



Town of Carthage

MAYOR
Jimmy Chalfinch

TOWN MANAGER
Emily Yopp

TOWN CLERK
Kimberly Gibson

TOWN OF CARTHAGE REQUEST FOR QUALIFICATIONS (RFQ) PFAS STUDY: WATER TREATMENT PLANT

October 28, 2024

Introduction

The Town of Carthage is seeking letters of interest from qualified Engineering firms to perform professional services including preparation of engineering studies and related documents and services for the funding assistance, design project coordination and general project oversight for the proposed PFAS Compliance Planning Study funded by the Bipartisan Infrastructure Law (BIL) Drinking Water State Revolving Fund (SRF) and Emerging Contaminants (EC) Loan. The proposed improvements for this work are to focus on and identify the most feasible method to remove PFAS in the treatment process in order to protect its customers and maintain compliance with the proposed and future drinking water standards. Engineering firms must comply with all State, local and Uniform Guidance procedures for this project.

Qualification packets should be submitted to Emily Yopp, Town Manager, at 4396 HWY 15-501, Carthage, N.C. 28327 on or before **December 2nd, 2024, at 5:00 P.M.** The submittal package should be clearly marked with

"Statement of Qualifications-PFAS Compliance Planning Study" and clearly identify with firm submitting the proposal. The proposal should include a table of contents and/or tabs to facilitate review.

Scope of Work

The focus of the study will be to identify the most feasible method to remove PFAS in the treatment process in order to protect its customers and maintain compliance with currently proposed and future drinking water standards. To accomplish this the proposed study project will focus on providing pilot treatment programs to determine the most effective technology to reduce PFAS and any other emerging contaminants that are present in the finished water consumed by customers of the system. These pilot programs will enable the town to determine the best path forward for contamination removal while minimizing impact to the environment and downstream systems from waste streams generated by the selected treatment technology. The pilot testing program will include set up and testing of multiple treatment processes with adequate sampling and engineering oversight to ensure that the best information is available to decision makers.

The project will also include investigating potential for new raw water sources to supplement the current source and reduce the overall quantity of contaminants that enter the drinking water system. These investigations will include installation of test wells to gauge availability of ground water near the plant site and evaluation of water quality to determine presence of emerging contaminants and other constituents of concern. Testing of potential supplemental sources

of surface water will also be included to determine any opportunities for blending to reduce the total amount of contaminants that require removal by treatment. Testing of potential surface water sources and installation of test wells will be completed prior to pilot testing to account for use of new sources.

All evaluations will be summarized in an engineering evaluation that includes a detailed alternative analysis and recommendations for final action.

Qualification Submittal

The Town of Carthage is seeking to engage a firm who has experience in this type of design.

Interested firms should provide one (1) hard copy and one (1) electronic copy of a package containing the following:

1. Cover letter expressing interest in providing these services. The letter should address what makes the firm/team uniquely qualified to provide these services.
2. A project team including project manager, project engineers, designers, technicians, as well as subcontracting firms, including their key personnel.
3. Office Location of Project Manager who will be main point of contact. Location of office(s) where work would be performed. If work is shared between offices, please estimate and describe the split of this workload.
4. Resumes for project team members. These should be concise resumes with bullet points for specific project descriptions. Please specifically highlight the following:
 - a. Project experience specifically related to design of similar projects to our scope of work. These should be listed beginning with the most recent projects and should include reference contact information for the most recent projects.
 - b. Listing previous projects performed for Municipalities including references and contact information for same. Limit projects to no more than 10 years previous.
5. List of example projects ranging throughout the listed infrastructure needs noted previously.
6. Project approach, specifically outlining the procedures each firm or team envisions taking to provide these services.
7. Availability: The firm should provide an explanation of their availability to execute the work and begin immediately upon selection. The Town intends to review the proposals and make a selection within one month of submittal. The importance of availability is important as the projects will require attention and a schedule for each task will be developed with the selected firm within two weeks of selection concurrent with contract negotiations.
8. Hourly Rate Fee Schedule: **In conformance with the Mini Brooks Act (NC GS 143-64-31) and the Uniform Guidance Section CFR 200.319, FEE PROPOSALS SHALL NEITHER BE SUBMITTED NOR CONSIDERED AT THE SELECTION STAGE. A standard hourly fee rate schedule for each employee classification proposed on the project team shall be submitted.**

Selection Criteria

The considerations below will be utilized for selection of the firm. Selection will be made after thorough review conducted by the Town of Carthage review panel. Actual interviews may be conducted after review of the initial responses by interested firms if the Town feels it is necessary to determine the most qualified engineer. The Town will provide a response to all submitting firms once a final decision is made. Selection criteria is as follows:

1. The firm's recent experience, knowledge, and familiarity with similar projects.
2. The successful experience and track record of the staff to be assigned to this project to perform the type of work required within budget with limited change orders.
3. The firm's ability to meet schedules for similar work. The firm must meet milestones for the funding for this project set by the Division of Water Infrastructure, unless otherwise amended. This project will require that the project be completed in accordance with various regulatory requirements, and it will be imperative to maintain those deadlines in order not to jeopardize funding. The selected firm will be required to provide a schedule based on details of all funding sources prior to final selection and award.

Deadline for Submittal

The above information should be submitted no later than 5:00 pm on **December 2nd** to:

Emily Yopp, Town Manager
Town of Carthage
4396 Hwy 15-501
Carthage, NC 28327

The Town of Carthage is an Equal Opportunity Employer and invites the submission of proposals from small, minority, and women-owned firms, as well as historically underutilized businesses.