

REQUEST FOR QUALIFICATIONS

DATE ISSUED: March 29, 2023

CITY OF SOUTHPORT

REQUEST QUALIFICATIONS FOR:

System Development Fee Study Update & Utility System Rate Study

DUE DATE / TIME:
April 26, 2023 @ 3:00 PM

Time and Date of Pre-Submittal Conference	<u>April 12, 2023 @ 10:00 AM</u>
Deadline for Inquiries	<u>April 19, 2023 @ 5:00 PM</u>
Time and Date Set for Submittal	<u>April 26, 2023 @ 3:00 PM</u>
Notice of Selection	<u>May 3, 2023</u>

REQUEST FOR QUALIFICATIONS (RFQ)
FOR

System Development Fee Study Update & Utility System Rate Study

INFORMATION AND INSTRUCTIONS

1. GENERAL INFORMATION

- A. The City of Southport (“Southport”) (<http://www.cityofsouthport.com>) seeks professional engineering services from qualified engineering firms, licensed to do business in North Carolina, to complete an update to the City’s System Development Fee Study and the preparation of a utility system rate study.
- B. The Statement of Qualifications (“SOQ”) must be received by the City Clerk at 1029 N. Howe Street, Southport, NC 28461 by the date and times listed on the cover page of this RFQ.
- C. Questions pertaining to the selection process should be directed to Southport Clerk, Dorothy Dutton at ddutton@cityofsouthport.com .
- D. Southport shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications (“RFQ”) will be in the form of an addendum, which will be furnished to all registered RFQ holders.
- E. Southport reserves the right to reject any or all SOQ’s, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ received.
- F. A virtual pre-submittal conference for the Project will be held April 12, 2023 at 10:00 AM local time via Zoom. Interested firms shall request an invitation to the meeting from Dorothy Dutton. Southport staff will discuss the scope of work, general contract issues and respond to questions from the attendees. Staff will not be available to respond to individual inquiries regarding the project scope outside of this pre-submittal conference. Attendance at this pre-submittal conference is not required, however, highly recommended.
- G. The engineering firm will be selected based on qualifications.
- H. The City does not discriminate on the basis of race, color, sex, national origin, religion, age, or disability. Any contractors or vendors who provide services, programs or goods for the City are expected to fully comply with the City's non-discrimination policy.

2. ANTICIPATED SCOPE OF WORK

The City of Southport currently provides public water and wastewater services to a population of approximately 4,000 residents. The current public water demand is averaging approximately 500,000 gallons per day and is projected to grow to 750,000 gallons per day by 2030. While this demand is only an estimate, the City has the responsibility to make plans and take necessary actions to be in the position to deliver adequate, reliable and safe public water and wastewater services to its citizens and businesses at the most cost-effective means possible.

The selected firm will be expected to have familiarity with the City of Southport’s ordinances and standards. Interaction and input from City staff will be required, as well as periodic presentations

to the City Board of Aldermen. Specific work requirements include but are not limited to the following activities:

A. System Development Fees Analysis:

- a. Update the City's system development fees for the purpose of recovering costs associated with the updated capital improvement plan for the water and wastewater systems in accordance with the Public Water and Sewer System Development Fee Act of 2017 (NCGS 162A, Article 8 as amended).
- b. Present the information at a regularly scheduled Board of Commissioners Meeting.

B. Rate Study/Financial Plan:

- a. Provide a 10-year forecast of revenues, operation and maintenance expenses, and capital improvement costs and identify a five-year rate structure to ensure that adequate revenues will meet reserve policy levels, bond debt coverage requirements, and capital funding.
- b. Recommend rate structures based on the following:
 - i. Current and future cost of providing services in accordance with established and anticipated standards and regulations.
 - ii. Projected demands, and associated costs, of growing community.
 - iii. Funding requirements for all current and long-term liabilities and debt obligations.
 - iv. Cash flow and working capital.
 - v. Projected revenues, operating expenses, and other funding source requirements.
- c. Provide a user-friendly computer rate model, which the City can use for forecasting and planning. This model will be capable of being updated with actual costs and users for future annual review of rates. This model will have the ability to run CIP scenarios and quickly show impact on rates. The firm shall train staff in the use of running "scenarios" that will provide a full understanding of how the rate model operates.
 - i. Present the information at a regularly scheduled Board of Commissioners Meeting.

3. STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

- A. Interested firms must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Respondents are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ will be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process. The project proposal must outline the firm's qualifications and describe the process planned to provide the deliverables listed above. Proposals should include team members, past relevant project experience, knowledge and awareness of the City of Southport and any other commonly included information with such studies. It is the City's intent to make the selection after reviewing the qualifications of each submitting firm.

B. REQUIRED INFORMATION:

All qualifications statements shall include the following information, at minimum:

- a. Cover Letter (1-page)
- b. Tab A: Proposed Scope of Services / Approach
- c. Tab B: Project Experience
- d. Tab C: Project Schedule
- e. Appendix A: Key Personnel Resumes
- f. Appendix B: Professional References

COVER LETTER

The cover letter shall not exceed one (1) page and shall contain, at minimum, the following information: Company name of the primary consultant and any planned sub-consultants as well as the contact names, addresses, phone numbers and email addresses for each primary consultant and sub-consultant. The cover letter should also identify the project manager with associated contact information.

TAB A- PROPOSED SCOPE OF SERVICES / APPROACH

Describe the firm's approach to performing the required services in the project description and overview described above. Identify how your firm plans to utilize internal or external consultants or sub-consultants to complete the project.

TAB B- PROJECT EXPERIENCE

Identify at least two (2) but no more than three (3) projects where you were the Primary Consultant. Demonstrate the experience of your firm, including all sub-consultants, on projects including water and wastewater SDF analysis, and water and wastewater rate analysis. The projects submitted should demonstrate that the consultant and/or the team have performed the same or similar type of services to be considered relevant.

TAB C – PROJECT SCHEDULE

Describe the project timeline for completion. The proposed project schedule should illustrate the firm's capability to meet schedule requirements. Provide a Project Work Plan/schedule showing key project milestones and deliverables. The schedule shall demonstrate the firm's ability to meet the designated milestones.

Appendix A – EXPERIENCE OF KEY PERSONNEL

For each key person identified, list their length of time with the firm and at least two comparable projects in which they have played a primary role. There are no limitations on the number of key positions the firm may provide. However, at a minimum the firm must provide the primary consultant, or project manager, and at least one (1) person from each sub-consultant identified, if applicable. Resumes should provide information for key staff (no company profiles) and should not include general firm information. Provide an organizational chart at the end of this tab, chart may be submitted in 11"X17". The chart should depict the project team organization, lines of authority and primary responsibilities of team members. Clearly indicate superior/subordinate reporting relationships. Provide names of each position and identification of firm or sub-consultant.

Appendix B – PROFESSIONAL REFERENCES

The SOQ should include a minimum of three (3) professional references, with contact information. The references should be projects performed by the consultant in small-to-medium sized municipalities, preferably in North Carolina.

- C. Qualifications Criteria: A rating system will be utilized by Pittsboro to score and rank each proposal. Respondents are encouraged to keep their proposals concise and to include a minimum of marketing materials. At a minimum, each proposal must address the following criteria:

Item	Evaluation Criteria	Maximum Points
1	General Information & Relevant Firm Experience	20
2	Team Staff Experience and Qualifications	20
3	Project Understanding and Method of Approach	30
4	Schedule	20
5	Other Factors	10
Total Possible Points		100

4. SUBMITTAL REQUIREMENTS

- A. The SOQ shall include a one-page cover letter plus a maximum of ten (10) pages (front and back) to address the SOQ criteria specified in Section 3. Table of Contents, section divider pages, and Appendices A and B do not count toward the total page count. Resumes for each key team member shall be limited to no more than two pages. Resumes shall be attached as Appendix A.
- B. Qualifications must be placed in a sealed envelope clearly marked “Response to RFQ for System Development Fees Update and Rate Study/Financial Plan” and five (5) hard copies and (1) electronic copy (complete electronic copy of the qualifications package on a USB Drive using a searchable “.pdf” file format) of the Statement of Qualifications and Appendix A must be **submitted to the City of Southport Clerk, 1029 N. Howe Street, Southport, NC 28461 by April 26, 2023 at 3:00 pm local time.**
- C. Failure to comply with the following criteria may be grounds for disqualifications: Receipt of submittal by the specified cut-off date and time; The number of originals and/or copies of the submittal specified; or Adherence to maximum page requirements.
- D. Adherence to the maximum page criteria is critical; each page side with criteria information will be counted. Pages shall be generally 8-1/2" x 11" paper. A maximum of two (2) pages may be on 11" x 17" size paper.

5. SELECTION PROCESS AND SCHEDULE

- A. Reviewers for Southport will evaluate each Statement of Qualifications (“SOQ”) according to the above criteria. No oral interviews are planned for the selection process but may be conducted if deemed necessary. Following a review of the submittals, Southport will select and notify that firm. Those firms not selected for further consideration will be notified as well.
- B. The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview meeting date.
- i. SOQ’s due: April 26, 2023 @ 3:00 PM

ii. Firms notified of Selection: May 3, 2023

C. Southport will enter into negotiations with the selected firm. Upon Board of Alderman's approval, it is anticipated that the professional services contract will be executed by the City Manager by the end of May 2023. Southport reserves the right to terminate the selection process at any time.

6. ATTACHMENTS

None.