Improvement Plan are as follows:

1. Using the recently completed water and sewer system asset, inventory, and assessment plans and the pavement condition survey, the selected firm should verify these studies and update the information based on any rehabilitation work completed by the City or contractor.

1. Assess approximately 20% of the City’s existing storm sewer systems and any areas of concern noted during staff interviews to evaluate the existing conditions of this infrastructure and possible replacement needs.
2. Evaluate all 18 pump stations (10 were evaluated in the latest sewer AIA) for maintenance needs, parts availability, and prioritization of upgrades or replacement. Perform pump flow rate in gpm for each pump within all 18 pump stations by doing on-site pump drawdowns with assistance from City staff. Provide a spreadsheet with results for all stations comparing this information to original design flow.
3. Propose priorities in detail for the next 5 years based on these findings and broader long-term approaches/projects for years 6 through 10.
4. The selected firm should evaluate the cost of each priority listed above, providing unit cost estimates for each project area, associated engineering fees, and include expected inflation costs. The firm should also use professional judgment to balance cost between various years.
5. The firm should meet and conduct staff interviews to gain their feedback and evaluate previous work orders to verify their findings of problem areas.
6. They should work closely with our Finance Director to evaluate the financial status of the City, its current debts, and availability of funding to ensure a realistic approach is presented.
7. The selected firm should evaluate the current cost to process, distribute, maintain, and treat water and sewage in comparisons to our current water and sewer rates while considering the City’s current and future debt payments. They should also compare the City’s water and sewer rates (both fixed and variable) to other municipalities and recommend future rate increases to ensure the necessary financial resources are available. The selected firm should consider other possible financial revenue streams to assist in the funding of the City’s needs, including system development fees.
8. All findings and facts should be presented in a report with any necessary supporting documents in an easy to understand format. Copies should be initially presented to staff for comments and feedback before the final document is presented to City Council. **Final presentation of this project will be presented at the City Council Retreat –** typically mid-February.

After an engineering firm is selected, the firm will provide a proposal to perform the work outlined above. The City of Reidsville intends to negotiate a contract for Engineering services with one firm for this project.

Provide a schedule for key steps.

Note shorter, more-concise, and project-specific RFQs are appreciated. The City of Reidsville will evaluate the firms overall experience particularly with similar projects, knowledge, and past experience. Include a brief description of at least 3 previous projects performed that were similar in scope and magnitude of this project.

The Engineering firm must have a North Carolina Registered Professional Engineer in responsible charge of the project.

The RFQ shall include the project team designated to do this work including each member’s name with their qualifications and registrations, their responsibilities with this project, and past experience with similar work. The current workload of the Engineering firm will be addressed in the RFQ. Include an hourly rate chart for all personnel and other charges associated with this project. The office location where this work will be headquartered from will be identified as well as the designated main contact.

The City of Reidsville reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications. Reidsville does not plan to conduct interviews as part of the selection process, but may elect to do so if needed to determine qualifications.

Submit RFQs by 5:00 pm EST on June 30, 2023 to:

Josh Beck, PE, Director of Public Works

1100 Vance Street,

Reidsville, NC 27320

RFQ must be signed by an authorized official of the firm.

RFQ may be sent as an email attachment to Josh Beck at jbeck[@ci.reidsville.nc.us](mailto:smoran@ci.reidsville.nc.us)

Questions may be submitted to:

Josh Beck, PE, Director of Public Works – [jbeck@ci.reidsville.nc.us](mailto:jbeck@ci.reidsville.nc.us),

(336) 349-1042

Steve Moran, PE, City Engineer – [smoran@ci.reidsville.nc.us](mailto:smoran@ci.reidsville.nc.us),

(336) 349-1047

The City’s intent is to comply with the State Mini-Brooks Act, thereby, evaluating the engineer’s qualifications and past performance, then selecting an engineer, then negotiate a fee with that engineer. If negotiations are unsuccessful with the first firm selected, a second firm will be selected and negotiations initiated.