



REQUEST FOR QUALIFICATIONS

RFQ # 354-UT26-25

**Project Title: Western Wake Regional WRF Liquids Train Expansion
Preliminary Engineering Report**

Issue Date: April 2, 2026

Due Date: May 8th at 3:00 PM ET

Issuing Department: Utilities

Direct all inquiries concerning this RFQ to:

Corrie Bondar, P.E.

Assistant Utilities Director

Email: corrie.bondar@carync.gov

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1 INTRODUCTION

1.1 Purpose

The Towns of Cary and Apex are seeking one or more qualified firm(s) with which to contract for the following services:

- Development of a preliminary engineering report for the expansion of the liquids treatment train at the Western Wake Regional Water Reclamation Facility (WWRWRF) from 18 MGD to 30 MGD.

A detailed scope of services is provided in Section 4 of this solicitation.

Information related to this solicitation, including any addenda, will be posted to the North Carolina electronic Vendor Portal (eVP) at <https://evp.nc.gov/solicitations/>.

1.2 Background

The Western Wake Regional Water Reclamation Facility represents the culmination of more than a decade of regional cooperation and planning among the Western Wake Partners including Cary, Apex and Morrisville. The water reclamation facility is jointly owned by Cary and Apex, (66% Cary and 34% Apex) as Cary provides utility services in Morrisville following their utility merger in 2006. Cary serves as Lead Agency under existing operations agreements and is responsible for operation and maintenance of the facilities and for all permits and regulatory compliance.



The WWRWRF site is approximately 207 acres and was designed to minimize both environmental impacts and potential negative impacts to the surrounding community. The WWRWRF design process and siting were conducted in a way to honor Cary's commitments to its neighbors by employing the best available technologies for odor control and overall nuisance mitigation as well as minimizing environmental impacts through an intensive environmental review process as part of development of its

Environmental Impact Statement. The facility was designed with an attractive, compact architectural campus layout providing clean lines of sight throughout the entire facility.

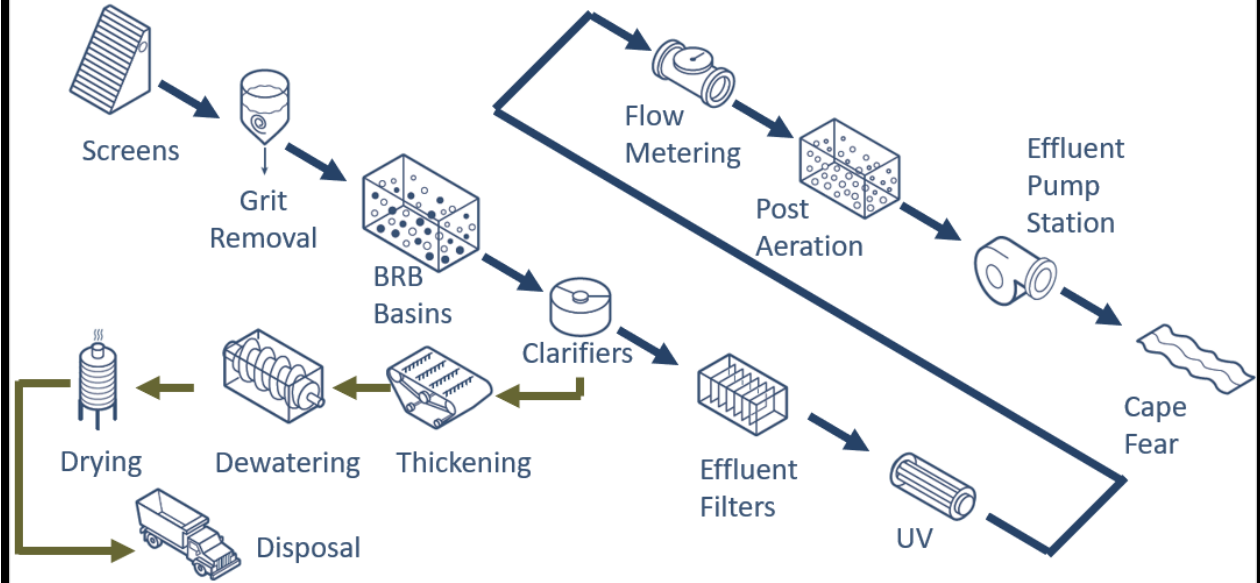
This facility has performed extremely well during the past 11+ years, achieving high standards for nutrient removal, environmental protection and providing high quality treated water to the Cape Fear River basin. The facility is an active member of the Middle Cape Fear Basin Association, which performs the water quality monitoring necessary to meet NPDES permit requirements. The WWRWRF has been recognized as an award-winning facility, having received the Partnership for Clean Water Director's Award and multiple NACWA recognitions, including seven consecutive Platinum Awards and a Silver Award in 2024. The facility has also been recognized by the Water Environment Federation (WEF) as a Platinum Partner in its Nutrient Smart program and as an innovator in nutrient removal.

The trees, streams and foliage on the site are protected within the facility by a 200-ft undisturbed buffer around the facility perimeter. Cary's values of environmental protection, exceptional wastewater treatment performance, being a good neighbor, and providing exceptional quality biosolids for beneficial reuse are important to citizens, neighbors, and staff. These values are an important feature of Cary's decision-making process and will be reiterated throughout the scoping and design meetings.

The facility was designed and permitted for flows up to 18-MGD across four treatment trains and treats both domestic and high strength non-residential wastewater from the service area. The facility began operating on July 28, 2014, and discharging treated water to the Cape Fear River on August 11, 2014. The facility provides wastewater treatment for the Western Wake County and Chatham County service areas of Cary, Apex, and Morrisville, as well as Wake County's portion of Research Triangle Park (RTP). The service area population for the WWRWRF is 109,000 and growing.

Wastewater treatment begins on-site with preliminary treatment, which consists of two 6-mm perforated plate screens and one manual screen. The grit removal system consists of a vortex grit chamber and secondary grit removal from the influent force mains. The collected grit is processed through two grit classifiers in which organics are rinsed from the grit. Secondary treatment is provided through a five-stage process, which is a modified version of the Virginia Initiative Process for biological removal of nitrogen and phosphorus. The WWRWRF has four separate Biological Reactor Basins (BRB) that provide advanced secondary treatment. Clarification immediately follows the secondary treatment process basins with four large and four small rectangular clarifiers. This is where treated wastewater effluent is separated from the microorganisms, in the form of solids, through a settling process. These microorganisms (or biosolids) are either recirculated back to the BRBs or wasted to the solids handling process. Tertiary treatment of the effluent is provided through eight disc filters, followed by three channels with two banks each of ultraviolet lamps for final pathogen disinfection. Finally, the treated wastewater is aerated in the post aeration basin before being pumped approximately 11 miles via a single pipeline to the Cape Fear River. The treated water discharge flows over a cascade aeration structure adjacent to the river before being discharged just below the Buckhorn Dam. A process schematic is shown below.

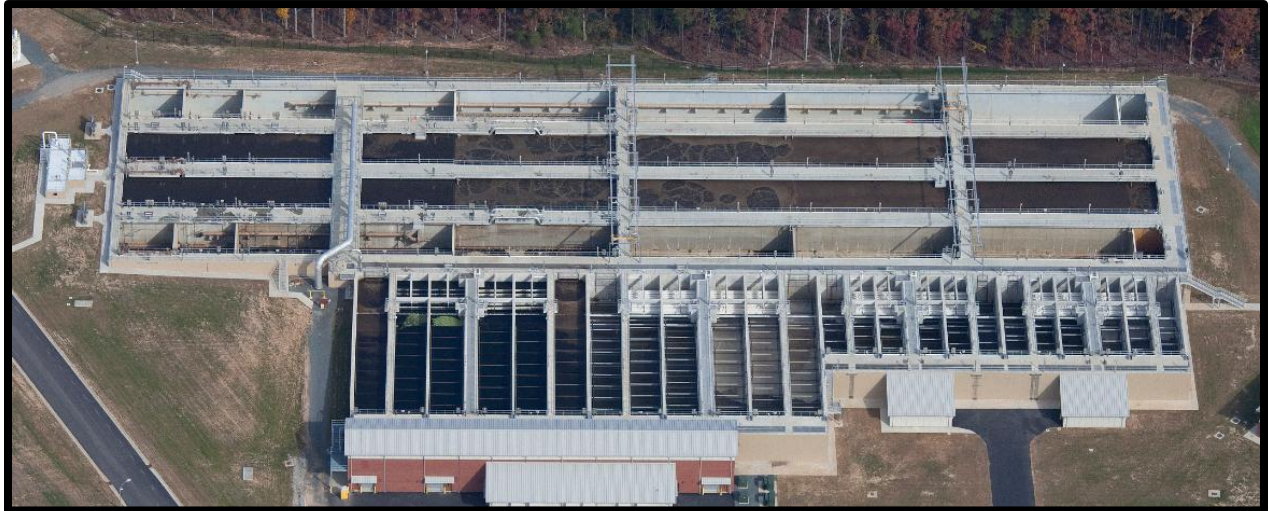
Western Wake WRF – Simplified Process Flow



Below is an aerial view of the facility with process flow diagram and direction of flow indicated. More details on the current process can be found in our virtual overview: <https://view.genial.ly/5f75fc5c6926ac0d03e5aa7f>



A portion of the final effluent is conveyed to the WWRWF reclaimed water facility for chlorine disinfection before further use in onsite facility processes and bulk water applications. All reclaimed water produced onsite is either used for facility processes, conveyed to a bulk water station, or recycled onsite. There is no dedicated reclaimed water storage tank or offsite distribution system as part of this facility.

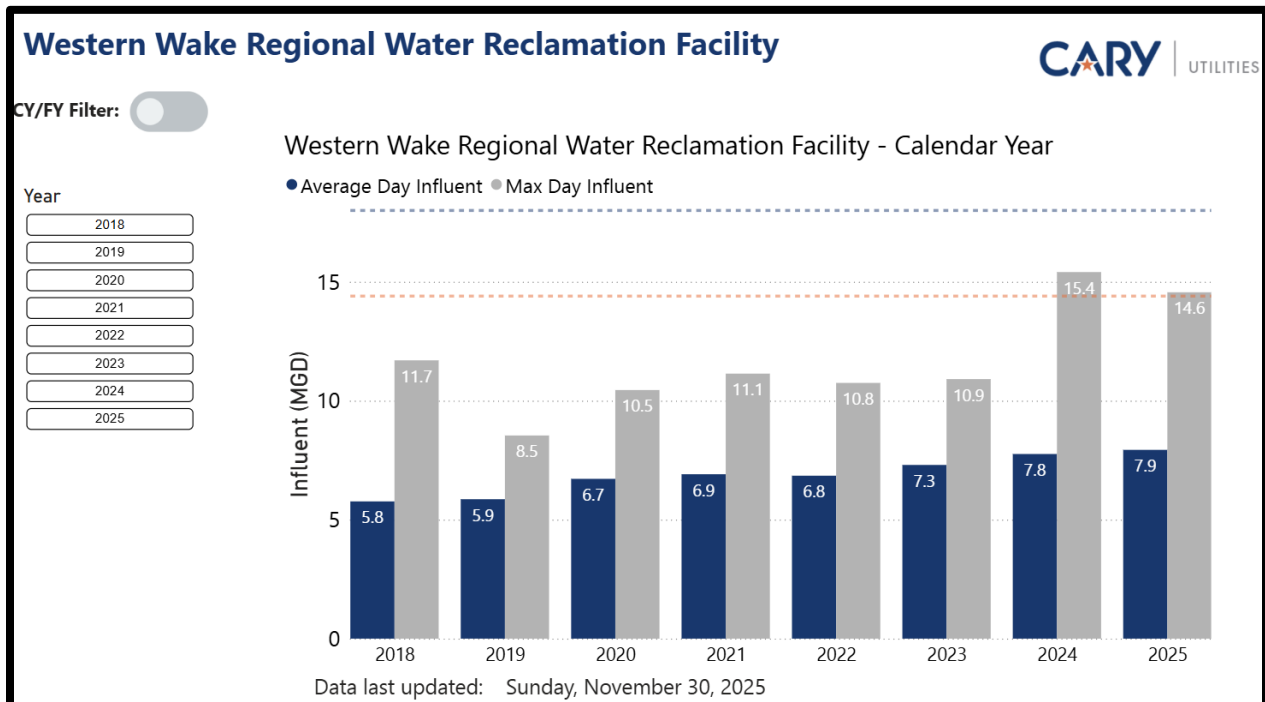


Solids are thickened and dewatered with three combination gravity belt thickeners and belt filter press machines. The dewatered biosolids are stored in two cake silos prior to thermal drying, which is accomplished through two Veolia belt dryers. The thermal biosolids dryer produces dried pellets that are stored in two pellet silos prior to being hauled offsite by an outside vendor to be applied as an agricultural soil amendment. The WWRWF Solids Handling Facility produces Class A, Exceptional Quality biosolids in compliance with EPA 503 regulations.



The WWRWRF was originally designed as a continuous flow facility. As the flows and loads have increased, it has become increasingly difficult to operate efficiently as a continuous flow facility. As a result, Cary and Apex have selected a consultant to design an aerated sludge holding tank between the liquids treatment and solids treatment trains to provide storage and additional operational flexibility.

The WWRWRF is currently operating as a three-train facility treating ~8 MGD. An expansion will be required to be online by 2035. Constructing the expansion while the facility operates as a three-train facility will provide flexibility to transition flows during construction and ensure that both Cary and Apex maintain adequate capacity in advance of the requirements of the 80/90 rule.



As summarized in the graph above, wastewater flows to the facility have steadily increased as a result of growth in Cary and Apex. Jacobs developed an Expansion Master Plan in 2025 to guide the expansion of the facility to 30 MGD. This effort included detailed analysis of historical flows and loads, a unit process evaluation, exploration of multiple expansion technology options, investigation of two accelerated growth scenarios, and development of a capital improvement plan. The effort culminated in the selection of cost-effective technologies that align with Cary and Apex’s values for environmental protection, sustainable practices, and high-quality wastewater treatment services.

<https://www.carync.gov/home/showpublisheddocument/36562/639005363117870000>

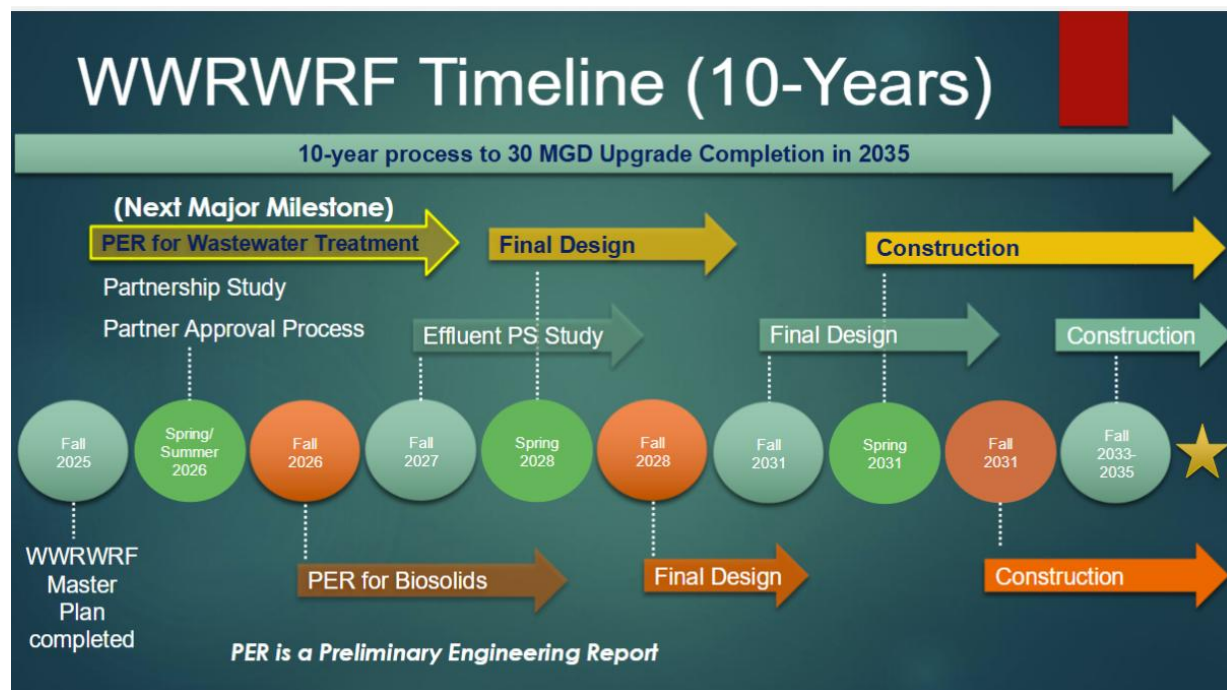
Work performed as part of the Expansion Master Plan, Regional Utility Infrastructure Review Studies, Long Range Water Resources Plan and Big Branch 2 Pump Station Design shall not be duplicated in this preliminary engineering report, unless explicitly directed by Cary and Apex, but shall be used by reference. This includes the following sections of the Expansion Master Plan:

- Flows, loads and projections
- WWRWRF unit process evaluation

- WWRWRF expansion options
- Accelerated expansion exploration and utilization of buffer treatment capacity
- WWRWRF biosolids treatment & disposal options
- Beaver Creek PS evaluation

The WWRWRF holds NPDES permit NC0088846 which includes effluent limitations and monitoring requirements, including nitrogen and phosphorus loads, for a facility expansion to 30 MGD. Therefore, an Authorization to Construct (ATC) and Erosion and Sediment Control (ESC) permits are all that will be required from the North Carolina Department of Environmental Quality (NCDEQ) to move to construction on the facility expansion.

The expansion of the liquids train will be the first step in an overall expansion of the facility. The timeline below indicates the anticipated sequence of projects for the liquids, biosolids, and effluent pump stations. These dates are subject to change.



In 2025, the Towns of Apex, Cary, Holly Springs and Morrisville worked with Tetrattech and NCDEQ to update their individual Secondary and Cumulative Impacts Mitigation Management Plans (SCIIMP)s in a common format. As a result, each town has SCIMMP, which describes the existing environmental conditions within the town’s planning area, land use and infrastructure master plans, the potential secondary and cumulative impacts (SCI) resulting from planned infrastructure, and the management programs which address the SCI. Environmental assessments and environmental impact statements will reference the SCIMMP for SCI.

<https://www.carync.gov/services-publications/plans-publications-reports/secondary-and-cumulative-impacts-plan>

1.3 **RFQ Timeline**

Provided below is a list of the anticipated schedule of events related to this solicitation. Cary reserves the right to modify and/or adjust this schedule to meet the needs of the project. All times shown are Eastern Time (ET):

RFQ Process	Date and time
RFQ Advertisement Date	<i>Thursday, April 2, 2026</i>
Pre-Submittal Conference	<i>Tuesday, April 14, 2026 at 3PM Western Wake Regional Water Reclamation Facility Training Room 3500 Reclamation Rd, New Hill, NC 27562</i>
Deadline for written questions	<i>Tuesday, April 21, 2026</i>
Town Response to Questions (anticipated)	<i>Friday, April 24, 2026</i>
Submittal Due Date and Time	<i>Friday, May 8, 2026 at 3PM</i>
Evaluation Meeting (anticipated)	<i>May 2026</i>
Interviews (if required)	<i>June 2026</i>
Selection Announcement (tentative)	<i>June 2026</i>

1.4 **Pre-Submittal Conference**

Non-Mandatory: All Proposers are URGED and cautioned to attend a PRE-SUBMITTAL CONFERENCE/SITE VISIT set forth below. A non-mandatory preproposal conference is scheduled for **Tuesday, April 14, 2026 at 3:00 PM ET at Western Wake Regional Water Reclamation Facility Training Room, 3500 Reclamation Rd, New Hill, NC 27562**. The preproposal conference allows the vendors to ask questions regarding the RFQ that will be included in a written addendum on the NC eVP website.

Vendor is cautioned that any information released to attendees during the preproposal conference, and which conflicts with, supersedes, or adds to requirements in this Request for Qualifications, must be confirmed by written addendum before it can be considered to be a part of this proposal.

It is the Proposer's responsibility to assure that all addenda have been reviewed and returned with the proposal.

1.5 **Questions**

Requests for clarification and questions to this RFQ must be received by the Town not later than the date shown above in Section 1.3, entitled "RFQ Timeline", for the submittal of written inquires. The Town will not entertain any further questions after the due date. All questions related to this solicitation must be submitted in writing (via email) to the following individual:

Contact Name	Email Address
Corrie Bondar	corrie.bondar@carync.gov

Indicate “**RFQ #354-UT26-25– Questions**” in the subject of the email. Questions submitted via telephone will not be answered.

The Town shall issue addenda reflecting questions and answers to this RFQ, if any, which shall be posted to the [NC eVP website](#). No information, instruction or advice provided orally or informally by any Town personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFQ.

It is important that all Respondents submitting to this RFQ periodically check the NC eVP website for any Addenda. It is the Respondent’s responsibility to ensure that all addenda have been reviewed and, if required, signed and returned.

1.6 Submittal Requirements and Contact Information

Electronic responses ONLY will be accepted through the NC eVP website. Interested parties must be logged in to submit proposals electronically. Registration information is available at [NC Electronic Vendor Portal \(eVP\)](#). Proposals must be clearly marked with name of the submitting company, the RFQ number and RFQ title (**Your Company Name 354-UT26-25 Western Wake Regional WRF Liquids Train Expansion PER**).

Proposers must submit one (1) electronic version, submitted as a viewable and printable Adobe Portable Document File (PDF), on or before the submittal due date and time provided in Section 1.3. Submissions that do not comply with the stated submission method will be deemed non-responsive.

Cary reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFQ that cannot be met must be indicated in the proposal. Proposers must respond to the entire Request for Qualifications (RFQ). An incomplete proposal may be eliminated from consideration at the discretion of Cary.

It is the responsibility of the Firm to ensure that their response arrives at the designated location specified in this Section by the due date and time specified in Section 1.3 RFQ Timeline.

1.7 Rights to Submitted Material

All proposals and supporting materials, as well as correspondence relating to this RFQ, shall become the property of Cary. The content of all submittals will be held confidential until the selection of the firm is made. Proposals will be reviewed by the Evaluation Team, and may also be reviewed by other Cary staff or members of the general public who submit public record requests. Any proprietary data must be clearly marked. In submitting a Proposal, each Prospective Proposer agrees that Cary may reveal any trade secret materials contained in such response to all Cary staff and officials involved in the selection process as well as any outside consultant or other third party who serves on the Evaluation Team or who is hired by Cary to assist in the selection process. Proposals

marked entirely as “confidential”, “proprietary”, or “trade secret” will be considered non-responsive and will be removed from the evaluation process.

1.8 Communications

All communications of any nature regarding this RFQ with any Cary staff, elected Cary officials, and/or evaluation committee members are strictly forbidden from the time the solicitation is publicly posted until award. Questions must be submitted in writing to the individual designated in Section 1.5 prior to the deadline provided in Section 1.3. Violation of this provision may result in the Firm’s proposal being removed from consideration.

1.9 Lobbying

By responding to this solicitation, the Firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of Cary or the State of North Carolina, or any elected official in connection with obtaining a contract as a result of this RFQ.

1.10 Gifts and Favors

Firm shall become aware of and comply with laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. §14-234, N.C.G.S. §133-1, and N.C.G.S. §133-32

1.11 Proposer Expenses

Cary will not be responsible for any expenses incurred by any Firm in the development of a response to this Request for Qualifications or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Cary and/or its representatives. Further, Cary shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Firm even if the awarding authority for each entity has formally accepted a recommendation.

1.12 Proposer Acceptance

Submission of any proposal indicates a Proposer’s acceptance of the conditions contained in this RFQ. Cary has the sole discretion and reserves the right to cancel this RFQ, and to reject any and all proposals, to waive any and all informalities and/or irregularities, if it is deemed to be in the Cary’s best interests to do so. Cary reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Firms if it is deemed in Cary’s best interest. Moreover, Cary reserves the right to make no selection if proposals are deemed not in the best interest of Cary.

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2 QUALIFICATIONS PACKAGE

Responses must follow the format outlined below. The Town may reject as non-responsive, at its sole discretion, any submittal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

2.1 **Request for Qualifications Required Document Format**

All responses shall be no longer than **50 total .pdf sheets**.

Responses should be divided using tabs to separate each section, listed sequentially as follows:

Section 1: Cover Letter

Provide an introduction letter summarizing the unique qualifications of your Firm to meet the needs of this project. This letter should be presented on the Firm's official letterhead and signed by an authorized representative who has the authority to enter into a contract with Cary on behalf of the Firm. Include the name, title, address, telephone and email address of the individual who serves as the point of contact for this solicitation. Include an acknowledgment of any RFQ Amendments (if any) posted on the eVP as noted in Section 1 of this solicitation.

Section 2: Corporate Background and Experience

Include background information on the Firm and provide detailed information regarding the Firm's experience illustrating similar projects or work related to the technical aspects and processes described in the scope of work. Include sub-consultant (if any) capabilities as related to the scope of work. Cite specific projects of a similar nature to the Project described herein and list a reference with contact information for each project cited.

Section 3: Reference Projects

Provide a list of all similar contracts performed in the past ten (10) years, accompanied by at least three (3) references, including contact persons, firm, telephone number and email address.

Include the total amount invoiced for each listed project, the length of the project, and list of personnel involved in the project who are also proposed for the subject project named in this solicitation. Failure to provide a list of all similar contracts in the specified period may result in the rejection of the Firm's proposal. The evaluation team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.

Section 4: Project Understanding, Approach and Schedule

Provide a comprehensive narrative, outline, and/or graph demonstrating the Firm's understanding and approach to accomplishing the tasks outlined in the Scope of Work section of this RFQ. Include sufficient discussion of proposed methodologies, techniques, and procedures for each work item. Provide a breakdown and description of tasks assigned per project team member. Describe the hierarchy of project management. Provide suggestions for any additional services which may enhance the value and/or affect the overall economy and effectiveness of the Project. Include a proposed time

schedule for completion of the key tasks in each phase and the method and person responsible to assure that the time schedule and the Town's budget will be met.

Section 5: Project Team Experience and Certifications/Qualifications

This section must include the proposed staffing, deployment, and firm of personnel to be assigned to this project. Identify the Project Manager for the firm who shall coordinate providing services under this Agreement. The Project Manager shall be the primary point of contact to initiate work under the Agreement with the necessary authority to execute agreements and negotiate compensation. Provide an Organizational Chart of the project team specifying the dedicated Project Manager, key personnel, and sub-consultants assigned to the team and the availability of backup personnel that will support this Project.

Include a brief summary identifying roles and responsibilities and general qualifications (i.e., professional registrations, certifications and/or licenses) of each team member (including sub-consultants) in disciplines appropriate to the Project, as well as education, availability to work on this Project, years of experience (with current firm and other firms). Please do not list firm staff not directly working on the Project team. If more than one Project Manager or team is desired, please include this information and describe why this is necessary and how it is anticipated to work.

2.2 Hourly Rates

This solicitation is being issued in accordance with NCGS 143-64.31, otherwise known as the Mini-Brooks Act, and therefore price cannot and will not be a determining factor in the selection of the successful firm. One copy of the hourly rates for all proposed project personnel should be uploaded as a separate file using the same naming format described in Section 1.6.

2.3 Qualifications Package Documents

This RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference.

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3 PROPOSAL EVALUATION

3.1 Evaluation Criteria

This is not a bid. There will not be a public opening. Proposals will be evaluated based solely on the following criteria:

Criteria	(a) Weight	(b) Score (0-3)	(a) x (b) Weighted Score
Corporate Background and Experience	10		
Project Understanding	20		
Project Approach	35		
Team Experience and Qualifications	35		
Final Score			

Score Points

0- Missing or Does Not Meet Expectation

1- Partially Meets Expectation

2- Meets Expectation

3- Exceeds Expectation

3.2 Final Selection

Proposals will be reviewed after opening and will be ranked in order of choice. Cary reserves the right to conduct interviews with shortlisted consultants to determine final rank, at which point contract negotiations will begin with the most qualified firm. If negotiations are unsuccessful, the Town will then pursue negotiations with the next most qualified firm.

Cary shall not be bound or in any way obligated until both parties have executed a contract. Cary also reserves the right to delay the award of a contract or to not award a contract.

The general conditions and specifications of the RFQ, including the Firm's fee proposal, and/or written correspondence applicable to the RFQ, may become part of the contract documents. Failure of the awarded Firm to perform as represented may result in contract cancellation.

3.3 Notice to Proposers

It shall be the Proposer's responsibility to read the Instructions, all relevant exhibits and attachments, and any other components made a part of this RFQ, and to comply with all requirements and specifications provided herein. Proposers are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFQ.

4 SCOPE OF SERVICES

Awarded Firm shall provide services, all as set forth in this RFQ and more particularly described in this Section 4.

The purpose of this solicitation is to select the most qualified consultant/consultant team to develop a preliminary engineering report (PER) for the WWRWRF liquids treatment train expansion to 30 MGD. A separate solicitation will be posted at a later date to select the most qualified consultant/consultant team to develop a PER for the solids treatment train expansion at the WWRWRF.

This PER shall include four (4) primary tasks. Proposers shall confirm their ability to provide the scope of services for each task. The tasks are described below:

1. Purpose and Need

The purpose of this task is to review the existing facility and documents related to its design and construction. Examples of these documents include but are not limited to the existing EIS, NPDES permit and SCIMMP. The task also includes review of future flows and loads as developed in the Expansion Master Plan to develop a succinct statement of need for the facility expansion to 30 MGD. As part of this review, a list shall be compiled of all commitments made to regulatory agencies and the neighboring community during design and construction of the existing facilities. These commitments shall be honored during design and construction of the facility expansion.

- The selected Firm shall conduct a workshop with the Project Partners to discuss/review the requirements of the EIS and other commitments made during design and construction of the existing facility.

2. Biological Treatment Process Conceptual Design

The purpose of this task is to evaluate and select the specific type of membrane bioreactor (MBR) technology which is most suited to the WWRWRF facility. When responding to this RFQ, please detail your experience designing and implementing both hollow fiber and flat plate MBR technologies. In order to select the best technology, various workshops will be required to understand the impacts of technology selection on the facility as a whole.

- The selected Firm shall conduct a workshop with the Project Partners to review the **available hollow fiber and flat plate MBR technologies** and discuss the pros and cons of each technology at this particular facility.
 - At a minimum, the comparison must outline the differences in land requirements, potential construction challenges, sustainability considerations and anticipated capital and operating costs.
- The selected Firm shall conduct a workshop with the Project Partners to review their **electric power analysis** for power demand of the expanded facility. The selected consultant(s) shall assess our existing power for

redundancy, determine if we need additional on-site transformers or switchgear, and make us aware of any potential power concerns. The selected consultant(s) shall provide a space plan for the facility indicating upgrades to the switchyard, generators, etc.

- The selected Firm shall conduct a workshop with the Project Partners to review **peak flow management** needs and peak flow management options.
- The selected Firm shall conduct a workshop with the Project Partners to review available **purchasing strategies** for MBR technology. The goal of this workshop is to identify the most appropriate purchasing strategy for the Project Partners.
- The selected Firm shall conduct a workshop with the Project Partners to review a **summary** of provided information and facilitate **buy-in** from the Project Partners.
- The selected consultant(s) shall submit a draft **technical memorandum** to the Project Partners with a detailed project description of the proposed solution.
 - At a minimum, this document shall include proposed conceptual plans, configuration plan, and design capacity, proposed project schedule, a review of permit requirements, anticipated capital and operating costs, review of selected purchasing strategy.
- The Project Partners will review and provide **comments** on the draft technical memorandum which must be incorporated into the final technical memorandum.

3. MBR Process Pre-Selection

The Purpose of this task is to select a supplier for the MBR process using a competitive selection process. As MBR designs vary widely, vendor pre-selection will streamline the final design process and reduce unknowns during the construction bid process.

- The selected Firm shall conduct a workshop with the Project Partners and their procurement groups to present available purchasing strategies for MBR technology.
- The selected Firm shall prepare **pre-selection documents** based on the selected type of MBR process. These documents will contain adequate detail to issue request for proposals to MBR suppliers for vendor selection.
- The selected Firm shall provide **RFP documents** for Cary's upload to the eVP portal and issue addenda as necessary during the proposal phase. In addition, the Firm shall answer vendor questions, evaluate proposals, and provide a recommendation for vendor selection.

- The selected Firm shall conduct a workshop with the Partners and their procurement staff to review the submitted proposals.

4. Wastewater Treatment Plant 30% Design

The purpose of this task is to move from the conceptual design established in Task 2 to ~30% design of the facility expansion to 30 MGD.

- The selected Firm is encouraged to employ **value engineering** to ensure the expansion is as cost-effective as possible. The selected Firm is expected to be creative and utilize existing infrastructure wherever possible to reduce costs and improve site efficiency. Note that with the MBR system in place, tertiary filtration is no longer required, and the existing disc filters can be taken out of service.
- The selected Firm is expected to provide preliminary **vendor quotes** and meet with construction contractors to refine costs and improve constructability.
- The selected Firm must develop a **hydraulic profile** for the liquids treatment phase. The existing WWRWRF model is available in SUMO.
- The Expansion Master Plan identified the items below as requiring expansion. At a minimum, the selected consultant(s) will be expected to develop 30% design plans for the following unit processes:
 - **Headworks expansion:** Replace existing manual screen with new 40 MGD mechanical screen system and add a second 50 MGD grit chamber.
 - **Influent flow equalization:** At a minimum, convert the existing large clarifiers to a 3 MG equalization tank. The selected consultant will be expected to determine if additional equalization tanks must be constructed and to site these tanks, if necessary. This will be part of the peak flow management strategy.
 - **MBR Fine Screen Facility:** Construct a new fine screen facility with two duty and one standby fine screens rated for 45 MGD firm capacity.
 - **Bioreactor Upgrades:** Replace the existing jet aeration system in the bioreactors with fine bubble diffusion grids. Upgrade the ARCY and NRCY pumps. Install new mixers in the post-anoxic zone. Convert anaerobic zone to anoxic. Evaluate the need for additional improvements such as Sidestream EBPR to meet the design flow and load.
 - **Aeration Blower Upgrades:** Install two new blowers and associated piping in the existing blower building.
 - **Membrane Building:** Construct a new MBR building to house the new membrane recycle (MRCY) pumps, air scour blowers, chemical systems, permeate pumps and ancillary equipment.

- **Membrane Tanks:** Based on the selected technology, determine the preferred location of the membranes and number of cassettes required for a 30 MGD flow at the current loading.
 - Determine the number of cassettes required for a 30 MGD flow at increased loading.
- The submittal of the 30% design plans, in both AutoCAD and PDF, should correspond to submission of a draft **technical memorandum** which summarizes the existing commitments and EIS requirements; describes the design in detail, including a peak flow management strategy and a purchasing strategy; hydraulic profile for the liquids treatment trains; design, permitting and construction schedule; anticipated power needs; anticipated permit requirements; and anticipated capital and operating costs.
- The selected Firm shall conduct a workshop with the Project Partners to review a **summary** of the technical memorandum.
- The Project Partners will review and provide **comments** on the draft technical memorandum which must be incorporated into the final technical memorandum.

Expectations for Communication and Coordination

- Communication will be a key factor to the success of this project. The selected Firm is expected to collaborate with the Project partners throughout the project using a combination of **regular progress meetings with a small group of key project team members and a series of larger workshops with the Partners** to build consensus and buy-in. The selected Firm will be evaluated on facilitation skills, and a proposed facilitator must be identified for each firm/team. Workshops should be scheduled with at least 3 weeks prior notice. Regular check-ins should occur on a roughly bi-weekly basis.
- The selected Firm is expected to facilitate a conversation with **NCDEQ** to present the proposed expansion design, solicit feedback, and incorporate that feedback into the 30% design.

5 EXECUTION OF PROPOSAL

By submitting this proposal, the potential firm certifies the following:

- This proposal is signed by an authorized representative of the Firm.
- The potential firm has read and understands the conditions set forth in this RFQ to include any addenda and all attached exhibits and agrees to them with no exceptions.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

APPENDIX I

References

Offeror **must** supply at least (3) three Governmental Agency or Private Company references for which professional services have been performed during the past ten (10). Offerors are cautioned to provide accurate reference information. References will be checked during evaluation period.

OFFEROR:

CITY, STATE, ZIP:

Reference #1

Agency or Firm Name: _____

Business Address _____

City: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ Fax Number: (____) _____

Email Address: _____

Reference #2

Agency or Firm Name: _____

Business Address _____

City: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ Fax Number: (____) _____

Email Address: _____

Reference #3

Agency or Firm Name: _____

Business Address _____

City: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ Fax Number: (____) _____

Email Address: _____