



## **Town of Holly Springs**

### **REQUEST FOR QUALIFICATIONS**

# **RFQ 2025-0506 Engineering Services for Risk and Resilience Assessment and Emergency Response Plan**

**ISSUE DATE: May 13, 2025**

**DUE DATE: June 10, 2025, at 2:00 PM**

Prepared by  
Holly Springs Utilities & Infrastructure Services Department  
April 2025  
Holly Springs, North Carolina

## I. PURPOSE

The **Town of Holly Springs** is seeking a qualified North Carolina licensed professional engineering firm to assist in the renewal of the Town's current Risk and Resilience Assessment and Emergency Response Plan, as required by the America's Water Infrastructure Act (AWIA) of 2018. The selected consultant will review the existing Risk and Resilience Assessment and Emergency Response Plan, evaluate the Town's existing infrastructure and assess risk for the Town's current water system. The selected firm will also provide recommendations to improve the resiliency of the system in the form of an emergency response plan that incorporates the findings of the assessment.

## II. BACKGROUND

Holly Springs is a global biomanufacturing hub located in Wake County, NC, the third fastest growing county in the country. Located approximately 10 miles from Raleigh and Research Triangle Park, minutes from RTP airport and three tier one research universities, Holly Springs boasts an ecosystem encompassing infrastructure, diverse talent, affordability, and quality of life.

## III. SCOPE OF WORK

The successful firm will provide the following services:

1. Perform the **Risk and Resilience Assessment** of the Town's water system and assist the Town with the certification to the Environmental Protection Agency (EPA) no later than June 30, 2026.
  - a. The Assessment shall include:
    - i. The risk to the system from malevolent acts and natural hazards;
    - ii. The resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system;
    - iii. the monitoring practices of the system;
    - iv. the financial infrastructure of the system;
    - v. the use, storage, or handling of various chemicals by the system; and
    - vi. the operation and maintenance of the system.
    - vii. The assessment may include an evaluation of capital and operational needs for risk and resilience management for the system.
2. Upon completion of the Risk and Resilience Assessment, prepare an **Emergency Response Plan** for the Town that incorporates the findings of the assessment & assist the town with the certification to the Environmental Protection Agency (EPA) no later than December 31, 2026.
  - a. The Emergency Response Plan shall include:
    - i. strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;
    - ii. plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water; actions, procedures and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes and construction of flood protection barriers; and strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

#### IV. SCHEDULE

The following table shows the schedule of events for the conduct of this solicitation. Details for some of the events are described in subsequent sections. All dates are subject to change.

| DATE / TIME                 | EVENT   |
|-----------------------------|---|
| May 13, 2025                | Issuance of Solicitation                            |
| May 27, 2025                | Deadline to Submit Questions                        |
| June 3, 2025                | Town to Respond to Submitted Questions              |
| June 10, 2025, at 2:00 p.m. | Submission Deadline                                 |
| June 11-June 25, 2025       | Selection Committee Review of Submittals            |
| June 26-July 11, 2025       | Interviews conducted with consultants, if necessary |
| August 2025                 | Contract Award                                      |

#### V. SUBMITTAL INSTRUCTIONS

##### Format

Responses shall be submitted in a single, digital PDF file and contain the content described below. The file should be a maximum of 15 pages in length, not including the cover letter or authorized appendices detailed in the content section. Please use size 11 point or larger font for readability.

##### Content

Responses must satisfy the criteria outlined below to be responsive to this solicitation. Any modifications or enhancements proposed beyond the identified scope of work outlined in this document must be clearly identified. The successful consultant must demonstrate previous similar project expertise, working knowledge of the Town, technical capabilities of the proposed staff, and a solid understanding of the proposed scope of work and issues. The consultant must also possess sufficient technical and staff availability to complete the project within the expected timeline.

- **Cover Letter** [no more than one (1) page]  
Provide the legal name, address, and telephone number of the firm along with the designated contact's name, title, email address and telephone number. Provide with the type of business entity (Corporation, partnership, sole proprietor, etc.) and the year the business was established. Provide the location in which most of the work will be executed and managed. Provide the same information for each subconsultant or each member of a joint venture, if applicable.

Include a statement attesting to the submittal's accuracy and signed by an individual authorized to execute binding legal documents for the firm. Communicate your understanding of the scope and a brief description of your approach to performing the requested services.

- **Qualifications and Experience of the Consultant Firm(s)**  
Please describe the prime consultant's recent experience relevant to this project. Provide 3 relevant projects completed by the proposed project team within the past two years, as appendices. Include brief project profiles with project reference contact information for each profile. Place emphasis on projects managed by the key personnel proposed for this project.
- **Qualifications and Experience of Key Staff**

Identify key individuals (task leaders) to be assigned to this project and include the qualifications and expected responsibilities of each of the identified individuals. Provide experience summaries of key individuals, placing emphasis on previous experience with similar projects in similar roles. Resumes of key individuals, including licensure information if applicable, should be included in the appendices and will not be counted in the response page limitation.

Prime-consultants should include a description of relevant experience and qualifications for each subconsultant or each member of a joint venture. Describe what work and the percentage of work will be shared with a subconsultant or other business entity.

- **Project Approach/Work Plan**

This section should include a detailed description of the consultant's understanding of the intent, objectives, and overall approach to the project to deliver services in an effective, timely, and professional manner. Describe the firm's project management, coordination, and quality control procedures. The project approach must identify whether subconsultants/firms will be utilized and the subconsultants to be used. The consultant should identify the level of assistance required from the Town and/or project partners to complete each task.

- **Schedule**

The schedule should show all milestones, critical stakeholder/public meetings, and deliverables to maintain project progress by the project end date.

- **Appendices**

Appendices to include the following (pages will not be counted in the response page limitation):

- Copy of engineering firm license to practice in North Carolina
- Resumes of key individuals, including licensure information, if applicable
- Three (3) references of previous work (similar to this proposed work) along with key contacts. If possible, add hyperlinks to past projects.
- Certificate of insurance evidencing that all coverages, limits, and endorsements required herein are maintained and in effect:
  - Professional Liability Insurance greater than or equal to \$2 million
  - Commercial General Liability
  - Automobile Liability
  - Worker's Compensation within statutory limits
  - Employer's Liability
- (Optional) Standard contract language or general conditions that the firm seeks to incorporate into the final contract.

**No work product, design, or costs/fees specific to this project should be submitted. Failure to meet the requirements listed in this section may deem the submission as non-responsive and be removed from consideration.**

**Contact Information for Response Submissions:**

Firms should submit one (1) navigable PDF file electronically via email to the contact listed below by the response due date. Please reference the solicitation name and number in the email's subject line. Upon receipt, all responses and supporting materials become the property of the Town and are subject to public record upon contract award. Responses received after this deadline will not be considered.

All responses must be received no later than 2:00 PM on Tuesday, June 10<sup>th</sup>, 2025.

**To: Purchasing Division, [purchasing@hollyspringsnc.gov](mailto:purchasing@hollyspringsnc.gov)**

**Subject: RFQ 2025-0506 Engineering Services for Risk and Resilience Assessment and Emergency Response Plan**

**Contact Information for Questions:**

Respondents shall submit all questions, in writing, to the contacts listed below. When submitting questions, please reference the solicitation name and number, as well as the page and section, if applicable.

Question submissions must be received by 5:00 PM EDT on Tuesday, May 27, 2025.

Theresa Randall, Asset Management/ADA Coordinator, [Theresa.randall@hollyspringsnc.gov](mailto:Theresa.randall@hollyspringsnc.gov)

Questions submitted after the deadline do not require a response, though the Town will make reasonable efforts to provide clarification before the response deadline, if possible. Apart from question submissions, respondents should refrain from contacting Town staff prior to the response deadline. Responses to question submissions and addenda (if applicable) will be posted on the Town of Holly Springs website at the following hyperlink: <https://www.hollyspringsnc.gov/2456/Bids-Requests-for-Proposals>. It is suggested that you sign up for email updates at the bottom of this page to ensure you receive all relevant information, as it is posted. It is the respondent's responsibility to ensure they have received, reviewed, and understood all posted addenda.

## **VI. EVALUATION CRITERIA**

Responses will be reviewed by a Selection Committee designated by the Town and per the evaluation criteria defined below:

- **Relative Experience (35%)**  
Demonstrated relative experience in Risk and Resilience Assessments and Emergency Response Plans, working with a diverse group of stakeholders, and producing reasonable and appropriate recommendations and plans.
- **Qualifications (30%)**  
Qualifications of the firm and personnel assigned to this project, demonstrating the consultant's capacity to complete requested services, experience completing similar projects, and experience with data collection and analysis related to the scope of work elements.
- **Overall Project Understanding (30%)**  
Demonstrated overall project understanding and regional work experience/familiarity. The outlined project approach demonstrates the ability and commitment to ensuring a successful project.
- **References (5%)**  
References to previous similar work.

### **Interviews**

The Selection Committee may, at its discretion, require the top-ranked respondents to appear before the Town and/or its representatives for an interview or additional meetings. Respondents will be notified in advance of the time and format of such meetings, if applicable.

## **VII. SELECTION**

Firms will be selected on the basis of demonstrated competence and qualification for the services

required, in accordance with Chapter 143, Article 3D of the North Carolina General Statutes. The Town encourages minority firm participation. A resident firm, defined as a firm that has paid unemployment taxes or income taxes and whose principal place of business is located in the state of North Carolina, shall be granted a preference over a non-resident firm. No project-specific work product, design, or costs/fees, with the exception of unit price information, if requested, will be considered as part of the selection process.

#### **VIII. CONTRACT AWARD**

Upon completion of response evaluations and potential interviews, if the Town has determined a suitable candidate, a contract will then be negotiated at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm. The Town intends to use its standard contract, and a sample contract is available for review upon request to [Lindsay.goldstein@hollyspringsnc.gov](mailto:Lindsay.goldstein@hollyspringsnc.gov). All respondents will be notified of the contract award decision via email after the Town Council awards the contract.

It is anticipated that a recommendation will be forwarded to the Town Council for contract award in August 2025. The awarded firm is expected to begin work upon receipt of the notice to proceed shortly after.

#### **IX. TOWN'S RIGHTS AND OPTIONS**

The Town reserves the right, at the Town's sole discretion, to take any action affecting this solicitation, this solicitation process, or the services or facilities subject to this solicitation, that would be in the best interests of the Town, including:

- To supplement, amend, substitute, or otherwise modify this solicitation, including the schedule, or to cancel this solicitation, at any time;
- To require any respondent to supplement or clarify its submission or provide additional information relating to its response;
- To investigate the qualifications, experience, capabilities, and financial standing of each respondent submitting a response;
- To waive any defect or irregularity in any response received;
- To reject any or all responses;
- To share the responses with Town employees, as deemed necessary by the Town;
- To award all, none, or any part of the services and enter into contracts with one or more of the respondents deemed by the Town to be in the best interest of the Town, which may be done with or without re-solicitation;
- To discuss and negotiate with any respondents their response terms and conditions, including but not limited to financial terms; and
- To terminate discussions and negotiations with any respondent at any time and for any reason.

#### **Accuracy of Solicitation and Related Documents**

Each respondent must independently evaluate all information provided by the Town. The Town makes no representations or warranties regarding any information presented in, or otherwise made available during this procurement process, and assumes no responsibility for conclusions or interpretations derived from such information. Additionally, the Town will not be bound by or responsible for any explanations or conclusions regarding this or any related documents other than those provided by an addendum issued by the Town. Respondents may not rely on any oral statement by the Town or its agents, advisors, or consultants.

If a respondent identifies potential errors or omissions in this or any other related documents, the respondent should immediately notify the Purchasing Manager of such potential discrepancy, in writing. The Town may issue a written addendum if it determines correction is necessary.

### **Expense of Solicitation Process**

The Town accepts no liability and respondents will have no actionable claims for reimbursement of any costs or expenses incurred while participating in this solicitation process. This includes expenses and costs related to response submission, submission of written questions, interview attendance, contract negotiations, or activities required for contract execution.

## **X. DISCLOSURES**

### **Confidentiality**

Responses to the solicitation will become public records and, therefore, will be subject to public disclosure. However, North Carolina General Statutes Section 132-1.2 provides a method for protecting some documents from public disclosure. If the respondent follows the procedures prescribed by those statutes and designates a document confidential or trade secret, the Town will withhold the document from public disclosure to the extent that is entitled or required to do so by applicable law.

### **Equal Employment Opportunity**

The Town of Holly Springs does not discriminate in administering any of its programs and activities. The selected respondent will be required to ensure that it has adequate protections in its employment practices and subcontracting work such that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, gender (including sexual orientation), religion, age, national origin, or handicap.

### **Minority/Women/Small Business Enterprise**

It shall be the practice of the Town of Holly Springs to provide minority-owned, women-owned, and small business enterprises (collectively "M/W/SBE") as well as other responsible vendors with fair and reasonable opportunity to participate in the Town's business opportunities including but not limited to employment, construction development projects, and material/services consistent with the laws of the State of North Carolina. The policy of the Town prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran status. It is further the policy of the Town to conduct its contracting and procurement programs to prevent such discrimination and to resolve all claims of such discrimination.

### **Contracting**

Any contract developed for work shall be construed and enforced in accordance with the laws of the state of North Carolina. Any controversy or claim arising because of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Wake County, North Carolina.

### **Conditions and Limitations**

The Town reserves the right to reject any or all responses to the solicitation, to advertise for new responses, or to accept any response deemed to be in the best interest of the Town. A response to this solicitation should not be construed as a contract nor an indication of a commitment of any kind on the part of the Town nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract. The Town will reserve the right to dismiss any part or all of the contracted team when, in the Town's opinion, the project is not

moving as scheduled or is hindered in any way by the actions or personalities of team members.