



REQUEST FOR QUALIFICATIONS

RFQ #354-UT25-13

Project Title: Sewer Cleaning, Inspection and Condition Assessment

Issue Date: September 10, 2024

Due Date: October 18, 2024 at 2:00 PM ET

Issuing Department: Utilities

Direct all inquiries concerning this RFQ to:

Lynn Brilz

Sewer Rehabilitation Program Manager

Email: lynn.brilz@carync.gov

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1 INTRODUCTION

1.1 Purpose

The Town of Cary is seeking one or more qualified firm(s) with which to contract for the following services:

Cary is seeking Statements of Qualifications (SOQs) from qualified firms to perform cleaning, closed-circuit television (CCTV) inspection and condition assessment of selected sanitary sewer mains and manholes throughout the wastewater collection system it maintains, within the Town of Cary and Morrisville and the Wake County portion of Research Triangle Park (RTP).

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

Cary maintains a wastewater collection system comprised of over 28,000 manholes and 1,000 miles of gravity sewer lines, of which approximately 90 miles are over 12 inches in diameter. Cleaning, inspection and assessment of sewer lines 12 inches and smaller is typically performed by Cary staff. This contract will focus primarily on sewer lines over 12 inches in diameter but will also include smaller diameter lines where access is challenging. In addition, this contract may include inspection and condition assessment in commercial areas to verify pipe material and condition. The data obtained through this effort will be used by the Town or its consultants for rehabilitation and/or replacement prioritization, planning and design.

The information collected from the survey and assessment shall be provided by the selected Firm in a format compatible with the existing data storage systems utilized by the Town. Cleaning shall be performed in a manner that does not damage existing sewer lines or manholes.

The selected Firm shall categorize the magnitude and degree of existing deterioration of wastewater collection system infrastructure in accordance with the guidelines established by the National Association of Sewer Service Companies (NASSCO), including its Pipeline Assessment and Certification Program (PACP) and Manhole Assessment and Certification Program (MACP). The intent of this contract is to function as a multi-year program with the goal of cleaning all sewers over 12 inches in diameter in a 5-year period.

1.3 RFQ Timeline

Provided below is a list of the anticipated schedule of events related to this solicitation. The Town of 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
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RFQ Advertisement Date	<i>September 10, 2024</i>
Pre-Submittal Conference	<i>September 25, 2024 at 10:30 AM</i>
Deadline for written questions	<i>October 4, 2024 at 2:00 PM</i>
Town Response to Questions (anticipated)	<i>October 11, 2024</i>
Submittal Due Date and Time	<i>October 18, 2024 at 2:00 PM</i>
Evaluation Meeting (anticipated)	<i>TBD</i>
Interviews (if required)	<i>TBD</i>
Selection Announcement (tentative)	<i>TBD</i>

1.4 **Pre-Submittal Conference**

Non-Mandatory: All Proposers are URGED and cautioned to attend a PREPROPOSAL CONFERENCE/SITE VISIT set forth below. A non-mandatory preproposal conference is scheduled for **September 25, 2024 at 10:30 AM at the West Conference Room, William M. Garmon Operations Center, 400 James Jackson Avenue, Cary, NC 27513**. 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 inquiries. 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
Lynn Brilz	lynn.brilz@carync.gov

Indicate **"RFQ #354-UT25-13 – 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 (**Company Name 354-UT25-13 Sewer Cleaning Inspection & Assessment**).

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 the Town. 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, as well as other Town staff and 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 the Town may reveal any trade secret materials contained in such response to all Town staff and Town officials involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the Town 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 Town staff, elected Town officials, 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 the Town 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

Contractor 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

The Town of 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 Town of Cary and/or its representatives. Further, the Town of 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. The Town of 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 Town's best interests to do so. The Town of 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 the Town of Cary's best interest. Moreover, the Town of Cary reserves the right to make no selection if proposals are deemed not in the best interest of the Town 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

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 the Town 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.

Section 2: Corporate Background and Experience

Include background information on the Firm and provide detailed information regarding the Firm's experience with similar projects. Provide a list of all similar contracts performed in the past three years, accompanied by at least five 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 3: 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. A description of each task and deliverable and the schedule for accomplishing each shall be included.

Section 4: Team Firm, Experience and Certifications/Qualifications

This section must include the proposed staffing, deployment and firm of personnel to be assigned to this project. The Proposer shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. A project-specific firm chart which clearly illustrates the roles, responsibilities, and the reporting relationships of each team member should be included.

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 contractor. 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:

- Corporate Background and Experience
- Project Understanding
- Project Approach
- Team Experience, and Qualifications
- Ability to Respond to Emergency Situations

3.2 Final Selection

Proposals will be reviewed after opening and will be ranked in order of choice, 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.

The Town shall not be bound or in any way obligated until both parties have executed a contract. The Town 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 Contractor's fee proposal, and/or written correspondence applicable to the RFQ, may become part of the contract documents. Failure of the awarded Contractor 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 Contractor shall provide services, all as set forth in this RFQ and more particularly described in this Section 4.

A. *Cleaning and Pre-Inspection Operations*

Many of the sewer segments will be located off-road, along streams and in back yards of residential areas. The Town will provide for initial clearing of all sanitary sewer easements as necessary to provide access to the work areas. After initial clearing, it shall be the responsibility of the Selected Firm to provide appropriate equipment to access the manholes as necessary to perform the assigned work. This may require the use of four-wheel-drive or off-road equipment. All equipment will be required to be outfitted with placards (provided by Cary) identifying them as contractors for Cary.

The Selected Firm shall be responsible for verifying the location of all surface structures (manholes, aerial sewer crossings, etc.) along the sewer alignment. Field personnel shall be equipped with the necessary tools and equipment to open manhole covers that are bolted down or otherwise secured. The Selected Firm shall be responsible for ensuring that all manhole covers have been replaced and secured at the end of each workday.

Thorough cleaning and root-cutting in the sewer mains shall be performed prior to initiating video inspections. No pipe segments in the selected corridors shall be omitted from the cleaning and inspection program. All manholes shall also be thoroughly cleaned.

All waste materials removed from the sewers shall be properly discarded at an offsite location properly permitted to accept the debris. The Selected Firm shall maintain a log indicating the volume of debris disposed of, date and time of disposal for each load, the nature of the disposed material (roots, silt, grease, etc.) and the name and location of the disposal facility. The log shall be kept current during the course of the project and submitted along with the monthly invoice to the Town's project manager to ensure payment.

The Selected Firm shall be responsible for meeting all regulatory requirements for working in and around sanitary sewers. Any fines resulting from sewer overflows or other regulatory infractions attributable to the Selected Firm's operations shall be the responsibility of the selected Firm. Further, in the event that the Selected Firm damages any existing sewer infrastructure resulting in a loss of service or requiring repairs by the Town, they shall be liable for all expenses incurred by the Town as they repair the damage. The Selected Firm shall be responsible for any traffic control needed to safely conduct their operation and to protect the public.

B. Closed-Circuit Video Inspection

The Selected Firm shall perform CCTV inspections of all sewer components that fall within the scope of the project. The camera equipment shall produce a clear, crisp color image. Lighting shall be adequate to display a panoramic view of the pipe including all visible defects within the pipe segment regardless of pipe diameter or material type. All sewer connections shall be displayed with adequate lighting to

determine if pipe fittings and connections are leaking or otherwise defective. The camera shall be able to change the direction of view by at least 90 degrees from the axis of the camera and shall be able to rotate 360 degrees. The length from the beginning point shall be displayed by numbers within the video display. Measurements shall be recorded in standard units and the video readout shall display measurements in units of one tenth of a foot.

The project area may contain deep manholes that may be difficult for insertion and placement of a sled or track-mounted camera. The Selected Firm shall have specialized camera units available for these difficult-to-access situations. All cameras shall be suitably compact to navigate around minor pipe protrusions and debris, such as protruding taps.

All video recordings shall be submitted in mpeg or other approved format. All still photos shall be stored in jpeg format. Digital photos shall be taken of each manhole, lateral connection and all major defects, and subsequently included in the database provided to the Town. In addition, digital photos shall be taken of each line segment, whether defects are present or not, at a minimum rate of one photograph per 50 feet of pipe. Video inspections shall be performed from the upstream manhole to the downstream manhole with no breakaways or reverse camera setups. At the beginning of each video inspection, the camera shall be lowered into the manhole, capturing video footage looking downward into the bottom of the manhole. The beginning of each pipe segment shall be included in the video footage to clearly show the upstream end of the pipe. This may require backing the camera into an upstream pipe section at the beginning of the video inspection. While sitting in the manhole invert, the camera shall pan up and down vertically to show the cross-section of the pipe and the pipe penetration into the manhole. A grade rod or measuring tape shall be inserted into the manhole, so that the pipe diameter can be verified when viewing the video.

If protruding taps are encountered that block the camera from progressing to the next manhole, the protruding tap shall be trimmed flush with the sewer main using a remote-controlled cutter from inside the line. The sewer shall then be re-inspected to provide continuous inspection footage from one end to the other. If other obstructions are present that prevent continuous manhole-to-manhole inspection (such as severely offset joints), reverse setups may be used to complete the inspection.

The Selected Firm will be given access to Cary's cloud-based IT Pipes database and will be required to upload inspections directly into the database. At the beginning of the project, the Selected Firm shall submit a sample deliverable for confirmation that the data is compatible with and transferrable to Cary's network without problems. After all formatting issues have been resolved, cctv submittals shall be on an ongoing basis as the work progresses. At a minimum, cctv submittals shall contain the following information:

- *Sewer Segment Facility ID*
- *Length of Sewer Pipe*
- *Pipe Material*
- *Pipe Diameter*

- *Flow Depth*
- *Upstream and Downstream Manhole Numbers*
- *Manhole Depth?*
- *Direction of Flow*
- *Defect Locations (distance from upstream manhole and clock position)*
- *Defect Classifications*
- *TV Truck Camera Operator*

Sewer system defects shall be documented using the standard IT Pipes template utilized by the Town in PACP format, by a PACP professional with current certification.

All prospective firms are advised that many of the pipelines are old and may have experienced significant deterioration that may require repair during the course of operations. Any immediate repairs that may be needed shall be disclosed immediately to the Town's project manager. This may require suspending operations in the affected area until repairs are made by the Town. After the repair, the line shall be reinspected in its entirety.

C. Cleanup & Restoration

Upon completion of field operations, the Selected Firm shall be responsible for any site restoration necessary to repair damage caused by accessing the sewer lines and manholes, such as repairing ruts, replacing damaged landscaping, broken curbs and gutters, etc. Restoration of disturbed areas must be completed as work progresses. Cary reserves the right to withhold payment if restoration is not completed in a timely and satisfactory manner or arrange to have the work completed and subtract the costs from the amount owed to the Selected Firm.

D. Work Hours

Field operations shall normally be performed between the hours of 7 a.m. and 6 p.m. However, it may be necessary in some instances to work at night during periods of lower flow. The Selected Firm shall identify areas where work is anticipated outside of normal work hours and provide a plan for minimizing the impact to surrounding homes and businesses. Prospective firms are advised that work outside of normal hours will require prior authorization from the Town. In addition, prospective firms are advised that work exceeding allowable noise ordinance levels may result in the work being shut down by Cary or Morrisville Police Departments, depending on the location.

No work shall be performed on Town holidays, except in emergency situations or otherwise approved in advance in writing.

E. Cary GIS Database

Cary maintains an ESRI-based GIS database to map its infrastructure. All manhole and sewer segment identification shall be recorded using existing facility identification numbers exactly as formatted and identified by Cary's GIS database. The Selected Firm shall notify Cary's project manager immediately if any manholes are encountered that are not identified in Cary's GIS database, and a unique identification number will be assigned to that manhole. The final deliverables shall include the new manhole identification numbers and any associated revisions to the sewer line identification

numbers. If a temporary manhole number is used to complete field work, the video footage and video file name shall be edited to incorporate the new manhole numbers.

F. Final Deliverables

Deliverables shall be provided on an ongoing basis as the work progresses and upon completion of work in each area or specific sewer interceptor. Deliverables shall include, at a minimum, the following items:

- *A comprehensive written report, sealed by a North Carolina licensed professional engineer, delivered in PDF format, including the following items:*
 - *Narrative describing the overall condition of sewer lines and manholes for the given sewer interceptor or area, including any pipes or manholes in need of immediate attention.*
 - *Rehabilitation recommendations and estimated construction costs.*
 - *Tables documenting the condition of each asset using NASSCO's PACP or MACP standards, as appropriate.*
 - *Manhole Inspection Reports*
 - *GIS Maps documenting the pipe diameter, manhole identification numbers, pipe material, pipe condition ratings and manhole condition ratings. These maps should preferably be in layered PDF format.*
- *CCTV Footage*
- *GIS files documenting the condition of each asset, suitable for uploading to the Town's GIS database.*

The written report, tables, maps, CCTV footage, and GIS files shall be provided to the Town's project manager on an external mobile device or through an approved cloud-based file sharing application.

G. Manhole Pole Camera Inspections

In recent years, Cary staff have encountered multiple instances of severely deteriorated small diameter ductile iron pipe in commercial business areas, particularly those with food service establishments. Cary's project manager will designate commercial areas for the Selected Firm to verify the existing pipe material in selected commercial areas and provide a general condition of the sewer lines in these areas by performing inspections with pole cameras.

The camera shall be capable of inspecting manholes up to 30 feet in depth, be capable of 25X optical zoom, and provide sufficient lighting to view the pipe interior. Pipe material and condition verification shall be performed by viewing the pipe from both the upstream and downstream ends.

The selected firm shall provide maps documenting the pipe diameter, material, and general condition for each pipe segment in the assigned area(s). In addition, a brief narrative description of the observed pipe condition and recommended rehabilitation approach shall be provided in a condition assessment report for each assigned area.

The report, along with the inspection footage shall be provided to Cary's project manager on a mobile external device or approved cloud-based file sharing application.

The number and location of sewer lines to be verified and evaluated by pole camera inspections has not yet been determined but will be negotiated with the Selected Firm and may be assigned at various times throughout the contract term. When performing inspections in this manner, the Town of Cary will endeavor to identify a sufficient number of lines that will provide a minimum of one week's worth of work for an inspection crew.

H. Multi-Sensor Inspections

The Town, at its discretion, may request inspection of selected sewer lines employing multi-sensor inspection technology to assess their condition or ovality. Respondents to this Request for Qualifications (RFQ) are asked to identify their ability to perform multi-sensor inspections, including available equipment and experience.

I. Reinspection (CCTV Only) of Sewer Lines

Cary may request inspection of sewer lines that were previously inspected during the course of this contract or a previous contract in order to monitor the condition of sewer lines previously recommended for repairs or rehabilitation that have not yet been completed.

J. Other services/Firm Capabilities

Respondents are encouraged to include in their Statement of Qualifications (SOQ) any services they can provide which may benefit Cary's sewer cleaning, condition assessment or sewer rehabilitation programs.

K. Project Management, Administration, Contract Term and Funding

Sewer lines to be cleaned and inspected will be designated annually by Cary's project manager. The initial contract term will be eighteen months following the effective date of the agreement. Cary reserves the right to extend the contract on an annual basis for a period of one year up to an additional four years. Further, Cary reserves the right to cancel the agreement at any time in response to funding shortfalls or other unforeseen circumstances. Cary's contact sewer cleaning, inspection and assessment program is currently funded at \$700,000 per fiscal year (June 30 to July 1). Interested firms are advised that future funding allocations are not guaranteed, nor is there any guarantee, even if funding is allocated, that the Selected Firm will be awarded any work beyond that identified in the initial contract. Any additional work over and above the initial contract shall be authorized in writing by a contract amendment.

An initial project kickoff meeting will be held to plan field work, identify obstacles and other items that might affect the progress of the work, and discuss logistical items such as staging of equipment and debris disposal. Cary reserves the right to require weekly meetings and/or meet with field staff as necessary when conducting operations in sensitive areas. Monthly progress meetings will be held to discuss the status of any ongoing work and to plan for upcoming work. The Selected Firm will be expected to provide updates on the progress of the work, identify any areas of concern and the

proposed work schedule for the month ahead. A Cary staff member will be onsite at all times during the work.

L. Project Schedule

Respondents are asked to identify their ability to perform the work (how soon they can start), crew availability and how much work they can complete in one year. The total length of sewer line to be cleaned and inspected each year may vary depending on location, pipe size, etc. In general, respondents may assume that approximately 20 percent of Cary's sewer lines over 12 inches in diameter (or approximately 18 miles) will be included in the work scope each year.

M. Wastewater Sampling and Testing

Cary performs routine "Chronic Toxicity and Low-Level Mercury" sampling of influent wastewater on a quarterly basis for each of Cary's Wastewater Treatment Facilities. To ensure that the sampling is representative of normal influent wastewater flows, cleaning of sewer lines larger than 8 inches will not be allowed during these time frames. Below are tentative sampling dates for 2025 during which cleaning large diameter sewers will not be allowed. The actual dates will be confirmed a minimum of two weeks prior to the actual sampling dates.

- Friday 1/31/25 to Thursday 2/6/25 (tentative)*
- Friday 5/2/25 to Thursday 5/8/25 (tentative)*
- Friday 8/1/25 to Thursday 8/7/25 (tentative)*
- Friday 10/31/25 to Thursday 11/6/25 (tentative)*

N. Emergency Assistance / Emergency Response

The Selected Firm may be asked to assist Cary staff in responding to emergency situations, if needed to clear blockages, perform pump and haul operations, etc. This may happen during off hours, such as nights, weekends or holidays with little to no advance warning. Respondents to this Request for Qualifications are asked to indicate their willingness and ability to provide emergency assistance, if requested, including equipment availability and potential response time.

O. Project Cost / Hourly Rates

*Following a review of the Statements of Qualifications received, contract award will be made using a qualifications-based selection process. **Respondents are hereby instructed not to provide cost proposals in response to this solicitation** but are asked to provide an hourly rate schedule as included in Appendix II of this RFQ.*

5 EXECUTION OF PROPOSAL

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

- This proposal is signed by an authorized representative of the Firm.
- The potential contractor 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 (5) three Governmental Agency or Private Company references for which Sewer Cleaning, Inspection and Condition Assessment services have been performed during the past (5) five years. 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: _____

Reference #4

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

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

Email Address: _____

Reference #5

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

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

Email Address: _____

APPENDIX II

Hourly Rate Schedule

Awarded Contractor shall perform the services to be performed as set forth in this RFQ and more particularly described in Section 5 utilizing the following hourly rate schedule below.

Position Title	Hourly Rate

Firm Name: _____

Authorized Signature: _____ Date _____

Signed by: _____
[Type or Print Name]

Title of Signer: _____