

TOWN OF MOUNTAIN CITY
REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR ENGINEERING SERVICES

REQUEST FOR QUALIFICATIONS

The Town of Mountain City is seeking Qualifications for Engineering Services. Requirements are focused on experience in water and wastewater engineering. Qualifications must be received by the City Recorder at the Town of Mountain City, 210 S Church Street, Mountain City, Tennessee, 37683, by **May 8, 2024, at 4 p.m.** Electronic or printed Statement of Qualifications are accepted.

Much of the work will be grant-funded by federal agencies. The successful firm must comply with grant-related rules, regulations, and requirements as applicable.

ENGINEERING SERVICES

Engineering services will include but are not limited to:

- Asset Management Plan for the water and wastewater system
- 5-year plans for water and wastewater system maintenance
- Water and wastewater treatment plant engineering
- Water distribution system engineering
- Wastewater collection system engineering
- Other non-water and non-wastewater engineering

Background

The Town of Mountain City (the Town) has an approximate population of 2,500 and lies within Johnson County having a population of approximately 20,000. The Town operates a 3.0 MGD wastewater treatment plant, a collection system that includes approximately 27 miles of gravity sewer, 15 miles of sewer force main, and 10 lift stations that serve the Town and the Northeast Correctional Complex. The Town operates three water treatment plants, 14 booster pumping stations, 13 water storage tanks, and approximately 187 miles of waterlines serving 4,000 customers and 1,800 inmates and staff at the Northeast Correctional Complex.

ENGINEERING SERVICES DESCRIPTION

The Town has an immediate need for the development of an Asset Management Plan that is a requirement to receive America Rescue Plan funding managed by the Tennessee Department of Environment and Conservation (TDEC). TDEC has provided guidance for the preparation of the Asset Management Plan. The firm must be familiar with and prepare the plan in conformance with TDEC requirements.

Once the Asset Management Plan is complete the firm shall provide a plan which prioritizes repairs and maintenance of the water and wastewater utilities over a five-year horizon. These repairs may include modification to the water and wastewater treatment plants, water distribution, and/or wastewater collection system.

The Town is in the process of investigating well sites and anticipates installing a production well to increase the water source capacity for the Town. Once the well is complete, treatment facilities will be required. The successful firm will be required to design facilities to treat the water and verify compatibility with the existing water system.

Other water and wastewater utility projects will also be required as they are identified during the planning process described above.

The engineering firm will be required to provide professional services, which may include:

Preparing plans, reports, design drawings, specifications, advertising for bids, opening bids, evaluating bids, submitting grant required documentation, preparing contract documents, and engineering monitoring/reporting during actual construction.

All firms interested in being considered for providing services must submit a proposal detailing qualifications, technical expertise, management and staff capabilities, and related prior experience. The role of the competitive process is to objectively select the firm that will provide the highest quality of service. Some respondents may be requested to make a presentation to the Town to assist in the selection process.

Exhibit I, attached to this Request for Qualifications, is the minimum qualifications for the engineering firm. These minimum qualifications have been established to ensure the Town receives professional expertise with adequate experience to ensure the successful completion of the projects within the allocated time constraints.

Exhibit II, attached hereto, is a rating system that will be utilized for selection of the engineering firm. This rating system will be employed by the Town in determining which proposal best meets the needs as outlined in this "Request for Qualifications."

Attention is particularly called to the requirements as to conditions of employment to be observed under the contract, Section 3, Segregated Facility, Section 109, Title VI, and EO 11246.

If you have any questions regarding this Request for Qualifications, please contact the City Recorder at 423-727-2916.

FORM OF CONTRACT

The Town plans on using the Engineer's Joint Contracts Documents Committee, Owner Engineer Documents for contracting except when it may be superseded or supplemented by a grant agency document requirement.

INSTRUCTIONS

Present qualifications in accordance with Exhibit I.

EXHIBIT I
ENGINEER FIRM QUALIFICATIONS

I. Engineering Firm's Minimum Qualifications

A. The engineering firm shall assign a principal in charge of the Town's engineering work. The principal must have a minimum of ten (10) years of experience in water and wastewater engineering.

B. The engineering firm shall assign a lead engineer (this may be the principal) who will serve as the point of contact for all engineering work conducted for the Town. This person shall be a professional engineer in the State of Tennessee and shall remain as the contact for at least 3 years. The lead engineer is not expected to perform all of the work but is expected to be the primary contact and knowledgeable of project budgets and progress.

C. The engineering firm must have successfully provided engineering services for other utilities of similar size or larger involving grant funds.

C. The engineering firm must submit references as to the firm's professional qualifications from a minimum of three (3) previous clients for which the engineering firm has performed work (include address and telephone number).

II. Format for Professional Qualifications

Technical qualifications for the engineering firm shall as a minimum include the following:

A. The engineering firm's experience in the development, design, and construction of water and wastewater projects.

B. The personnel to be assigned to the projects and resumes of qualifications and experience.

C. The engineering firm's process for evaluation and or design of water and wastewater systems.

III. Selection

Selection of the engineering firm will be based upon the maximum total points scored as outlined in the "Rating System" in Exhibit II.

The Town reserves the right to negotiate a contract with the engineering firm deemed the most qualified and best suited to perform the professional services required.

EXHIBIT II
ENGINEERING SERVICES
SELECTION RATING SYSTEM

1. Engineer Firm's Experience with Water and Sewer Treatment Plants. Maximum - 20 Points
2. Engineer Firm's Experience with Water Distribution and Wastewater Collection Systems. Maximum - 20 Points
3. Firm's Project Completion Background and References. Maximum - 20 Points
4. Firm's Familiarity with a Similar Community's Needs Maximum - 20 Points
5. Engineering Capacity to Meet Needs and Availability of Principal and/or Lead Engineer - 20 Points

MAXIMUM TOTAL POINTS - 100 POINTS

Statement of Qualifications submittals should be organized to address each evaluation criteria as listed above and provide references where appropriate. Brochures and similar generalized background materials may be included as appendices but are not required.

END OF REQUEST FOR QUALIFICATIONS