

Town of Milton Request for Proposals



Professional Engineering Services: Design Bid Build Viable Utilities Reserve Wastewater Construction (VUR)

RFQ EXTENSION Issue Date: August 12th 2025

Proposal Due Date: August 22nd, 2025

Project Period: 22 months (with extension for grinder pump install)

RFQ Contact: Hope Stuart, Environmental Planner PTRC

Email: hstuart@ptrc.org

Phone: 336-904-0300 EXT 3011

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THE PROCUREMENT, PLEASE CONTACT THE PIEDMONT TRIAD REGIONAL COUNCIL AS SOON AS POSSIBLE

GENERAL

The Town of Milton in partnership with the Piedmont Triad Regional Council is seeking proposals from qualified firms to provide design, bidding and construction oversight to complete an upcoming grant awarded by the North Carolina Department of Environmental Quality in the amount of \$500,000. Engineering and Construction services are requested for a Viable Utility Reserve (VUR) project for their wastewater system. This project is essential for identifying vulnerabilities and creating a sustainable plan to address them. By thoroughly assessing the current state of the system, the VUR will involve the rehabilitation and replacement of existing public wastewater infrastructure. Addressing these challenges will be crucial for ensuring long-term sustainability, regulatory compliance and protect the health and well-being of Milton's residents.

BACKGROUND INFORMATION

The Town of Milton has previously engaged in asset management and capital planning efforts for its drinking and wastewater system, most notably through the development of an AMP in February 2024. The town has developed some system maps, which have been used to guide maintenance activities and emergency responses. However, these maps are limited in scope and detail, lacking comprehensive spatial data. The VUR project will repair and replace components at the wastewater treatment plant.

SCOPE OF SERVICES

- ☐ Prepare and approve engineering report and subsequent engineering design and bid package services and construction services following grant milestone requirements
- ☐ **Engineering report must be completed by September 29, 2025 (30-day extension possible)** following guidance and compliance with NCDEQ found at the link below. [Engineering Report/Environmental Information Document | NC DEQ](#)
- ☐ Upon the release of funds, prepare final design and construction bid package in conformance with applicable regulations and requirements
- ☐ Supervise bid advertising, tabulation and award process, including preparing the advertisement for bid solicitations, conduct bid opening, issue notice to proceed.
- ☐ Attend Pre-Construction Conference
- ☐ Survey, on site supervision of construction work, preparation of inspection reports as needed
- ☐ On-site assessment of facilities
- ☐ Replacement of 110 sewage and grinder pumps located at private residences and shops within the Town of Milton service area (over a 2-4 year time span)
- ☐ Provide electrical upgrades to include start up generator etc.
- ☐ Repair and replace various wastewater components identified as priority items within the NC-DWR inspection and AMP CIP dated 02/02/2024 and grant application
- ☐ Submit requests for payment
- ☐ Provide "as built" reproducible drawings to the Town upon project completion

- ☐ Conduct final inspection and testing
- ☐ Prepare an operation and maintenance manual with provided training to town staff as needed
- ☐ Potential updates to existing water meters for each household
- ☐ Provide support with resolving various notices of violation as found on NPDES permit
- ☐ Replace corroded manual influent bar screen, structural supports, piping chains connected to EQ pumps. Remediate serious rust and corrosion.
- ☐ Review Town's current AMP plan for specifics

Deliverables

- Detailed roadmap for achieving and maintaining regulatory compliance, including specific actions to address any past violations and ensure that the wastewater system meets all required standards
- Create detailed documentation of all aspects of the wastewater water system, including standard operating procedures (SOPs), maintenance logs, and emergency response plans
- Submit and compile a preliminary project scope that includes a description of the VUR Construction project, cost estimates, and schedule for each major task by **September 29th, 2025**, to Piedmont Triad Regional Council
- **All Services must be completed by March 10th, 2027 (with extension given for grinder pump install only)**

TENTATIVE MILESTONES FOR VUR

Milestone*	Approximate Date
Engineering Report Submittal	September 29th, 2025
Engineering Report Approval	December 1, 2025
Bid & Design Package Submittal to DEQ	June 1, 2026
DEQ Bid & Design Package Approval	October 1, 2026
Advertise Project, Receive Bids, Submit Bid Information, and Receive Authority to Award	February 1, 2027
Execute Construction Contracts	March 1, 2027

NOTICES & STANDARDS

- A. **General:** This request for proposals does not commit The Town of Milton to enter into agreement, to pay any costs incurred in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project. The Town of Milton reserves the right to issue further Requests

for Proposals (RFPs), as needed, and solicit responses from firms not selected as part of this process.

The selected firm as part of its preconstruction services, will assist with developing a strategy for the best approach for the successful completion of the project. This grant requires a firm to create requests for reimbursement for the Town's final approval and signature.

B. **Selection and Evaluation Criteria**, in accordance with procurement standards set forth in 2 CFR 200 (Uniform Guidance): In general, the PTRC and the Town of Milton will be seeking to select a firm that possesses the following minimum qualifications:

1. A min. of five (5) years of civil engineering services
2. Demonstrated financial and construction capacity to undertake a project of this magnitude.
3. Experience and knowledge with capacity for design and engineering services related to performing a Viable Utility Reserve project.
4. Thorough knowledge and understanding of North Carolina DWR EPA standards

C. **Consultant/Contractor Selection:**

The most responsive bidder will be evaluated and selected based on the following

1. **Demonstrated Experience:** Consideration toward those with prior experience in performing similar work over the past five years or more, to include the company's technical and organizational resources available for implementing a VUR (30 points).
2. **Capacity/Scheduling:** Demonstrated capacity to complete the project with understanding of the items listed under the Scope of work. Team member roles and experience listed (20 points).
3. **Planning and Design:** Describe activities the selected firm will undertake to develop and finalize the project, including review of conditions, feasibility options, analyzing and documenting environmental impact, preparing construction documents, and aligning construction with relevant permits if needed (30 points).
4. Previous **Experience working with Small Towns** (5 points)
5. **Financial and Legal:** Provide details on legal issues arising within the past 5 years. (Pass/Fail).
6. **References:** Provide 2-3 references, may be included in capacity/scheduling above (15 points).

Total available points: 100

Rating and Selection Team:

A selection committee has been established to review and evaluate all documentation submitted in response to this RFQ. The committee will conduct a preliminary evaluation of all

documentation to determine that interested firms are qualified to perform the required services.

Following a review of the qualified submittals, the selection committee will rank the firms based on the criteria identified above. If a contract cannot be negotiated with the highest ranked firm, negotiations with that firm shall be terminated and negotiations shall be initiated with the next highest ranked firm.

It is the Town of Milton's intent to make a selection in a timely manner following the submittal date. The Town of Milton reserves the right to reject any or all qualifications or to waive any and all formalities and the right to disregard all non-conforming or conditional qualifications and to enter into a contract with the firm or firms that will serve in the best interest of the Town. The Town of Milton is not legally required to enter into a contract as a result of this RFQ. All deliverables will become the property of the Town.

ANTICIPATED SCHEDULE FOR SELECTION PROCESS

RFP Issue Date	August 13 th , 2025
RFP Submittal Due Date (EMAIL)	August 22 nd , 2025
Questions Submitted by	August 21 st , 2025
Review of RFQs and Selection of Short List of Qualified Firms	August 25-26 th , 2025
Selection of firm, Negotiation/Design Proposal	August 25 th - 26 th
Recommendation and Approval from Council	September 9 th 2025
Prepare and send Master Agreement to Firm Selected	Within 5 business days of notification

Submission Guidelines: Each response should contain the following:

A. Cover letter on company letterhead by a member of the firm with authorization to contract professional services. To include company name, mailing address, phone number and email address.

B. Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided.

C. Team & Project Management: Identify the proposed project team and key personnel: Provide a list of licensed contractors, and design professionals to include a brief resume of the

project manager to include years of experience, certifications and education. Describe briefly how projects will be successfully managed. Be sure to include experience with managing previous Ecological Restoration projects if eligible.

D. Project Schedule: Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract with verification of project completion within timeframe proposed.

E. Terms and Conditions of the Contract: The PTRC proposes to enter into an agreement utilizing standard design build contracts. This information will be provided to the selected consultant(s) during contract and scope negotiations.

F. References: Project reference list describing at least two (2) projects completed within the past five years that represent the strengths and unique qualifications of the team. The list should contain project titles, locations, start and end dates, name of project managers, and name, phone number and email address of references.

G. Legal: List and describe any litigation, arbitration, or claims by your firm against any project owner because of a contract dispute in the past 5 years. List any claim filed against your firm from projects that have occurred within the past 5 years.

H. Format: RFQ responses must be submitted electronically and be 12pt font size and limited to no more than 15 pages excluding the cover page and cover letter.

I. Insurance Requirements: **A copy of the firm's Certificate of Insurance (COI) and completed W-9 will be required at the time of selection. Consultant must meet the Liability Insurance requirements of the Town of Milton.**

General Requirements

- a) If selected, the consultant(s) shall be registered through the NC Department of the Secretary of State.
- b) Insurance Requirements: Proposals shall include information certifying that the consulting firm can provide the following minimum insurance coverage prior to execution of a professional services agreement. **A copy of the firm's Certificate of Insurance (COI) will be required at the time of selection. A copy may be provided along with submittal and will not count against the page limit.**

Insurance

Minimum Amount

- | | |
|---|-------------|
| (a) Workers' Compensation and Employers Liability | \$500,000 |
| (b) General Liability | \$500,000 |
| | \$1,000,000 |
| (c) Automobile Liability | \$1,000,000 |

(d) Umbrella	\$1,000,000
(e) Professional Liability	\$1,000,000

SUBMISSION DATE- August 22nd, 2025 by 5pm.

Submittals after this deadline will not be considered. Only email copies will be accepted to Hope Stuart at hstuart@ptrc.org by 5pm.

Firms submitting proposals are encouraged to carefully check them for conformance to the requirements stated above. If submittals do not meet these requirements, they will be disqualified. **No exception will be granted.**

Proposals can be emailed to: Hope Stuart, Environmental Planner at hstuart@ptrc.org

MUST BE LICENSED- A licensed general contractor must oversee the project.

The Piedmont Triad Regional Council is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses.

E-Verify Requirements Apply to Public Contracts

Under North Carolina law, the E-Verify requirement applies to private employers doing business in this state that has 25 or more employees working in this state. If contractors are individuals who are self-employed (i.e., one employee), or with a business with less than 25 employees, that individual/business is not subject to the E-Verify requirements.

It is the Piedmont Triad Regional Council's responsibility to comply with E-Verify, the successful consultants will be required to submit the completed E-Verify affidavit on the following page at execution of this contract.

Debarment, Suspension, Ineligibility and Voluntary Exclusion

The Contractor shall comply with the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Governmentwide Debarment and Suspension (Non procurement)," 2 C.F.R. 180. These provisions apply to each contract at any tier for a federally required audit (irrespective of the contract amount) and to each contract at any tier that must be approved by an U.S. or State of North Carolina Department official irrespective of the contract amount. As such, the Contractor shall verify that its principals, affiliates and subcontractors are eligible to participate in this federally or state funded contract and are not presently declared by any Federal or State department or agency to be:

- a. Debarred from participation in any federally or state assisted award;
- b. Suspended from participation in any federally or state assisted award;
- c. Proposed for debarment from participation in any federally or state assisted award;
- d. Declared ineligible to participate in any federally or state assisted award;
- e. Voluntarily excluded from participation in any federally or state assisted award;
- f. Disqualified from participant in any federally or state assisted award.

Iran Divestment Act

As provided in G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State.

Attachments

Attachment A: Award Letter (1)

Attachment B: AMP Study