



Engineering Request for Qualifications

BJWSA Project CIP #2189

Asset Management Strategy – Phase I

Project Purpose

The Beaufort-Jasper Water & Sewer Authority (BJWSA) intends to implement an asset management strategy to identify a framework to formalize the management of linear assets. This project will utilize a consulting engineering firm to outline a clear path towards having an accurate integrated asset management strategy. The execution of the asset management strategy is anticipated to include multiple phases, completed over 3 years, as described below:

- Phase I – Asset Management Strategy objectives, framework and existing data analysis
- Phase II – Asset Management Strategy planning to include policy and SOP development
- Phase III – Asset Management Strategy performance monitoring and follow-up support

Selection of a consulting engineer for the Asset Management Strategy – Phase I project will be a two-step RFQ/RFP process. The purpose of this Request of Qualifications (RFQ) by BJWSA is to solicit qualifications from interested engineering consulting firms to conduct professional services for the development of an asset management strategy. A Request for Proposal (RFP) will be issued to short-listed firms from which BJWSA will ultimately select the consulting engineer. BJWSA retains the right to interview any or all short-listed firms.

Background

The BJWSA currently utilizes several tools to manage assets including Lucity, PIMS, and GIS. The data in these tools is inconsistent and missing substantial asset attributes. The dataset in many of these tools represents an incomplete record and accurate information is required to predict failure rates and R&R cost for future project and budgeting needs. Currently, R&R projects are completed based upon institutional knowledge or visible signs of failure. While this approach is working in the short term, the age of the system is nearing a point that a substantial expense will be required without an accurate strategy to identify, schedule, budget or plan for required projects.

Proposed Project and Expected Project Outcome

This project will create a document outlining needed information for each asset category and the best methods to capture that data within BJWSA databases. The end result will be a document that sets the future framework for work order management, data collection on new assets and a strategy to fill existing data gaps.

It is anticipated that Phase I of the project will be broken into work subtasks as described below and a number of workshops will be required with BJWSA staff including interactions with multiple departmental stakeholders.

Subtask 1 – Objectives and Framework, Level of Service and KPI's

The consulting engineer will develop Asset Management objectives and framework to specify measurable outcomes for assets, asset systems and the overall Asset Management Strategy. This subtask is intended to include Level of Service expectations and Key Performance Indicators (KPI).

Subtask 2 – SAMP and TAMP's

The consulting engineer will prepare a Strategic Asset Management Plan providing an overall description of the Authority's management philosophy and goals relating to a specific asset class which acknowledges the importance of individual assets within the system and the preservation of the system as a whole. Additionally, Tactical Asset Management Plans shall be provided for collections and distribution providing a detailed description of assets and the methods, techniques, and processes used to manage those specific assets effectively.

Subtask 3 – Data Gap Assessment and Closure

The consulting engineer will assess and evaluate BJWSA's existing asset data base and sources to identify data gaps, clarify future data base needs, and develop a plan with recommendations to assemble missing data points.

Selection Criteria

The BJWSA management team will evaluate provided qualifications to short-list consulting engineering firms based on a number of evaluation factors that will be used to determine the firms, in BJWSA's opinion, that are best qualified to perform the work. The evaluation factors are listed below:

- **Asset Management Experience** – Provide a brief summary of past projects of similar size and scope performed by the consulting firm and the specific project team members involved. Highlight projects that included interactions with the types of asset management tools currently utilized by BJWSA.

- **Project Team Experience** – Provide names, resumes, and organizational chart of the key project staff assigned for this project. Include the project Principal-in-Charge, project manager, lead consultant, and staff consultants. Team member workload and availability for this project shall be included.
- **Anticipated Schedule** – Provide a Gantt style schedule (complete with milestones for major interviews, workshops, etc.) for each proposed deliverable.
- **Location** – Identify the consulting firm’s principal office location, nearest regional office, and location of primary Project Manager. Identify the primary location(s) from which the work will be performed from each center.
- **Legal/Litigation History** – Provide all legal/litigation information for the past ten (10) years.

RFQ Information

Schedule

- June 11, 2018 –Advertisement of RFQ
- June 29, 2018 – Deadline for questions pertaining to the RFQ.
- July 6, 2018 – Qualifications due to BJWSA.
- July 13, 2018 – Notification of short-listed consulting firms.

At the discretion of BJWSA, interviews may be required for some or all of the respondents. BJWSA will be under no obligation to conduct interviews; however, if BJWSA decides to conduct interviews, those respondents will be provided at least one week prior notice.

It is expected that an RFP for professional services will be issued to the short-listed consulting firms on July 16, 2018. Proposals from short-listed consulting firms will be due on August 10, 2018. Final selection of the consulting firm and notice of award will be announced by August 17, 2018. Work shall begin immediately after the contract award is issued.

Contact Information

Direct all questions related to this RFQ to Shawn Flood, via email at shawn.flood@bjwsa.org or by phone at (843) 987-8075.

Instructions

If your firm is interested in qualifying for this project, please submit one (1) hard copy with original signatures and (1) electronic PDF file of the qualifications on a USB drive prior to **2:00 p.m. EST on Friday, July 6, 2018** to:

*Shawn Flood
Capital Projects Manager
Beaufort Jasper Water and Sewer Authority
6 Snake Road
Okatie, SC 29909*

Provide an executive summary or overview of the company and its corporate structure. Include a statement signed by an officer of the consulting firm who has contracting authority over this project stating that the content of the Qualifications are true and accurate.

Qualifications statements shall be no more than **twenty (20) pages** in total. Pages will be letter size 8.5" x 11", single-sided page format, minimum of 10 point font size, single spaced. A maximum of two (2) pages may be submitted on 11" x 17" for a chart, table, or graphics.

- END OF REQUEST -