***The University of North Carolina at Charlotte***

Capital Projects

Facilities Management

**HICKORY HALL, ROOM 35B**

9201 University City Blvd.

Charlotte, N.C. 28223-0001

TEL: 704/687-0615

PROJECT: **UNC Charlotte**

**Sanitary Sewer Master Plan Update**

Thank you for your interest in the subject project. This information is being provided to all firms which express an interest in the project. Limit the size of your submittal document to no greater than 12½ inches in height and 9½ inches in width **maximum 40 pages – including standard forms**. Submittals are due in my office by 2:00 p.m., **Wednesday, April 19, 2017**. Do not transmit any submittal information via email.

Submittals **must** include the cover sheet, Sections I and II of the Standard Form 330, the Supplemental Information Form, along with any additional information considered appropriate. Please deliver **five** copies of the submittal, along with **one** electronic copy in pdf format (1 file on a CD, DVD, USB drive, etc. attached to a print submittal) to my office at the address noted above. Each hard copy should be bound together as a document and the digital submission should be assembled into a single file.

All submittals will be reviewed by the University Evaluation Committee. The preliminary evaluation process will be complete in **May 2017** and firms winnowed for interviews will be notified at that time.

There will be a non-mandatory pre-proposal meeting for any interested parties held on **Thursday, April 6, 2017 at 2:30pm** in Room #208 of the Cone University Center (building #5 on the campus map). Parking is available in the **Cone Deck.**

Please deliver all submittals to me at the address written above. Any questions about the project should be directed to the Project Manager for the project, **Brian Kugler** at **bhkugler@uncc.edu.**

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte

**Sanitary Sewer Master Plan Update**

Field Investigation/Modeling Services

**PROJECT DESCRIPTION:**

The University of North Carolina at Charlotte owns, operates, and manages the on campus gravity sanitary sewer collection system. The University is requesting the services of a qualified consulting engineering firm to prepare a comprehensive Sanitary Sewer System Master Plan Update.

**Scope of Work:**

The Consultant shall:

1. Meet with University staff to review all existing sanitary plans and all relevant studies.
2. Review University wastewater data, maintenance records, and meet with University staff to identify areas of concern regarding sewer mains
3. Prepare a description and general inventory of the sanitary sewer system based on review of plans, reports, studies, and field inspections.
4. Evaluate existing sewer collection system to determine areas of deficiency.
5. Determine system requirements to accommodate future flows based on design criteria developed through review of water use records, flow monitoring data, and wastewater flow projections.
6. Prepare a list of recommended system improvement projects including recommendations to reduce infiltration and inflow into the system.
7. Provide a breakdown of costs associated with upgrades to serve existing conditions and costs associated with accommodating future development.
8. In coordination with the University’s 10-year Capital Plan update, analyze and prepare sewer master plan based on future growth.

Field Investigations

1. Inspect conditions of a minimum of 50% (or another agreed upon quantity) of University manholes to determine typical condition. Record flow levels in manholes with dates and times.
2. Provide CCTV inspection for a minimum of 50% (or another agreed upon quantity) of gravity wastewater lines to determine typical condition of facilities and typical infiltration rates.
3. Documenting promptly all observed substantial infiltration and inflow and critical structural damage or blockages.

Evaluations

1. Using flow data collected in Field Investigations create a flow model of the University Sanitary system. For all wastewater pipes, model existing flow rates, existing remaining capacity, flow depth to diameter ratios (D/d), and existing velocities for average dry and wet weather flows as well as peak dry and wet weather flows. Manholes and pipe segments should be identified according to University specified naming convention.
2. Identify locations in the sanitary system that have capacity constraints under peak wet weather flow based on the following desired performance criteria.
3. Consultant shall provide the University with a compatible GIS layer based on the Consultant’s sewer model that includes, but is not limited to, all of the following:
	* Manhole and pipe segment identification numbers in accordance with University specified naming convention
	* Pipe size and material
	* Links to any available video inspection or meter data collected as part of Field Investigations.

**CONSULTANT Selection Criteria**

As detailed in the North Carolina Administrative Code (01 NCAC 30D .0303), the University’s Selection Committee will use the following in evaluating qualifications:

(1) Specialized or appropriate expertise in the type of project.

(2)  Past performance on similar projects.

(3) Adequate staff for the proposed project team.

(4)  Current workload and State projects awarded.

(5) Proposed approach for the project.

(6)  Recent experience with project costs and schedules.

(7)  Construction administration capabilities.

(8)  Proximity to and familiarity with the area where project is located.

(9)  Record of successfully completed projects without major legal or technical problems.

(10) Other factors that may be appropriate for the project.

**Note:**

 **The current workload and past performance of sub-consultants on the consultant’s team will also be considered when evaluating qualifications.**

 **For all relevant project examples submitted, provide a matrix indicating which team members worked on the project(s).**

**SCHEDULE:**

The consultant must be able to complete all requirements of the contract and complete the scope this project prior to **December 2017.**

**BUDGET:**

The total budget for this project is $75,000 which must provide for consultant fees and all support services for the scope described above.

This sheet is to be the cover sheet for the submittal. If the submittal is bound in a binder, this will be the top sheet visible upon opening the binder cover.

**SUBMITTAL**

**April 19, 2017**

**FIELD INVESTIGATION/MODELING**

**UNC CHARLOTTE**

**Sanitary Sewer Master Plan Update**

**FIRM INFORMATION**

Consulting Firm Location (Headquarters & Office Serving this Project

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Mechanical/Electrical/Plumbing Firm Location (Headquarters & Office Serving this Project)

Add others as needed (Survey, Geotechnical, etc) Location (Headquarters & Office Serving this Project)

**Sanitary Sewer Master Plan Update** Consulting Firm

**UNC CHARLOTTE** Contact Name

 Phone:

 Email:

## CONSULTANT’S STAFFING INFORMATION (To follow cover sheet)

**Instructions**: Provide information listed below regarding personnel who will be assigned to this project. One person may be assigned to more than one responsibility. Add additional sheets as necessary. In addition to this form, firms are encouraged to submit resumes for all personnel who will work on the project.

**PRINCIPAL IN CHARGE**

Name: License # Office Location

List of most recent North Carolina State-owned projects on which this person has participated:

 **%**

**Past or Current Projects** **Complete** **Location Responsibility**

**PROJECT MANAGER**

Name: License # Office Location

List of most recent North Carolina State-owned projects on which this person has participated:

 **%**

**Past or Current Projects** **Complete** **Location Responsibility**

Submitted by:

Signature: