

**TOWN OF WRIGHTSVILLE BEACH**

**REQUEST FOR PROPOSALS (RFP)**

**FOR CONSULTANT SERVICES TO COMPLETE A REPORT THAT SPECIFICALLY DEMONSTRATES THE TOWN'S COMPLIANCE AND CONFORMITY WITH HOUSE BILL 436, NCGS 162A, "ARTICLE 8, SYSTEM DEVELOPMENT FEES"**



**BOARD OF ALDERMEN**

**William Blair, III, Mayor  
Darryl Mills, Mayor Pro-Tem  
Elizabeth King, Alderman  
Hank Miller, Alderman  
Ken Dull, Alderman**



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**A. STUDY OBJECTIVE**

The Town of Wrightsville Beach has approximately 2700 water and sewer customers. Water is produced using 9 wells with the Town producing approximately 260 Million Gallons of water per year.

The Town has an emergency interconnection located at Well #11 with Cape Fear Public Utility Authority. The water interconnect has never been utilized. The Town initiated a study completed in August of 2015 that identified 6 options to develop a long-term sustainable water supply for the Town.

In 2017, the Town completed a study that reviewed those options and any associated concerns or issues created by using the existing water interconnect between the Town and CFPUA to receive some or all water sold to customers in Wrightsville Beach. In addition, and in following the water modeling effort, the firm completed a system assessment of the current conditions of both the water and sewer system.

## **Background on the Town of Wrightsville Beach**

The Town of Wrightsville Beach is a full-service coastal community of 2,500 full-time residents located in southeastern North Carolina. Located along the Atlantic Ocean, the population of Wrightsville Beach expands to an estimated 15-20,000 during summer months.

The Town is bordered by the Atlantic Ocean to the east, Banks and Motts Channel, the Atlantic Intercoastal Waterway, and Lees Cut and adjacent marsh and spoil islands. In addition, the Town has a variety of voluntarily annexed properties to the west of the intercoastal waterway.

### **A. SCOPE OF SERVICES**

#### **COMPLETE A REPORT THAT SPECIFICALLY DEMONSTRATES THE TOWN'S COMPLIANCE AND CONFORMITY WITH HOUSE BILL 436, NCGS 162A, "ARTICLE 8, SYSTEM DEVELOPMENT FEES"**

##### **Key Study Elements**

The Town is seeking a professional firm qualified by experience and training or education to employ generally accepted accounting, engineering, and planning methodologies to calculate system development fees for the Town. The selected consultant shall complete a Water and Sewer System Development Fee Study by performing the following tasks and functions.

1. Assemble a brief review of the Town's historical practice of collecting water and sewer system operation fees and identify any relevance to the new requirements for establishing system development fees.
2. Consider and select an appropriate, generally accepted accounting, engineering, and planning methodology to calculate the fee. Possible methodologies include the buy-in, incremental cost or marginal cost, and combined cost methods.
3. Document the facts and data used in the analysis with sufficient detail to demonstrate their sufficiency and reliability.
4. Document the analysis performed to select an appropriate methodology, and demonstrate the application of the methodology to the facts and data (including all interim calculations)
5. Identify all assumptions and limiting conditions affecting the analysis and demonstrate that they do not materially undermine the reliability of the conclusion.
6. Calculate a final system development fee per service unit of new development. A service unit is defined by the new law as "a unit of measure, typically an

equivalent residential unit, calculated in accordance with generally accepted engineering or planning standards.

7. Incorporate a credit calculation for the value of costs of the capital improvement that exceed the new development's proportionate share of connecting facilities required to be oversized for the use by others outside the new development. The credit will not be applied to the on-site capital improvements or to costs to connect the new development to water or sewer facilities.
8. Depending on the chosen methodology, incorporate a revenue or valuation credit to avoid double-dipping by the unit (ie; Raising revenue from different sources to cover the same costs).
9. Include an equivalency or conversion table that can be used to determine the fees applicable for the various categories of demand. This will become the fee schedule.
10. Cover a planning horizon of 20 years.
11. Produce a final report and result that specifically demonstrates compliance and conformity with House Bill 436, NCGS 162A, "Article 8, System Development Fees".
12. Attend (1) Board of Aldermen meeting and meetings with staff as needed to complete the task.

## **B. PROPOSAL REQUIREMENTS**

The proposal shall explicitly include, at a minimum, the following elements:

1. **Cover Letter and Executive Summary of the Approach that the Firm Will Take to Fulfill the Goals and Objectives of the Project:** A cover letter by an individual who is authorized to bind the responding firm contractually shall be attached to the proposal. Within that cover letter, the respondent shall give a summary of those elements and approaches that the firm proposes to fulfill the goals and objectives of the contract.
2. **Statement of Qualifications and Level of Experience:** The firm shall present a statement of qualifications as to their prior history with similar projects to include references. A brief summary of those similar projects is encouraged. The statement of qualification should include:
  - A statement of qualification and experience;
  - Identification of the staff to be assigned to this project;
  - Resumes of all key staff to be employed on the project;
  - A Project Manager having overall project management authority;
  - An outline of your team's general approach to undertaking this project demonstrating an understanding of the project goals and a capability to

- successfully complete the project;
  - References for projects similar in nature and scope completed within the last five (5) years;
  - For each referenced project, identify the project name including contact information and describe the scope of work undertaken by your company/team;
  - Technical information on the process and protocols proposed to be used and an hourly charge rate for key staff to be assigned to the project
3. **Detailed Timeline:** In addition to the submittal of the firm’s approach to the project, the firm shall include a detailed timeline of events that correspond with approach that the firm will be taking to complete the project.

<b>Proposed Schedule</b>	<b>2018</b>
Board of Alderman to Select a Firm	January 11
Contracts Completed and Signed	January 26
Kick Off Meeting	February 1
Completion of Findings and 45 day posting	April 27
Presentation of Findings and Public Hearing	June 14

4. **Deliverables:** The firm shall detail the deliverables that will be expected following the completion of the project.
5. **Proof of Insurance and Disclosure of any Litigation:** The firm shall provide proof of insurance with an original insurance certification naming the Town as additional insured if selected. In addition, the RFP should disclose and describe all publicly recorded legal actions stemming from performance of professional responsibilities in which the firm or individuals assigned to this project have been named. Specifically describe the outcome of all actions or declare the current status if litigation is pending.
6. **Cost Proposal:** ***Please provide a Lump Sum Cost to Perform This Study. Please provide a standard rate schedule for all those participating in the Study.*** The cost will be one of many evaluation criteria that will be considered in the recommendation for the award of this contract.

### **C. PROPOSAL SUBMITTAL**

At a minimum, the information as requested in Section B. of this RFP shall be submitted and can include additional information if it will further qualify the approach and qualifications of the firm making the proposal. The proposal shall not exceed 30 single-sided page.

### **D. DEADLINE FOR SUBMISSION OF PROPOSALS:**

**Interested firms should submit sealed proposals no later than 5:00 PM on Wednesday, January 3, 2018 to:**

**Proposals shall be Mailed or Hand Delivered to:**

System Development Fee RFP  
Attn: Town Manager  
Post Office Box 626  
Wrightsville Beach, NC 28480

Proposals received after the required deadline will not be accepted. Proposals will be opened on **January 4<sup>th</sup>** at the Wrightsville Beach Town Hall at 11am. Proposals will be discussed at a subsequent Town Council meeting and will be awarded to the most qualified and responsible bidder(s). The Board of Aldermen reserves the right to approve proposals, deny proposals, negotiate proposal or re-advertise for additional proposals for the project if deemed necessary by the Board of Aldermen or Town Manager. The Board of Aldermen and Town Staff reserve the right to interview any or all of the applicants to help aid in determining the most qualified firm. The Bidding requirements of the North Carolina General Statutes will be considered when reviewing and approving the final firm.

### **F. CONTACT, QUESTIONS AND CORRESPONDENCE**

All contact, questions, and correspondence regarding the project and proposal shall be directed to the following:

Town Manager  
Tim Owens  
Post Office Box 626  
Wrightsville Beach, NC 28480  
(910)256-7900  
towens@towb.org

Note – All written correspondence and e-mails are considered public documents in the State of North Carolina

