

COUNTY OF BRUNSWICK
Engineering Services Department



PO BOX 249
75 Courthouse Drive NE
Building I
Bolivia, NC 28422
Office: (910) 253-2500
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May 11, 2015

Re: Design of Carolina Shores North Wastewater Collection System – SAD #29

The Brunswick County Board of Commissioners has approved Special Assessment District #29 for the construction of a wastewater collection system to serve properties within the Carolina Shores North subdivision. This is a (476) lot residential subdivision located on U.S. Highway 17 immediately adjacent to the South Carolina state line. The county is seeking proposals from engineering, water resource, and environmental firms for engineering services associated with the proposed project. A project area map is enclosed for your review.

Firms interested in being considered for this work should submit their qualifications to:

James Murray
Project Manager
Engineering Department
Brunswick County
P. O. Box 249
75 Courthouse Drive, Building I
Bolivia, NC 28422

For consideration, five copies of the response to this request for proposal must be submitted to the County by close of business on June 15, 2015. At a minimum, the proposal should include the following information:

- Qualifications of the employees that will be assigned to the project. The project manager and other key team members should be clearly identified. If subcontractors are to be used for any portion of the work, they should be identified and their qualifications included.
- Experience on similar projects. The proposal should include a description and contact person for projects that were similar in size and scope as this project.
- A project schedule including key milestones should be included. The project schedule should start from the Notice to Proceed and include reasonable review time for the Board of Commissioners. A project schedule will be included in the contract for this work.

- A brief description of the project approach to be used by the firm should be included.
- A brief discussion of the firm's ability to meet the budget constraints on the project should be included. This includes an estimate of man-hours required to complete the project.

A detailed scope of work is attached to this request for proposal. In general, the selected consultant will be expected to provide surveying and design services, preparation of plans and specifications, limited construction administration and construction inspection, and project closeout including engineering certification and asbuilt record drawings. Also included will be the preparation of all required permit applications including NCDENR Construction Permit, Stormwater Permit, Sedimentation and Erosion Control Permit, CAMA Permit, and NCDOT Encroachment Permit.

Brunswick County reserves the right to select the firm(s) that best meet its needs and negotiate a final scope of work that reflects the work to be done and the budget constraints. Based upon the number of proposals received, the county may or may not receive oral presentations as a part of the selection process. All firms submitting a proposal will receive notification once the contract has been awarded.

If you have any questions, please call us at 910-253-2407.

Sincerely,

James Murray
Project Manager
Brunswick County
Engineering Department

SCOPE OF WORK
CAROLINA SHORES NORTH WASTEWATER COLLECTION SYSTEM

1. MEET WITH COUNTY STAFF

The selected consultant will meet with Brunswick County Public Utilities and County Engineering Department staff. The consultant should review the existing sewer facilities in the Carolina Shores North area and the plans for the pump station that services the existing multi-family development at the front of the Carolina Shores North Subdivision. The county will provide a map showing all of the lots to be provided with wastewater collection service under Special Assessment District #29.

2. WASTEWATER COLLECTION SYSTEM METHOD

In addition to the design of the sewer collection system mains, the selected consultant will evaluate the feasibility of upgrading the existing pump station that currently serves the multi-family units to also serve the 476 lots. The selected consultant will also evaluate the construction of a new pump station that would serve the 476 lots. The consultant will present a recommendation to county staff on the most cost effective method of pumping the wastewater generated to a treatment plant. After review, county staff will select the best method of providing service to the neighborhood.

3. SURVEY OF THE PROJECT AREAS

The consultant will be responsible for all surveys needed to design the project and provide layout information to the contractor. The survey should include enough information for use in obtaining all necessary permits including the NC DOT and NC DENR permits. The survey should show all existing utilities located within the project area and the location should be based upon information from the affected utility. It is anticipated that all construction will occur in NC DOT rights of way or in existing county owned utility easements. Any easements or properties to be acquired must also be surveyed and plats suitable for recording prepared.

4. PRELIMINARY DESIGN

Upon completion of the survey, the consultant shall develop a preliminary design of the sewer collection system including any sewer force mains or pump stations needed to provide service to the area. The preliminary design shall clearly indicate any easements or properties that need to be acquired to construct the project. The selected consultant shall submit at least three copies of the completed preliminary design to the county for review. The county will submit written comments on the plans to the consultant and shall the consultant shall resolve all comments submitted by county staff. Upon approval of the preliminary design, the consultant shall prepare easement documents for any easements required to construct the project. The selected consultant shall also coordinate the preliminary design with the NC DOT to resolve any NC DOT issues with the routing of the force main.

Due to the environmentally sensitive nature of some areas within the project scope, the selected consultant shall coordinate with the permitting sections of the NC DENR during the preliminary design phases of this project.

5. FINALIZE DESIGN AND PREPARE PLANS AND SPECIFICATIONS

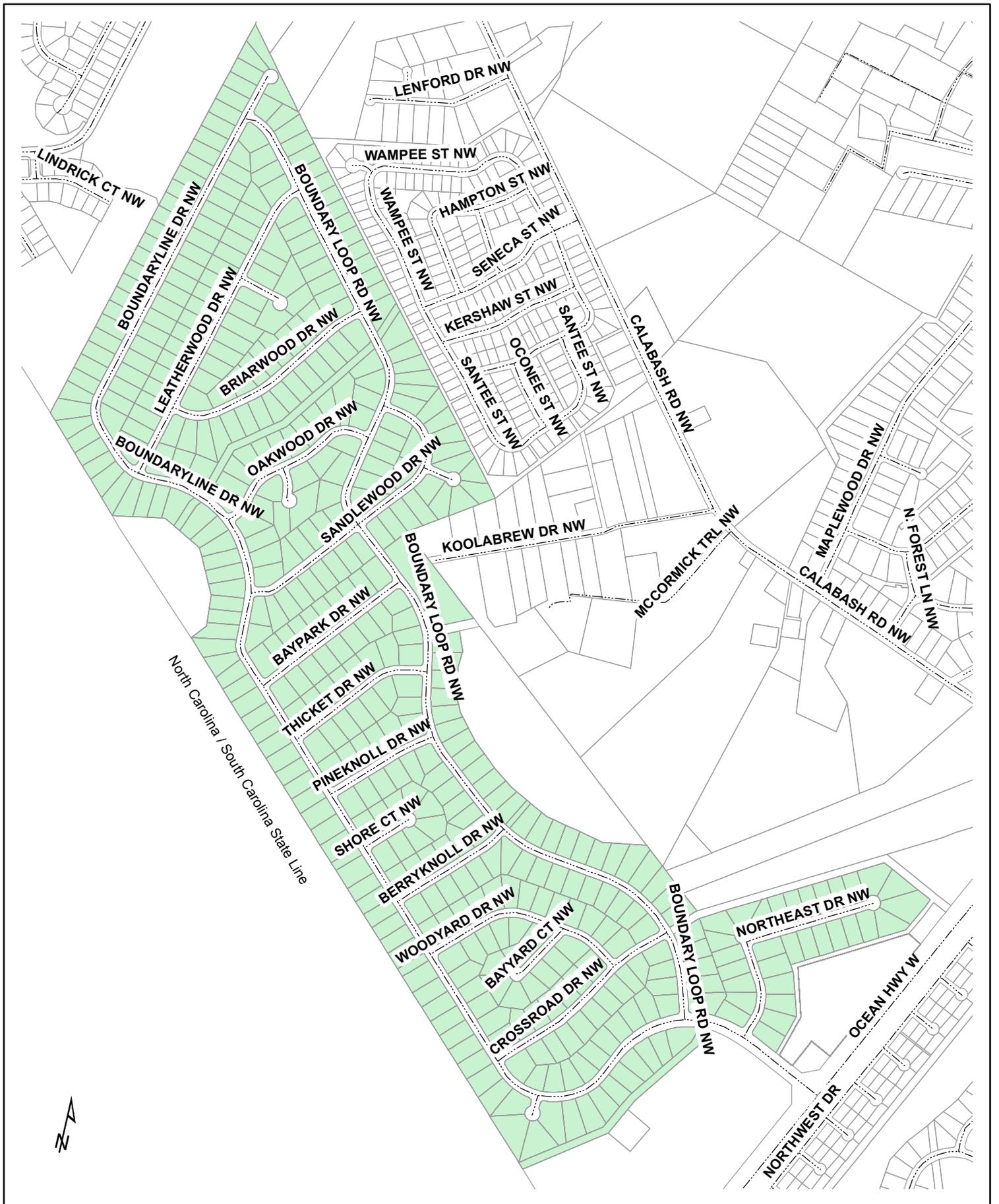
After the approval of the preliminary design by county staff, the consultant will finalize the design of the sewer collection system. The consultant will develop plans and specifications for the project that conform to Brunswick County standards, NC DOT, and NC DENR minimum design standards. The county and consultant shall determine the approach that will secure the best bids and meet the project deadlines.

The consultant shall submit draft sets of plans and specifications to the county for review. The project shall be designed in accordance with Brunswick County, NC DOT, and NC DENR standards. Upon completion of the final design including resolution of any outstanding comments, cost estimates shall be provided to county staff for review.

The consultant must also prepare all permits and supporting documentation needed to construct this project including but not limited to NC DOT encroachment, NC DENR Construction Permits, U. S. Army Corps of Engineers Section 404 Permit, and Sedimentation and Erosion Control Permit. The selected consultant shall resolve any regulatory comments in consultation with county staff and assist the county in securing all required permits.

6. BIDDING AND CONSTRUCTION SERVICES

After approval of the plans and specifications by the county, the project will be advertised for bid. The consultant will be responsible for plans and specification distribution during the bidding process. The consultant will answer any questions regarding the plans and specifications and attend the bid opening. The consultant will be responsible for conducting the pre-bid meeting, opening the bids and tabulating the bids in accordance with Brunswick County purchasing ordinances and State of North Carolina Procurement Standards. The selected consultant will be responsible for conducting the pre-construction conference. During the construction process, the consultant shall perform all required shop submittal reviews and answer any technical questions related to the design or specifications. The consultant shall perform any inspections necessary for them to be able to certify to the appropriate agencies the satisfactory completion of the system and provide asbuilt record drawings per county specifications.



Special Assessment District Petition Area

Exhibit A

Legend

-  Parcel boundaries
-  Carolina Shores North
-  Roads

Brunswick County assumes no legal responsibility for nature of, contents of or accuracy of any information contained on this map. This map may not be accurate or up-to-date. All map information must be verified by recipient.

02/17/2015

Prepared by the Brunswick County Public Utilities Department