



**REQUEST FOR QUALIFICATIONS
OWNER ADVISOR FOR EXISTING WASTEWATER TREATMENT PLANT
IMPROVEMENTS AND NEW WASTEWATER TREATMENT PLANT DESIGN BUILD
PROJECT**

The Town of Canton (“Town”) is requesting proposals from qualified engineering firms to act as an advisor to the Town regarding the potential purchase of an existing wastewater treatment plant (“WWTP”), short-term upgrades and modifications to the existing facility or, alternatively, deploying a packaged or modular plant, and construction of a new municipal owned wastewater treatment plant on adjacent property outside of the floodplain.

The WWTP was originally designed to treat wastewater generated from the pulp and paper processing facility that was operated at this site by multiple companies for approximately 115 years. The existing WWTP is approximately 60 years old and has treated as much as 30 MGD of wastewater prior to discharge to the Pigeon River. The pulp and paper processing facility closed in March of 2023. The WWTP is currently treating and discharging an estimated average of 1.2 MGD. Influent flow to the WWTP includes Town of Canton municipal wastewater, combined stormwater and wastewater from the decommissioned pulp and paper facility, and landfill leachate.

The Town of Canton is considering purchasing the existing WWTP, along with adjoining properties for the purpose of constructing a new wastewater treatment facility outside of the floodplain. The Town understands the existing WWTP is largely oversized and in need of modifications. The Town is considering options for short-term treatment of municipal wastewater and pre-treatment of industrial flows at the existing WWTP during the construction of the new wastewater treatment plant. Construction could begin as early as 2026. The Town anticipates contracting operations of the wastewater treatment facility.

The General Assembly of North Carolina appropriated \$14,000,000 to the Town for Canton for acquisition of the properties and \$36,860,000 to the Town, through NC DEQ Division of Water Infrastructure, intended to fund construction of the new wastewater treatment plant. Identification of additional funding sources may be required.

The Owner’s Advisor (OA) should act as an extension of Town staff. The OA must work to align the entire integrated project team with the Town’s priorities throughout the course of the project. The OA must be prepared to help the Town develop detailed Owner’s Project Criteria designed specifically to meet the Town’s needs and to manage project risk. The OA must work with the Town to customize services to most effectively match the project’s requirements and the Town’s needs, allowing the scope of work to be tailored to provide services that are necessary to supplement the Town’s existing project staff’s availability. The OA shall have thorough

knowledge and expertise with all components of planning, design, bidding, and construction management of wastewater treatment facilities and experience with the design-build method of project delivery.

SCOPE OF WORK

The selected firm will provide the following anticipated services:

1. Preliminary technical evaluation of the existing wastewater treatment facilities and alternatives analysis for short-term treatment of municipal wastewater, and options for pre-treatment of industrial flows, during construction of the new wastewater treatment plant.
2. Preliminary technical evaluation and alternatives analysis for construction of specific components of the new wastewater treatment facilities outside of the floodway, adjacent to and west of the current plant site.
3. Procurement assistance including development of a design-build request for qualifications and rating criteria to assist with the selection of the design-build team.
4. Development of the Town's project criteria for an initial design-build agreement for the short-term improvements and long-term wastewater treatment facilities to be constructed using the Design Build Institute of America (DBIA) approach.
5. Attend design-build progress meetings and assist the Town with review of submittals, schematics, and cost reports, maintain overall project schedule, and review the 60% design documents to confirm specifications and project scope is met.
6. Technical guidance for operating agreements and development of sewer use ordinance and pretreatment program for industrial users.
7. Project funding and grant coordination assistance, as requested.
8. Construction administration and observation services during the construction phase of the project will be provided under a separate amendment during the time of construction award.

The Owner's Advisor services are expected to extend throughout the design-build process.

SUBMISSION OF QUALIFICATION STATEMENT/PROPOSAL

Consulting engineering firms are invited to submit a Statement of Qualification ("SOQ") to the Town to be received no later than 4:00 p.m. on October 21, 2025. Submittals received after this deadline will not be considered. Firms should submit three (3) written copies and one (1) digital copy of their SOQ to:

Lisa Stinnett, Town Manager
Town of Canton
85 Summer Street
Canton, NC 28716

Information submitted shall be in compliance with section 143-64.31 of the North Carolina General Statutes ("Mini-Brooks Act").

SELECTION CRITERIA

The Town will follow a qualifications-based selection process. Consultants must demonstrate their level of competence and qualification, and each sub-consultant's level of competence and qualification, with respect to the listed evaluation factors for the services needed. SOQ's will be evaluated based on the following three (3) considerations and the level of importance for each consideration. The SOQ shall be formatted consistently with the evaluation consideration. Criteria shown under each of the three (3) considerations are to be addressed in the SOQ. Consultants may provide additional information, as necessary.

1. Project understanding and approach (45%)
 - a. Understanding of the project
 - b. Approach for the work and to keep the project on schedule and on budget
 - c. Description of the owner's consultant team's quality control program
2. Relevant firm experience with design-build projects (30%)
 - a. Projects of similar size and scope
 - b. References and descriptions of similar projects
 - c. Record of project success as an Owner's Advisor
 - d. Experience with Federal and State funding programs, specifically NC DEQ Division of Water Infrastructure
3. Overall staff experience proposed for this project (25%)
 - a. Principal in charge of the project
 - b. Individual team members for each discipline and relevant experience
 - c. Location of each team member to facilitate efficient project execution

A more detailed scope of work and fee schedule will be negotiated with the best qualified firm. If negotiations are not successful with any selected firm, the Town will terminate negotiations with that firm and initiate negotiations with the next best qualified firm.

REQUIREMENTS

Statements of Qualification shall include:

1. Firm name, address, telephone number, fax number, email address, and contact person(s).
2. Year in which the firm was established and any former names under which the firm operated.
3. Qualifications and experience of personnel who would be performing owner's advisor services for the project by providing:
 - a. A list of projects demonstrating experience/understanding of similar projects involving improvements to existing wastewater treatment facilities and construction of new wastewater treatment facilities to include:
 - i. a summary of the scope and type of services performed,
 - ii. the owner of the project, and
 - iii. owner contact reference name, phone number and email for the project

4. A description of the team's understanding of design-build delivery or other alternative delivery methods
5. A description of the team's experience with design-build delivery projects and meeting established schedule milestones
6. Discussion of project understanding and project approach

The following criteria will be deemed necessary for selection:

1. The firm must demonstrate extensive experience in engineering, design, infrastructure planning, cost estimation, permitting, North Carolina and Federal regulatory compliance, and construction administration and management.
2. The firm must meet the following insurance requirements. Workers Compensation may be waived if firm has no employees.
 - a. General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate. Town must be an additional insured
 - b. Workers Compensation \$500,000/\$500,000/\$500,000
 - c. Auto Liability Insurance \$1,000,000 per occurrence combined single limits applicable to claims due to bodily injury and/or property damage
 - d. Professional Liability not less than \$1,000,000 per loss.
3. A firm wishing to be considered must be properly registered with the Office of the Secretary of State and licensed with the North Carolina Board of Examiners for Engineers and Surveyors.
4. The selected firm will be required to enter a contract for services including all relevant provisions required by federal, state, or local law, and to provide such certifications, attestations, and affidavits as may be required.

NOTIFICATION

The Town will select up to one firm to provide the engineering services based on the criteria stated in this RFQ and other relevant materials that may be submitted by applicants. The selected firm will be notified by telephone and/or email. The Town of Canton reserves the right to modify, reschedule, or cancel this request at any time.