



Request for Qualifications

RFQ # 22-009

Wake County One Water Plan

Wake County, North Carolina
P.O. Box 550
Raleigh, North Carolina 27602

Proposals are due February 8, 2022 before
3:00 pm local time.

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1 Introduction

1.1 Introduction

Wake County, North Carolina (“The County”) is seeking qualifications and proposals from consulting firms to develop a comprehensive One Water Plan that is equitable, supports growth and preserves natural resources while building on existing stakeholder strengths and initiatives. The body of work that results from this initiative will ultimately facilitate the development of a comprehensive approach to ensure a sustainable and resilient 50-year supply of clean drinking water for all residents of Wake County, regardless of their water source or their place of residency within the county.

Currently in Wake County, water resource management and water quality protection are driven by an array of state and local regulations, land use planning decisions, and site-specific conditions. There is no comprehensive framework for our rapidly-growing county to assess current water resource conditions and plan for a successful water resource future. In recognition of this, in 2019, the Board of Commissioners (BOC) supported development of a long-range comprehensive water supply plan for the county, known as a One Water Plan.

Throughout this request for qualification (“RFQ”), the “Proposer” refers to qualified firms that submit Proposals and the “Consultant” refers to the Proposer who is selected to provide the services described within this RFQ.

1.2 Project Overview

1.2.1 County Overview

Wake County: Wake County is the most populous county in North Carolina. The County consists of 12 core municipalities and includes Raleigh, the County seat and State capitol. The County’s population is estimated at 1,111,000 residents. Wake County is growing by more than 62 people a day and is projected to add another 250,000 in the next decade. Maintaining a clean and abundant water supply that supports the demands of a growing population, while continuing to serve as a resource that supports a high quality of life is a priority for the County.

Wake County includes six water supply watersheds, including Falls Lake and Jordan Lake which are subject to Nutrient Management Strategies by the NC Dept. of Environmental Quality (NCDEQ). Approximately 150,000 residents are served by more than 40,000 private wells with the remainder of the population served by municipal and private utility systems. The County includes approximately 90,000 onsite wastewater (septic) systems with municipal or private utilities providing wastewater services for the remaining population. The County is responsible for stormwater management within the County jurisdictions and administers the stormwater ordinances for three additional municipal jurisdictions (Rolesville, Wendell, and Zebulon).

The proposed Plan will build upon the 2019 BOC approved [Wake County Groundwater Assessment Study](#), currently in development with the United States Geological Survey (USGS), and advances the Board of Commissioners and Water Partnership goals for One Water planning.

1.3 Scope of Services

The scope of services covered in this RFQ is to provide the County with a comprehensive One Water Plan for a safe and resilient water resource that equitably supports all aspects of a growing population. The proposal should consider existing data gaps, resource needs to fill gaps, and skillsets needed to support future water resource analyses as land use and climate changes impact future water resources. The consultant should assemble a team with skillsets required to complete the requested tasks and shall take the lead project management role of the team. The consultant shall build on the ideas presented in the proposal to develop a scope and schedule for tasks. It is expected that the consultant will be able to provide a comprehensive set of services including but not limited to tasks outlined in 1.3.1 through 1.3.3:

- 1.3.1 Vision and Scope for One Water: This phase will enlist a consultant to lead the County, municipalities, and community stakeholders to develop a common vision, goals and objectives to develop a road map for plan development. The consultant will lead a stakeholder engagement process to document existing planning efforts and community initiatives, identify water resource needs, challenges and opportunities, and increase understanding of a One Water approach. Subtasks and deliverables include the following:
 - 1.3.1.1 Stakeholder Network- Develop stakeholder network that includes county, municipalities, community groups, non-profit organizations. Ensure network includes diverse community representation (socioeconomic, racial diversity) and facilitate meetings.
 - 1.3.1.2 Education, Framing and Facilitation - The consultant shall develop techniques for educating, informing and facilitating conversations with different and diverse groups about One Water. The techniques should be designed so that various groups can interact with the material and provide documentable responses.
 - 1.3.1.3 Program evaluation: Evaluate existing Wake County programs and roles from a One Water, regulatory, and community health perspective.
 - 1.3.1.4 Identify primary water issues/opportunities among County and stakeholders.
 - 1.3.1.5 Identify opportunities for regulatory coordination/alignment among local governments.
 - 1.3.1.6 Development of One Water Vision and Goals for Wake County based upon stakeholder collaboration.
- 1.3.2 Data Development and Scenario Analysis: Consultant will inventory existing data and address data gaps required to support analysis for a 50-year sustainable water supply. This phase should be developed in consultation with the stakeholder network established in Task 1.3.1. Data development may include but not be limited to:

database development, modeling, and specific studies to address items identified in subtasks below.

- 1.3.2.1 Evaluate stormwater regulatory requirements, existing program gaps, and resource level options to transition to a watershed scale approach to stormwater management.
 - 1.3.2.2 Integrate data and plans for water supply, including private (domestic) wells, municipal systems and privately-owned community systems to determine whether water supply meets the demands of a growing population and economy.
 - 1.3.2.3 Develop tools and strategies to identify high-risk areas of flooding and drought.
 - 1.3.2.4 Evaluate capacity to meet wastewater treatment demands for a growing population without increasing nutrient impacts.
 - 1.3.2.5 Perform scenario analysis for future growth and climate change scenarios
- 1.3.3 **Development of a One Water Plan:** Consultant will compile input from Task 1.3.2 to produce a One Water Plan that includes prioritized management recommendations for both water resource policies and practices to support a 50-year sustainable water supply that equitably supports all aspects of a growing population. The recommended plan shall directly address which recommendations/actions are managed solely by the county and which require the participation and cooperation of others. The plan should be produced in a format that is public facing and compatible for online access and include policy and practice recommendations that address the following:
- 1.3.3.1 Alignment with Wake County's Comprehensive Plan: [PlanWake](#)
 - 1.3.3.2 Strategies for improved coordination on water resource planning and resilience
 - 1.3.3.3 Opportunities and strategies to reduce nutrient impacts from wastewater.
 - 1.3.3.4 Opportunities and strategies to sustain, protect, and augment groundwater supply.
 - 1.3.3.5 Mitigation of impacts and increased flood resilience of vulnerable communities
 - 1.3.3.6 Best practices to mitigate future climate change impacts
 - 1.3.3.7 Identify short/medium/long-term strategies
 - 1.3.3.8 Identification of next steps and further studies that seem logical based on the work product and the input received. Next steps and tasks that are beyond the scope of this RFQ should be identified.

1.4 General Proposal Requirements

When responding to this RFQ, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit documents according to the instructions.

Failure to follow these instructions will be considered a non-responsive proposal and may result in immediate elimination from further consideration.

By submitting a proposal, Proposers acknowledge that:

- 1.4.1 The County reserves the right to reject any or all proposals if it determines that select proposals are not responsive to the RFQ. The County reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with select Proposers at any time to gather additional information.
- 1.4.2 Proposals will be received by Wake County Government at the time noted on the cover page of this document. At that point, Wake County will close the receipt of proposals and begin the evaluation process. The only information that will be released will be the names of the respondent(s). No other information will be disclosed, except as required by the evaluation process, until a contract is awarded.

Wake County, solely at its option, may disclose the name(s) of any firms or companies being considered or elevated during the process. Proposers are not to contact any county staff or elected official in reference to the process due to the nature of a competitive environment and to protect the integrity of the RFQ process. As information becomes available and is relevant for release, that information will be shared with respondents.

2 General Submittal Requirements

2.1 Proposal Contact

This RFQ and any subsequent action taken as a result thereof is issued by the Wake County Procurement Services in accordance with North Carolina General Statutes on behalf of the County. Proposal responses should be directed to Procurement Services, specifically to the Purchasing Manager, as outlined below. In regards to this RFQ and subsequent procurement process, vendors shall make NO CONTACTS, either written or verbal, with any Wake County employee, staff member, or Board of Commissioner members during the period beginning with the issuance of this document through approval of award unless authorized by the proposal contact. ***Any attempt by a Proposer to contact or influence a member or members of the aforementioned will result in the immediate disqualification of the Proposer from award for items or services on this RFQ.***

Proposal Contact:

Melissa England, Purchasing Manager
Wake County Finance Dept - Procurement Services
Melissa.england@wakegov.com
919-856-6327

2.2 Proposal Submittal Requirements

Proposers are required to prepare their proposals in accordance with the instructions outlined in this part and elsewhere in this RFQ. Each Proposer is required to submit its proposal in a sealed package.

Five (5) copies shall be submitted to the address shown below as well as an electronic version on USB.

Mailing Address:

Melissa England
Wake County Finance Dept - Procurement Services
Wake County Justice Center, 2nd Floor – Ste 2900
301 S. McDowell Street
Raleigh, NC 27601

The County must receive proposals no later than 3:00 PM on February 8, 2022. *The Proposer's name, RFQ number, and proposal closing time and date must be marked clearly on the proposal submission.* The time of receipt shall be determined by the time clock in the Wake County Procurement Services office. The County will not be held responsible for the failure of any mail or delivery service to deliver a proposal response prior to the stated proposal due date and time. It is solely the Proposer's responsibility to: (1) Ascertain that they have all required and necessary information, documents and addenda, prior to submitting a response; (2) Ensure that the response is received at the correct location and time. Late responses, regardless of delivery means, will not be accepted. Fax or email responses will not be accepted.

2.3 Proposer Expenses

The County will not be responsible for any expenses incurred by any Proposer in the development of a response to this Request for Qualification 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 Wake County and/or its representatives. Further, the County shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Proposer even if the Board of Commissioners has formally accepted a recommendation.

2.4 Interpretations, Discrepancies, and Omissions

Should any Proposer find discrepancies, omissions or ambiguities in this RFQ, the Proposer must at once request in writing an interpretation from proposal contact listed in Section 2.1. The deadline for submitting questions is January 19, 2022 by 5:00 PM. All questions will be answered to the extent possible in the form of addenda to the specifications. The addenda will be available by January 25, 2022. All written requests for clarification should be emailed to the attention of melissa.England@wakegov.com

Failure to request an interpretation will be considered evidence that the Proposer understands the provision of the RFQ.

The issuance of a written addendum is the only official method by which interpretation, clarification or additional information will be given by the County. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarification will be without legal effect. It is the County's intent not to issue any addenda after January 25, 2022.

2.5 Tentative Schedule

Date	Event
1/13/2022	RFQ Published and Distributed
1/19/2022, 5pm EST	Deadline for Questions or Clarification of Scope
1/25/2022	Addenda Issued (if necessary)
2/8/2022	Proposal Submission Deadline by 3:00 EST
Mid-February 2022	Proposal Evaluation and Review
Late February 2022	Interview and Presentation of Selected Finalists
March 2022	Selection and Notification

2.6 Pre-Proposal Questions

The County will also make a good faith effort to provide other data or attachments, if the request will further clarify the project's scope. All requests for further information shall be received by the County by January 19, 2022 before 5:00 PM EST. A copy of all answers and further clarifications provided by the County to those making inquiries will be posted as an addendum to the RFQ on the County's website on January 25, 2022.

2.7 Finalists and Interviews

From the proposals received, County staff may identify a short-list of finalists. The finalists will be expected to make a presentation to and respond to questions. Additional information regarding the content of the presentation will be provided to the selected finalists.

2.8 Award

Wake County reserves the right to award a contract, based on initial offers received from Proposers, without discussion and without conducting further negotiations. The County shall not be deemed to have finally selected a Proposer until a contract has been successfully negotiated and signed by both parties.

2.9 Non-disclosure of County Information

The Proposer and its agents shall treat all data and information gathered by the Proposer and its agents, including this RFQ and all reports, recommendations, specifications, and data as confidential. The Proposer and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from the County.

2.10 Retention of Proposer Material

Any and all information submitted in conjunction with this RFQ and the evaluation process will not be returned to the respondent.

3 General Terms and Conditions

3.1 Certification

The Proposer hereby certifies that it has carefully examined this Request for Qualification and the Proposer certifies that it understands the scope of the work to be done and that the Proposer has knowledge and expertise to provide the scope of the work. By signature on the response to the RFQ, the Proposer certifies that its proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud, so that all proposals for the purchase will result from free, open and competitive proposing among all vendors. Further, the Proposer certifies that it understands that collusive proposing is a violation of Federal law and can result in fines, prison sentences, and civil damage awards.

3.2 Conflict of Interest

By submission of a response, the Proposer agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by Wake County. Proposers shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the County, in consultation with legal counsel, may reject their proposal.

3.3 Assignment

No assignment of the Proposer's obligations or the Proposer's right to receive payment hereunder shall be permitted without prior consent of the County. The Proposer may not sell, assign, transfer or convey the contract resulting from this RFQ, in whole or in part, without the prior written approval from the County.

3.4 Indemnification

The Consultant will indemnify and hold the County harmless from any and all liability, expense, judgment, suit, or cause of action for personal injury, death, or direct damage to tangible property which may accrue against the County to the extent it is caused by the negligence of Consultant, its sub-consultants, or their employees or agents, while performing duties under this Agreement, provided that the County gives the Consultant prompt, written notice of any such claim or suit. The County shall cooperate with Consultant in its defense or settlement of such claim or suit. This section sets forth the full extent of the Consultant's general indemnification of the County from liabilities that are in any way related to Consultant's performance under this Agreement.

3.5 Independent Contractor

It is understood that in the performance of any services herein provided, the Proposer shall be, and is, an independent contractor, and is not an agent or employee of the County and shall furnish such services in its own manner and method, except as required by this contract. Further, the Proposer has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by the Proposer in the performance of the services hereunder. The Proposer shall be solely responsible for, and shall indemnify, defend, and save the County harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

3.6 Payment

Payment for the services rendered pursuant to the Agreement resulting from this RFQ shall be made in amounts and at times set forth in the Agreement and shall be made upon receipt of original invoice(s) in accordance and in conformity with payment dates for bills and claims as established by the County. Prior to payment, the Consultant must submit an original dated itemized invoice of services rendered. (Photographs or facsimiles of invoices will not be accepted.) Any reimbursement for expenses as allowed in the Agreement that are included in the invoice(s) must be supported with attached original billings for such expenses.

3.7 Insurance

Proposers shall obtain, at their sole expense, all insurance required in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received by Wake County's Finance Department.

Workers' Compensation Insurance, with limits for Coverage A: Statutory for State of North Carolina, and Coverage B - Employers Liability: \$500,000 each accident/disease each employee/disease policy limit.

Commercial General Liability, with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Commercial Automobile Liability, with limits not less than \$1,000,000 per accident for bodily injury and property damage applicable to any vehicle used during performance

of services, including coverage for owned, hired, and non-owned vehicles. Evidence of commercial automobile coverage is only required if vehicles are used in the provision of services under this Agreement.

Professional Liability (Errors and Omissions), with limits not less than \$1,000,000 per claim and \$2,000,000 aggregate.

All insurance companies must be authorized to do business in North Carolina and have an AM Best rating of "A-/VII" or better; or have reasonable equivalent financial strength to the satisfaction of Wake County's Finance Department. If any required insurance policy expires during the term of this Agreement, Proposer must provide a certificate of insurance to the Wake County Finance Department as evidence of policy renewal prior to such policy expiration. Proposer shall be responsible for providing the Wake County Finance Department with 30-day notice of insurance policy cancellation or non-renewal during the term of this Agreement and for three years subsequent for any claims made coverage.

Response to this RFQ indicates the ability to procure the coverages specified above. If Provider does not meet the insurance requirements specified above, alternate insurance coverage satisfactory to Wake County may be considered. Any request for consideration of alternate coverage must be presented within Proposer's response to this RFQ.

3.8 Governing Law

This RFQ and any contract resulting therefrom shall be governed by and construed according to the laws of the State of North Carolina. Should any portion of any contract be in conflict with the laws of the State of North Carolina, the State laws shall invalidate only that portion. The remaining portion of the contract(s) shall remain in effect.

3.9 Confidential Information/Public Records Law

INFORMATION SUBMITTED IN RESPONSE TO REQUESTS FOR BIDS,
PROPOSALS, AND OTHER PROCUREMENT METHODS SUBJECT TO PUBLIC
RECORDS LAW

Wake County is subject to North Carolina's Public Records Act located in Chapter 132 of the North Carolina General Statutes. As a result, information submitted to and received by Wake County in response to a Request for Proposal/Request For Bid/Request For Quote/Request for Qualifications, or any other procurement method (collectively "Procurement Process"), is considered public record and may be released for public inspection after the contract award, or as otherwise permitted under NCGS § 143, without further notice to the proposer. The County does not intend to elicit confidential or trade secret information in response to a Procurement Process and assumes no responsibility for the submission of such information. Wake County reserves the right to share any information submitted in response to a Procurement Process with any person(s) or firm(s) involved in the review and evaluation phase of the Procurement Process.

CONFIDENTIAL OR TRADE SECRET INFORMATION

If a proposer nonetheless submits information in a bid proposal or other response to a Procurement Process and it considers such information to be confidential, then all four requirements of [NCGS 132-1.2](#) "Confidential Information" must be met for the County to consider withholding the information from public inspection in response to a public records request. **Among other legal requirements, information deemed to be "confidential"**

or “trade secret” by proposer must be clearly marked as such on the face of the document(s) at the time of the initial disclosure/submittal of RFQ. In addition, although not required by law, Wake County requests that any proposer who submits a proposal or response containing any such designation of confidentiality also submit a second copy of the proposal or response with the respective page(s) or section(s) redacted. The County will not agree to withhold an entire proposal or response from public inspection, thus proposers should refrain from including blanket restrictions on disclosure or all-encompassing claims of confidentiality.

When a public records request is made for information contained in or attached to a proposal or response that has been clearly marked as “trade secret” or “confidential” upon its submission, Wake County may, in its discretion and without further notice, release the redacted copy of the proposal or response to the requester if one has been previously submitted. Otherwise, the proposer will be notified of the request and given an opportunity to provide within a reasonable period a written explanation of the basis for claiming protection under N.C.G.S. 66-152 and N.C.G.S. 132-1 and/or a redacted proposal or response. The County shall make the final determination on release of the information. Should any civil action be brought against the County in an effort to compel or prevent the disclosure of information contained in a proposal or response that is deemed confidential by a proposer, the proposer may participate at its own expense; and by deeming any information in a proposal or response confidential, proposer further agrees to indemnify and hold harmless the County for and against any costs incurred by the County as a result of such litigation, including but not limited to fees or expenses arising out of N.C.G.S. 66-153 and N.C.G.S. 132-9.

3.10 Compliance with Laws and Regulations

Proposer must comply with all applicable State and Federal Laws. In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful Proposer to notify Wake County at once, indicating in their letter the specific regulation which required such alterations. The County reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

3.11 Acceptance

Submission of any proposal indicates a Proposer’s acceptance of the conditions contained in this RFQ unless clearly and specifically noted otherwise in the proposal.

Furthermore, the County is not bound to accept a proposal on the basis of lowest price, and further, the County 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, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the County’s best interests to do so. The County 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 Proposers if it is deemed in the County’s best interest. Moreover, the County reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interest of the County.

3.12 Additional Services

The County reserves the right to negotiate additional services with the Vendor at any time after initial contract award.

3.13 E-Verify

To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contractor(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc, attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS64-26(a)) relating to the E-Verify requirements.

3.14 Iran Divestment Act

By signing this agreement; accepting this contract/purchase order; or submitting any proposal, etc., vendors and contractors certify that as of the date of execution, receipt, or submission they are not listed on the Final Divestment List created by the NC Office of State Treasurer pursuant to [NCGS 147 Article 6E, Iran Divestment Act](#), Iran Divestment Act Certification. Vendors and contractors shall not utilize any subcontractor that is identified on the Final Divestment List. In addition, any organization defined under NCGS 147-86.80(2), Divestment from Companies Boycotting Israel, shall not engage in business totaling more than \$1,000 with any company/business, etc. that boycotts Israel. A list of companies that boycott Israel is maintained by the NC Office of State Treasurer, pursuant to NCGS 147-86.81(a)(1). Any company listed as boycotting Israel is not eligible to do business with any State agency or political subdivision of the State.

3.15 Federal Uniform Guidance

If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable):

Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324)

4 Detailed Submittal Requirements

4.0 Proposal Format

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. Each Proposer is required to submit the proposal in a sealed package. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFQ. Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. The proposal should be organized into the following major sections with tabs for each section:

PROPOSAL SECTION TITLE

	Title Page
	Letter of Transmittal
	Table of Contents
1.0	Company Background
2.0	One Water Plan
3.0	Qualifications
4.0	Company Expertise
5.0	Equity Analysis
6.0	Client References
7.0	Sample Certificate of Insurance
8.0	Schedule of Fees

Instructions relative to each part of the response to this RFQ are defined in the remainder of this section. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

4.1 Company Background

(Proposal Section 1.0) Each proposal must provide the following information about the submitting Proposer's company, so that the County can evaluate the Proposer's stability and ability to support the commitments set forth in response to the RFQ. The County, at its option, may require a Proposer to provide additional support or clarify requested information.

Company Background

- How long the company has been in business. In what state(s) has the company worked?
- A brief description of the company size and organizational structure.
- How long the company has been providing services to clients similar to the County.
- Any material (including letters of support or endorsement from clients) indicative of the Proposer's capabilities.

- ❑ Identify any litigation or governmental or regulatory action pending against your organization that might have a bearing on your ability to provide services to the County.
- ❑ Describe your contractual relationships, if any, with other organizations that will provide services described in your proposal.

4.2 One Water Plan Approach

(Proposal Section 2.0) This section of the response should communicate the Proposer's approach to development of a One Water Plan unique to Wake County based upon overall understanding of the project and the scope of work proposed as outlined in Sections 1.3.1 to 1.3.3. Proposer should address community engagement strategies and describe approach to developing One Water Vision and Goals that incorporate diverse stakeholder groups and interests, data development that supports One Water strategies, and prioritization process for One Water Plan implementation. This section should outline Proposer's project management approach for completing critical tasks and associated timeline for achieving the County's objectives in Sections 1.3.1 to 1.3.3.

4.3 Qualifications

(Proposal Section 3.0) Proposer should document proven knowledge of Team Personnel in the following: One Water, Modeling, Onsite Wastewater, Groundwater, Stormwater, Community Engagement and Facilitation. Proposers are encouraged to provide examples of services provided to their clients and the impact of those services.

4.4 Expertise

(Proposal Section 4.0) This section should document specialized or appropriate expertise of the consultant firm(s) to address Wake County water resources. This section should include an organization chart and % involvement of team personnel proposed for the Plan with expertise in the following: Integrated Water Resource Planning, Onsite Wastewater, Groundwater, Stormwater, Surface Water, Community Engagement, Equity.

4.4.1 Consultant Team Experience

- ❑ Identify your proposed team indicating who is responsible for the key roles; provide an organizational chart showing lines of communication and levels of authority;
- ❑ Include the résumés of staff who will work on the engagement. If they are working on only certain portions of the project, please indicate this on their résumé;
- ❑ Given that the County will be evaluating several proposals, describe why you feel that your services, from a professional and technical perspective, are the best fit for the County environment. Describe the distinguishing features the County should know about your services and company.

4.5 Equity Analysis

(Proposal Section 5.0) This section should document expertise in equity analyses and application to water resources. Proposer should incorporate approach to achieving diverse community representation (socioeconomic, racial diversity) in both stakeholder engagement and development of water resource strategies that support an equitable water resource future.

4.6 Client References

(Proposal Section 6.0) Capability of the Proposer to undertake and support services as described by this Request for Proposals based on reputation and customer references regarding the Vendor's performance for organizations with needs similar to the County's, particularly in the government sector. The County considers references to be important in its decision to award a contract. Failure to provide this information will result in the proposal being considered non-responsive.

Please provide a comprehensive client listing with year(s) in which your firm provided services. Also provide at least three current clients who we may contact. References should be clients similar in size to the County. Please give their company name and mailing address, telephone, and email of the contact person.

	Reference #1	Reference #2	Reference #3
COMPANY			
Contact Name			
Contact Title			
Contact Phone			
Mailing Address			
Email			

4.7 Sample Certificate of Insurance

(Proposal Section 7.0) Proposer should provide sample certificate of insurance as detailed in Section 3.7

4.8 Schedule of Fees

(Proposal Section 8.0) Proposer should submit an hourly bill rate schedule range for all professional staff that will be assigned to this project. **The fee schedule shall be submitted in a separate sealed envelope and clearly marked as "Fee Schedule".**

5 Evaluation Criteria

5.1 Selection Participants

The County has established a team of staff to evaluate vendor responses. This team of employees will be responsible for the evaluation and rating of the proposals and conducting interviews.

5.2 Evaluation of Proposals

Responses will be evaluated based on the following weighted criteria:

- One Water Plan Approach: Proposed approach for developing One Water Plan, including community engagement strategies **(30%)**
- Qualifications: Proven knowledge of Team Personnel in the following: One Water, Modeling, Onsite Wastewater, Groundwater, Stormwater, Community Engagement and Facilitation **(25%)**
- Expertise: Specialized or appropriate expertise of the consultant firm(s) to address Wake County water resources **(20%)**
- Equity Analysis: Expertise in equity analyses and application to water resources **(15%)**
- Client References: Capability of the Proposer to undertake and support services as described by this Request for Qualifications based on reputation and customer references regarding the Vendor's performance for organizations with needs similar to the County's, particularly in the government sector. **(10%)**