

**BRUNSWICK REGIONAL WATER AND SEWER H2GO  
REQUEST FOR QUALIFICATIONS**

**ON-CALL CONSULTING ENGINEERING AND SURVEYING SERVICES**

**March 2024**

**A. INTRODUCTION**

Brunswick Regional Water and Sewer H2GO (“H2GO”) is requesting Qualifications Statements (QS) from professional engineering firms for on-call consulting services for a variety of water, wastewater, and survey project scopes.

The purpose of this Request for Qualifications (RFQ) is to provide H2GO with a pool of qualified consultants to provide professional services for specific projects. Each engagement will be documented by a Task Order. Each Task Order will indicate the specific tasks and functions to be performed and deliverables to be provided. H2GO intends to select qualified firms to provide such services on the basis of demonstrated competence, qualifications, and availability for the type of professional services required.

**B. BACKGROUND**

Brunswick Regional Water & Sewer H2GO is a local governmental unit, a Sanitary District, established by the North Carolina Public Health Commission under Article 2, Part 2 of the General Statutes of North Carolina. H2GO operates a public water and sewer utility subject to fiscal and accounting standards prescribed for units of local government by the Local Government Commission.

Brunswick Regional Water and Sewer H2GO currently serves over 18,000 metered water customers; a population of more than 45,000 in Belville, Leland, parts of Navassa, and unincorporated areas of NE Brunswick County. The current growth rate for our service areas is over 8% annually. H2GO’s customer base is projected to double within the next 10 to 15 years.

H2GO operates a 6.0 MGD reverse osmosis water treatment plant with raw water sourced from 10 wells in the Lower Peedee and Black Creek aquifers. H2GO’s average daily demand (ADD) for water is about 3.1 million gallons per day (MDG), and the peak day demands range to 5 MGD. H2GO has approximately 260 miles of water pipe in the distribution system; 1.75 MG in elevated storage and 2.5 MG in ground storage.

H2GO also operates a 0.65 MGD extended aeration wastewater treatment plant in Belville; and

is a partner in Brunswick County's NEWWTP. The Belville WWTP is operating near capacity with excess wastewater pumped to the NEWWTP. H2GO's current average daily wastewater flow to the NEWWTP is 2.0 MGD, and H2GO has a 3.83 MGD capacity allocation in the existing 4.975 MGD NEWWTP. H2GO has approximately 201 miles of gravity sewers and pressure sewer force mains, and over 100 lift stations.

## C. SCOPE OF SERVICES

The scopes of work may include, but are not limited to, the following:

Feasibility studies	Regulatory permit applications
Preliminary engineering studies	DEQ permit modifications
Utility infrastructure assessments	Water distribution system designs
Benefit-Cost Analyses	Wastewater collection system designs
Design studies	Water and sewer pump system designs
WaterGems hydraulic modeling	Well and ASR well system designs
SewerGems hydraulic modeling	RO water treatment system designs
System Development Fee Analysis	Wastewater treatment system designs
Emergency Response Plan (ERP)	Reclaimed water infrastructure
Risk and Resilience Assessment (RRA)	Water storage tank rehab specifications
Operations Training & Exercise Plan	Construction cost opinions
Wetland delineations	Project manuals and specifications
Environmental surveys	Project bidding
Topographic surveys	Construction observation services
Boundary and easement surveys	Construction administration services

Typical projects may include:

1. Design of water infrastructure including, water main extensions, water booster pump stations, water treatment facilities, water storage tanks, well sites, and ASR wells.
2. Design of sanitary sewer infrastructure, including sanitary sewer gravity extensions, force main extensions, wastewater pump stations, wastewater treatment facilities and manhole rehabilitation.
3. Design of reclaimed water infrastructure.
4. Permitting through local, state, and federal agencies.
5. Survey needs for easements, land acquisitions, and other survey items.
6. Design of potable water and sanitary sewer details and specifications.

## D. INFORMATION AND INQUIRIES

Respondents may submit questions concerning this RFQ in writing to:

Adrianna Weber, P.E.  
Engineering Director  
[aweber@H2GOonline.com](mailto:aweber@H2GOonline.com)

It is recommended that all questions be sent by email. All questions and inquiries must be submitted by 5:00 pm EST on or before Thursday April 18, 2024. H2GO reserves the right to contact any respondent for clarification if such is deemed desirable by H2GO.

## E. QUALIFICATIONS STATEMENT (QS) CONTENT AND FORMAT

Please submit a complete Qualifications Statement responding to all requested information.

### 1. Section One: Cover Letter/Letter of Intent

The cover letter shall be addressed to Adrianna Weber, P.E., Engineering Director. It may be up to two pages and, at a minimum, must contain the following:

- a. Identification of organization, including name, address, and telephone number.
- b. Name, title, address, and telephone number of contact person during period of statement evaluation.
- c. Signature of person authorized to bind the firm to an on-call agreement.

### 2. Section Two: Respondent's Qualifications Statement and availability to undertake concurrent Task Orders.

- a. Provide a statement of interest for task orders assignments including a narrative describing the respondent's unique qualifications as they pertain to the scope(s) herein.
- b. Provide a statement on the availability and commitment of the respondent, its principal(s), and assigned professionals to undertake task orders during a period of five (5) years.

### 3. Section Three: Describe the overall approach to undertake various task orders.

- a. A description of your general understanding of the scope(s).
- b. Discussion of concepts and approaches to project(s).

### 4. Section Four: A list of key personnel with resumes, technical qualifications, and State of North Carolina professional licenses. Describe the roles and responsibilities of key personnel.

### 5. Section Five: A representative list of projects performed in the past including the client, and specific tasks completed. Please highlight projects completed in or near H2GO's service area.

### 6. Section Six: A list of current projects.

7. Section Seven: A clear and concise response stating why you feel you are the most qualified firm to perform task order scopes of work and any other information which may be helpful to the committee in evaluating the Qualifications Statement.
8. Section Eight: Provide insurance coverage documentation outlined in Section I of this RFQ.
9. Section Nine: References
10. Attachment A: Fee Schedule – Hourly billing rates, reimbursable expense rates and expense multiplier.

**F. EVALUATION CRITERIA**

This is a qualifications-based selection. Qualifications Statements will be evaluated on, but not limited to, the following criteria:

Criteria	Weights
Cover Letter and overall quality of response	5
Statement of Interest and Statement of Availability and Commitment	10
Statement of Understanding of the anticipated scopes of work and approach to undertake various task orders	20
Key Personnel and experience of staff to be assigned to various task orders	20
Relevant Experience	20
Qualification Narrative	15
References	10

**G. SUBMITTAL REQUIREMENTS**

Qualifications Statements should be limited to fifteen (15) pages or less, inclusive of the cover page(s), and insurance provisions. Please use 8 ½” x 11” sheets, single spaced, one sided with no less than 12-point font. Respondents must submit (1) one signed original and two (2) copies plus one (1) electronic version of the QS for **“On-Call Consulting Engineering and Surveying Services”**. The electronic version of the QS must be submitted as viewable and printable Portable Document File (PDF) or USB drive. Both hard copy and electronic version must be

received by H2GO by 3:00 pm EST on or before Thursday April 25, 2024. Deliver QS to the following mailing address or physical address:

**Brunswick Regional Water and Sewer H2GO**  
Attention: Adrianna Weber, P.E., Engineering Director  
Brunswick Regional Water and Sewer H2GO  
RE: H2GO RFQ – On-Call Consulting Engineering and Surveying Services

By Mail:  
P.O. Box 2230  
Leland, NC 28451

Physical Address:  
516 Village Road NE  
Leland, NC 28451

## H. FINAL SELECTION

Qualification Statements will be examined for merit and ranked by a selection committee according to quality and responsiveness to this RFQ. The top responses may be placed on a short list of finalists and called in for interviews. H2GO reserves the right to reject any or all submittals, and to waive any and all irregularities to choose the firm(s) which, in H2GO's opinion, best serves H2GO's interests.

A tentative timeline for the selection process follows.

Issue RFQ -----March 28, 2024  
Questions/Comment Deadline-----April 18, 2024  
Statement of Qualifications Proposal Due-----April 25, 2024  
Evaluation of Respondents Complete -----May 1, 2024  
Approve and Award Contracts -----May 15, 2024

## I. CONTRACTUAL REQUIREMENTS, TERMS AND CONDITIONS

The consultant(s) selected to provide the above referenced services will be expected to enter into an EJCDC E-505 Standard Form of Agreement Between Owner and Engineer for Professional Services, Task Order Edition with minor modifications included in an addendum to be provided at a later date.

## INSURANCE

The insurance coverage documentation does not count toward the page limit.

### **A. Commercial General Liability (CGL) Insurance**

1. ENGINEER shall maintain Commercial General Liability (CGL) and if necessary, Commercial Umbrella Liability insurance with a total limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location, or the general aggregate shall be twice the required limit.
2. CGL insurance shall be written on Insurance Service Office (ISO) "occurrence" form CG00 01 covering Commercial General Liability or its equivalent and shall cover the liability arising from premises, operations, independent ENGINEERS, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
3. Brunswick Regional Water and Sewer H2GO, its officer, officials, agents, and employees are to be covered as additional insureds under the CGL by endorsement CG 20 10 or CG 20 33 AND CG 20 37 or an endorsement providing equivalent coverage as respects to liability arising out of the activities performed by or on behalf of the ENGINEER; products and completed operations of the ENGINEER; premises owned, leased or used by the ENGINEER; and the commercial umbrella, if any. The coverage shall contain no special limitations on the scope of protection afforded to Brunswick Regional Water and Sewer H2GO, its officers, officials, agents, and employees.
4. There shall be no endorsement or modification of the CGL or Umbrella Liability limiting the scope of coverage for liability arising from explosion, collapse, underground property damage, or damage to the named insured's work, when those exposures exist.
5. The ENGINEERS Commercial General Liability insurance shall be primary as respects Brunswick Regional Water and Sewer H2GO "DISTRICT", its officials, agents, and employees. Any other insurance or self-insurance maintained by Brunswick Regional Water and Sewer H2GO, its officers, officials, and employees shall be excess of and not contribute with ENGINEER's insurance.
6. The insurer shall agree to waive all rights of subrogation against Brunswick Regional Water and Sewer H2GO, its officers, officials, agents and employees for losses arising from work performed by the ENGINEER for Brunswick Regional Water and Sewer H2GO.

### **B. Workers' Compensation and Employer's Liability**

1. ENGINEER shall maintain Workers' Compensation as required by the general statutes of the State of North Carolina and Employer's Liability Insurance.
2. The Employer's Liability, and if necessary, Commercial Umbrella Liability insurance shall not be less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease and \$500,000 policy limit.
3. The insurer shall agree to waive all rights of subrogation against Brunswick Regional Water and Sewer H2GO "DISTRICT", its officers, officials, agents and employees for losses arising from work performed by the ENGINEER for Brunswick Regional Water and Sewer H2GO.

4. The Maritime Coverage endorsement (WC 00 02 01) shall be attached to the policy when services will be on or in close proximity to navigable waterways.

### **C. Business Auto Liability**

1. ENGINEER shall maintain Business Auto Liability and, if necessary, Commercial Umbrella Liability Insurance with a limit of not less than \$1,000,000 each accident.
2. Such insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos.
3. Business Auto coverage shall be written on ISO form CA 00 01, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provide in ISO form CA 00 01.
4. Pollution liability coverage for covered autos endorsement (CA 99 48) shall be provided, and the Motor Carrier Act endorsement (MCS 90) shall be attached when those exposures exist.
5. ENGINEER waives all rights against Brunswick Regional Water and Sewer H2GO "DISTRICT", its officers, officials, agents and employees for recovery of damages to the extent these damages are covered by the business auto liability or commercial umbrella liability insurance obtained by ENGINEER pursuant to the requirements set forth herein.
6. The ENGINEER's Business Auto Liability insurance shall be primary as respects the self-insurance maintained by Brunswick Regional Water and Sewer H2GO "DISTRICT", its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by Brunswick Regional Water and Sewer H2GO shall be in excess of and not contributed with the ENGINEER's insurance.

### **D. Professional Liability Insurance**

1. ENGINEER shall maintain in force the duration of this contract professional liability or errors of omissions liability insurance appropriate to the ENGINEER's profession. Coverage as required in this paragraph shall apply to liability for a professional error, act, or omission arising out of the scope of the ENGINEER's services as defined in this contract. Coverage shall be written subject to limits of not less than \$1,000,000 per claim.
2. If coverage required in paragraph 1 above is written on a claims-made basis, the ENGINEER warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of 2 (two) years beginning from the time that work under the contract is complete.

### **E. Deductible and Self-Insured Retentions**

1. The ENGINEER shall be solely responsible for the payment of all deductibles to which such policies are subject, whether or not Brunswick Regional Water and Sewer H2GO "DISTRICT" is insured under the policy.

## **F. Miscellaneous Insurance Provisions**

The policies are to contain, or be endorsed to contain, the following provisions:

1. Each insurance policy required by this contract shall be endorsed to the state that coverage shall not be cancelled by either party except after 30 days prior written notice has been given to Brunswick Regional Water and Sewer H2GO, PO Box 2230, Leland, NC 28451.
2. If ENGINEER's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

## **G. Acceptability of Insurers**

Insurance is to be placed with insurers licensed to do business in the State of North Carolina with A.M. Best's rating of no less than A VII unless specific approval has been granted by Brunswick Regional Water and Sewer H2GO

## **H. Evidence of Insurance**

1. The ENGINEER shall furnish Brunswick Regional Water and Sewer H2GO "DISTRICT" with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements prior to commencing the work, and thereafter upon renewal or replacement of each certified coverage until all operations under this contract are deemed complete.
2. Evidence of additional insured status shall be noted on the certificate of insurance as per requirements herein.
3. Insurance is to be placed with insurers licensed to do business in the State of North Carolina with an A.M. Best's rating of no less than A VII.
1. With respect to insurance maintained after final payment in compliance with requirements, an additional certificate(s) evidencing coverage shall be provided to Brunswick Regional Water and Sewer H2GO "DISTRICT" with final application for payment and thereafter upon renewal or replacement of such insurance until the expiration of the period for which such insurance must be maintained.

## **I. Subcontractors**

ENGINEER shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein. Commercial General Liability coverage shall include independent ENGINEER's coverage and the ENGINEER shall be responsible for assuring that all subcontractors are properly insured.



## J. Conditions

1. The insurance required for this contract must be on forms acceptable to Brunswick Regional Water and Sewer H2GO.
2. The ENGINEER shall provide that the insurance is contributing to satisfaction of insurance requirements herein. Minimum Scope and Insurance Requirements shall be endorsed to state that coverage shall not be cancelled, terminated or modified by either part, except after 30 days prior written notice has been given to Brunswick Regional Water and Sewer H2GO, PO Box 2230, Leland, NC 28451.
3. The DISTRICT reserves the right to obtain complete, certified copies of all required insurance policies, at any time.
4. Failure of the DISTRICT to demand a certificate of insurance or other evidence of full compliance with these insurance requirements or failure of the DISTRICT to identify deficiency from evidence that is provided shall not be construed as a waiver of ENGINEER's obligation to maintain such insurance.
5. By requiring insurance herein, the DISTRICT does not represent that coverage and limits will necessarily be adequate to protect the ENGINEER, its officers, officials, agents and employees and such coverage and limits shall not be deemed as a limitation of ENGINEER's liability under the indemnities granted to the DISTRICT in this contract.
6. The DISTRICT shall have the right, but not the obligation of prohibiting ENGINEER, its officers, officials, agents and employees or any subcontractor from entering the jobsite or withhold payment until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the DISTRICT.
7. No advertising, sales promotion, other materials, or presentations of the ENGINEER, its officers, officials, agents and employees will identify or reference this contract, or Brunswick Regional Water and Sewer H2GO name without the written consent of the DISTRICT. This includes professional conferences, meetings, and other events where the ENGINEER, its officers, officials, agents and employees may be discussing or referencing either verbally or in writing Brunswick Regional Water and Sewer H2GO and/or the services or products covered under this contract. Exception may be taken to the above with regard to listing the DISTRICT as a job history reference in response to requests for proposals.

## J. HOURLY BILLING RATES AND REIMBURSABLE EXPENSES

Please include a Fee Schedule with hourly billing rates, reimbursable expense rates and expense multiplier. The Fee Schedule does not count toward the page limit.

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