



**ADDENDUM NO. 1**  
**RFQ NUMBER SP-2021-01**  
**CATCH BASIN INSERT PILOT STUDY**

**DATE:** January 20, 2021

This Addendum forms a part of the RFQ document and modifies the RFQ document dated December 18, 2020 with the changes noted below. This Addendum consists of seven pages, including this page.

**CHANGES TO THE RFQ DOCUMENT (FOUR PAGES)**

1. Remove the cover sheet (page 1) and pages 5, 15, and 16. Replace with the corresponding pages, dated January 19, 2021, which are included with this addendum. The updated RFQ document included in this Addendum reflects the following changes:
  - Section 40 (Scope of Work): Removed the last sentence in the second paragraph under Task 1 in Section 40 (Scope of Work) and replaced it with: “The selection criteria will be used in conjunction with spatial information to recommend up to three (3) potential catch basin insert types and up to ten (10) potential catch basin locations for the pilot study (Task 3).”
  - Section 200 (Methodology Used for the Project): Changed evaluation questions c) and d).
  - Section 220 (Experience and Qualifications): Removed evaluation questions i) and j). Evaluation question k) in the RFQ dated December 18, 2020 was changed to question i) as part of this Addendum.

**PRE-SUBMITTAL CONFERENCE SUMMARY**

1. City staff on the call introduced themselves.
2. Attendees calling into the video conference call were asked to introduce themselves.
3. A brief description of the project and RFQ submittal and review process was provided by City staff. Content of this discussion is contained in the RFQ document.
4. Requirements regarding the Equal Business Opportunity Program (EBOP) for this RFQ were provided by City staff. Proposals that do not contain the appropriate completed Professional Services Forms may be deemed non-responsive and ineligible for consideration. See Section 240 and Exhibit C of the RFQ for EBOP requirements. Refer to Question 4 under the Requests for Information and Clarification section below.

5. There will be an addendum issued for the RFQ that will include updates to the Evaluation Criteria sections.
6. Questions asked by attendees were discussed. These questions are included in the requests for information and clarification section below.

**PRE-SUBMITTAL CONFERENCE REGISTRATION & ATTENDANCE LIST:**

First Name	Last Name	Email
Steve	Anderson	steveanderson@ellerbecreek.org
Gregory	Brickham	gregory.brickham@kci.com
Janet	Casteen	janet.casteen@kci.com
Corydon	Coppola	corydon@flo-water.net
Jason	Doll	Jason.Doll@kci.com
Sujit	Ekka	sujit.ekka@aecom.com
Lance	Fontaine	Lance.Fontaine@durhamnc.gov
Ashleigh	Hales	ahales@stewartinc.com
David	Lach	dlach@res.us
Robert	Meehan	robert@ellerbecreek.org
Eric	Miller	Eric.Miller@DurhamNC.gov
Jean	Ramsey	jramsey@smeinc.com
Laura	Stroud	laura@ellerbecreek.org
Carol	Teabo	carol.teabo@durhamnc.gov
Eric	Tweed	etweed@ch-engr.com
Megan	Walsh	megan.walsh@durhamnc.gov
Brandon	Whitaker	bwhitaker@smeinc.com
Sandra	Wilbur	sandra.wilbur@durhamnc.gov

**REQUESTS FOR INFORMATION AND CLARIFICATION**

The questions below were either received by January 13, 2021 or asked during the pre-submittal conference. All questions are addressed in this addendum. Additional questions for this RFQ will not be accepted.

1. Q: Are you looking for proposals to handle each and every drain inlet in this area?  
A: Please refer to the second paragraph under Task 1 in Section 40 (Scope of Work) that states “The selection criteria will be used in conjunction with spatial information to recommend up to three (3) potential catch basin inserts and potential pilot study sites up to ten (10) catch basin locations for the pilot study”.
2. Q: Is the city doing the work, or is it based on contractors?  
A: Please refer the last sentence in the second paragraph of Section 30 of the RFQ that states “The Contractor will be responsible for arranging for the installation and maintenance of catch basin inserts.”
3. Q: Is a manufacturer to submit, the contractor, a distributor, or a combination?

A: Please refer to Section 60 through Section 110, as well as the Evaluation Criteria listed in Section 180 through Section 225.

4. Q: On Pg. 18, 8. UBE participation, second paragraph, the design goals listed for the project are listed as 0% M/UBE and 0% W/UBE. Are these the percentage participation goals desired by the City?

A: UBE goals are set on a project specific basis. Factors for consideration are project cost estimates, available subcontracting opportunities and the availability of UBEs in the corresponding scopes of work. Past precedent is also a consideration, when determining whether to assign goals. In this instance, the limited number of subcontracting opportunities identified per the Public Works Department resulted in no goals being assigned to this project.

5. Q: How will the proposers go about selecting the catch basin inserts that will be used?

A: That information is part of the Scope of Work found in Section 40 in the RFQ. It will involve reviewing available information. See the project website referenced in Section 20 of the RFQ for additional information: <https://durhamnc.gov/4354>

6. Q: Do the inserts have to be approved by the State or the City to be used?

A: The RFQ states that an evaluation will be performed to determine what inserts will work to achieve the goals of the project. In evaluation of what inserts to select, that will be taken into consideration among other factors listed in the RFQ.

7. Q: Would you be open to considering devices with magnets on top of the opening as well?

A: That information could be used for consideration in the evaluation.

8. Q: The RFQ says up to 3 inserts and 10 sites; does that mean 10 sites total or 10 sites for each type used?

A: Up to 10 sites total is what was intended in Section 40 (Scope of Work) of the RFQ. The Scope has been clarified as part of this addendum.

9. Q: Do you have information on the current inserts that are used in the City, whether it is for construction or private development, and has there been any monitoring? If there are insert types in place already, can we add that to the study as part of the protocol?

A: See the Scope of the RFQ. Whatever type(s) of insert(s) that the proposer determines to meet the requirements and the goals of the project may be considered for the pilot study.

10. Q: Are you able to share the capital improvement budget set aside for this?

A: No.



REQUEST FOR QUALIFICATIONS (RFQ)

RFQ No. SP-2021-01

**Catch Basin Insert Pilot Study**

Date Issued: December 18, 2020

Revised: January 20, 2021

This will be a professional services contract. Work will involve reviewing technical data and recommending type(s) and locations of catch basin inserts for a pilot study; developing procedures for monitoring, recording, and reporting amount of gross solids collected for nutrient credit purposes; developing cost estimates; soliciting catch basin insert quotes from vendors and making recommendations to the City ; overseeing and monitoring pilot study, including maintenance (inspect catch basins and remove gross solids); summarizing the pilot study findings including but not limited to cost effectiveness, maintenance implications, and nutrient reduction efficiency of gross solids collection devices. The Contractor will be responsible for arranging for the installation and maintenance of catch basin inserts.

#### **40. Scope of Work.**

The goals of this project are to:

- (1) Review available data and recommend catch basin insert types and locations within the study drainage basin (see Exhibit A - Pilot Study Drainage Basin Figure);
- (2) Develop a quality assurance project plan (QAPP) for the catch basin insert pilot study that will track capital costs, inspection and maintenance frequency and costs, and amount of gross solids removed by the devices;
- (3) Implement the pilot study and quantify catch basin inserts' gross solids collection effectiveness, impacts on maintenance procedures (including equipment and labor costs, methods, frequency, level of difficulty, and any other maintenance-related issues), nutrient reduction potential, and overall performance.

This City will use the pilot study results to evaluate costs and maintenance procedures of catch basin insert maintenance programs, nutrient reduction potential of catch basin inserts, and the feasibility of using catch basin inserts at other locations.

The City of Durham encourages proposals that incorporate partnerships with Durham non-profit groups and academic and/or academic institutions. The tasks outlined below are anticipated to be included in the scope of work for the pilot study.

##### **Task 1: Review and recommend catch basin insert type(s) and Pilot Study locations**

Review case studies, reports, technical information regarding catch basin inserts and geospatial data provided by the City with the objectives of developing catch basin insert selection criteria, recommending suitable locations for catch basin insert installation, and recommending suitable insert type(s) to implement in a pilot study.

Develop catch basin insert selection criteria for the study basin that will be used to recommended insert type(s) that are compatible with existing stormwater infrastructure in the basin and will meet the goals of the catch basin insert pilot study. Factors considered when developing selection criteria at a minimum will include maintenance frequency, difficulty, and costs; material and installation cost; infrastructure sizing requirements; site location requirements; nutrient credit tracking; and flooding potential; and past performance and maintenance issues when similar devices are used by other municipalities. The selection criteria will be used in conjunction with spatial information to recommend up to three (3) potential catch basin insert types and up to ten (10) potential catch basin locations for the pilot study (Task 3).

Review available geospatial information, data, and maps for locations in the contributing drainage basin that are suitable for catch basin insert installation. This work will involve:

## EVALUATION CRITERIA

### 180. Evaluation Criteria.

If an award is made, it is expected that the City's award will be to the candidates that agree to meet the needs of the City. A number of relevant matters will be considered, including qualifications and cost. The Evaluation Criteria are intended to be used to make a recommendation to the entity or person (the City Manager or the City Council) who will award the contract, but who are not bound to use these criteria or to award on the basis of the recommendation. The City reserves the right to change the criteria and to otherwise vary from this procedure as it determines to be in the City's interest.

### 190. Understanding of the Project — 25 points.

Submittals will be evaluated against the questions below to determine how well the submitter displays their understanding of the project and requirements described in the RFQ.

- a) How well are project purpose and scope understood by the submitter?
- b) How well are issues and potential problems related to the project identified?
- c) How well are expected deliverables or processes to achieve the deliverables described?
- d) How well does the proposed schedule meet expectations?
- e) What is the firm's understanding of the City's role in the project?

### 200. Methodology Used for the Project — 20 Points.

Submittals will be evaluated against the questions below to determine how well the proposed methods align with the project and help achieve project goals as described in the RFQ.

- a) How well do the tasks and sub-tasks demonstrate a logical approach to address project goals and RFQ requirements?
- b) How well does the proposal support project requirements and logically lead to the deliverables required in the RFQ?
- c) How well does the candidate demonstrate the ability to conduct a successful pilot study?
- d) How well does the proposed approach help Public Works evaluate costs and maintenance procedures of catch basin insert maintenance programs, nutrient reduction potential of catch basin inserts, and the feasibility of using catch basin inserts at other locations?
- e) How practical and feasible is the proposal?

### 210. Project Management — 20 Points.

Submittals will be evaluated against the questions below to determine how well the submitter displays their understanding of critical project management and project administration needs to address RFQ requirements.

- a) How well does the project management approach of the submitter apply to this project?
- b) How well does the quality control approach proposed by the submitter ensure a successful project?
- c) Is the organization and availability of the project team clear?
- d) How well qualified is the Project Manager?
- e) Does the candidate already have the necessary tools (e.g., software, hardware, etc.) to perform the work?
- f) How well has the candidate prepared the schedule with deliverables that match with the RFQ?
- g) How well does the project management team/approach help ensure the project remains on schedule and within budget?

**220. Experience and Qualifications — 25 Points.**

Submittals will be evaluated against the questions below to determine the experience and qualifications of the submitter.

*Questions regarding the personnel:*

- a) Do the personnel assigned to the project have successful experience on similar projects?
- b) Are resumes complete and do they demonstrate appropriate backgrounds for individuals engaged in the project?
- c) How extensive are the applicable education and experience of the personnel designated to work on the project?
- d) How knowledgeable are the personnel of the local area? Have they demonstrated successful work in Durham or North Carolina previously?
- e) What is the location of the primary team members?
- f) What is the nature and number of any previous team collaborations for similar projects?

*Questions regarding the candidate:*

- g) How well has the candidate demonstrated experience in completing similar projects on-time and within budget?
- h) How successful is the general history of the candidate regarding timely and successful completion of projects?
- i) How well qualified are the proposed subcontractors? Do they measure up to the evaluation used for the candidate?

**225. Proposals — 10 points.**

Submittals will be evaluated against the questions below to determine how well the submitter is in meeting the requirements of the RFQ.

- a) Is the proposal responsive to all material requirements in the RFQ?
- b) How well organized is the submittal?
- c) How well does the Organizational Chart depict a qualified team?
- d) Are the required forms included in the submittal?
- e) Did the submitter attend the Pre-Submittal Conference?
- f) Did the candidate adhere to the requirements of the Equal Business Opportunity Program
- g) How well did the submittal meet the requirements for font, number of pages, description of claims, conflicts of interest, etc.?

**226. Reserved.**

**230. Reserved.**

**CONTENTS OF PROPOSAL**