

# MEMORANDUM (Revised)

TO: Town Council

FROM: Bill Bruce

DATE: February 5, 2020

RE: Assistance with Writing Request for Proposals (RFP) for Proposed Water System

Attached to this memo is a proposal from Freese and Nichols to provide consulting assistance to the Town of Oak Ridge in the preparation of an RFP to solicit bids for operations, management, maintenance, and business services for the Town's proposed municipal water system. Freese and Nichols is the Town's contracted engineer for stormwater services but also has extensive experience providing local government assistance for municipal water systems.

The Town is not required to issue an RFP for a service contract (i.e. for a water system operator) but if it chooses to do so it must follow the statutory process for competitive bidding. As Envirolink Inc is expected to bid on the operations contract they have not been consulted in the development of this RFP. All technical requirements included in the RFP, including adherence to local, state, and federal testing and safety guidelines; best practices in operations, maintenance, and management; and billing and customer service, will serve as inputs into a possible future contract with the successful bidder.

The proposed fee includes the following components:

1. Data Collection, Review and Outline Prep - \$3,730
2. RFP Preparation - \$4,400
3. Proposal Evaluation Assistance - \$2,170

Subtask 3 would not be necessary if only one, or zero, bids are received. Staff recommends approving only Tasks 1 and 2 at this time for a total not to exceed \$8,130. Should the complexity of the bids received require consulting assistance, Task 3 can be approved at a later date.

Freese and Nichols proposes to expedite our consulting assistance request and will complete preparation of the RFP within 20 days of the Town's authorization to proceed.

**Strategic Plan reference:** Goal 3.1: The Town of Oak Ridge will investigate current and future water and wastewater needs.

**Requested action:** Approve Tasks 1 and 2 in the proposal from Freese and Nichols for consulting services for water system RFP assistance, for a total amount not to exceed \$8,130.





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January 31, 2020

Mr. Bill Bruce, AICP  
Manager  
Town of Oak Ridge  
8315 Linville Road  
Oak Ridge, NC 27310

Re: Oak Ridge Water System RFP

Dear Mr. Bruce:

In response to your request, we are pleased to submit this proposal for providing professional consulting services to the Town of Oak Ridge (Town) for the Water System RFP Assistance Project.

A project description and detailed scope of work is provided below:

The Town of Oak Ridge was a participant in a recently completed county water supply study. Through the process, the Town has opted to develop their own water supply through the use of community wells. It is the intent to require new wells to be designed and constructed in accordance with State and Local standards. Additionally, the Town may consider taking over existing wells on a case by case basis. In doing so, the Town intends to contract for administration, operations, maintenance and emergency services related to Town owned wells. FNI proposes to assist the Town in the preparation of a Request for Proposals (RFP) along with assistance in the evaluation of the submitted RFPs. A detailed scope of work is provided below:

#### **A. Kickoff and Data Collection**

1. **Project Kick-Off Meeting:** Freese and Nichols, Inc. (FNI) will meet with the Town to review scope, goals, deliverables and schedule for the project. FNI will present a data request memorandum to the Town at this meeting.
2. **Data Collection:** FNI will compile and review information from the Town regarding the proposed municipal water supply including draft water rules, ordinances, management plan and other related documents.
3. **RFP Outline:** FNI will develop an outline of the proposed RFP including requirements, qualifications, scope of work, scoring criteria, applicable cost information, criteria weighting and other factors to consider. FNI will submit the outline to the Town for review.
4. **Review Meeting:** FNI will meet with the Town to discuss the RFP outline. FNI will address comments from Town staff and proceed to Task B.



**B. RFP Preparation**

1. FNI will assist the Town in preparation of an RFP to solicit companies to provide municipal water well related tasks that may include but is not limited to:
  - a. Administration including billing services
  - b. Operations of each well system and combined systems
  - c. Maintenance of each well system and combined systems
  - d. Emergency services related to each Town owned well system
2. FNI will submit a draft RFP to the Town for review and comment. FNI will meet with Town staff to discuss the RFP and receive comments.

**C. Proposal Evaluation Assistance**

1. FNI will develop and complete the proposal compliance matrix for proposal review as to meeting submittal requirements and to identify any deficiencies. FNI will review proposals and provide assistance to the selection committee, answer selection committee questions, etc. It is assumed that 3 proposals will be received.
2. FNI will attend a meeting of the selection committee to review and rank the proposals. It is anticipated that a selection committee consensus ranking will be used and that there will be one committee meeting. The proposals will be evaluated, and the three most highly qualified Proposer shall be ranked.

**TIME OF COMPLETION:** FNI is authorized to commence work on the project upon execution of this Task Order and agrees to complete the services within 20 days from Notice to Proceed.

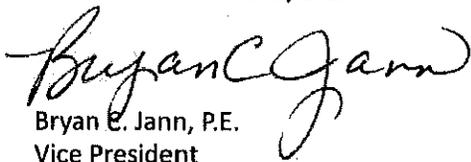
If FNI's services are delayed through no fault of FNI, FNI shall be entitled to equitable adjustment of compensation and FNI shall be entitled to adjust contract schedule consistent with the number of days of delay.

**COMPENSATION**

FNI proposes to furnish our services as described as Base Services at a cost not to exceed Ten Thousand Three Hundred dollars (\$10,300).

Sincerely,

**FREESE AND NICHOLS, INC.**

  
Bryan E. Jann, P.E.  
Vice President

Streaming system.

In evaluating solutions, the following goals were kept in mind

1. High quality picture and sound.
2. Minimal equipment setup for each use.
3. System is simple to use with minimal training of staff.
4. Seamless control during meetings requiring minimal attention from staff.
5. Allow for future expansion to stream activity from locations other than council chambers.
6. System will handle our requirements for at least the next five or more years without need to replace or upgrade equipment.

Setups considered

1. Single portable camera. (\$3000 - \$5000)
  - a. Least cost
  - b. Portable
  - c. One view at a time.
  - d. Requires setup for each meeting (tripod, camera, cords)
  - e. Setup will take up space in room and may be prone to being bumped.
  - f. Sound would be picked up from room and speakers mounted on walls. Sound might not be as clear as direct input.
  - g. Staff would reposition camera as needed to show documents on screen, show council and show citizen or staff presentations.
  - h. Meeting would typically be recorded and uploaded later.
  - i. Use of a simple hardware encoder provides ability to live stream
2. 2 fixed mounted cameras (or 1 fixed and 1 portable) and simple streaming solution (~\$8,000)
  - a. Use a recording box, typically one camera active at a time
  - b. May need a preview monitor on desk to verify camera feed
  - c. Recording box can take direct input feed from sound system.
  - d. Portable camera would be repositioned as needed to show documents on screen, show presentations etc.
  - e. Setup of portable camera for each meeting, takes up space.
3. Dual cameras permanently mounted with control panel (\$15,000)
  - a. Higher cost
  - b. Both cameras can be active at the same time
  - c. Minimal setup
  - d. Minimal staff attention needed during meetings
  - e. Cameras can be pan and zoom
  - f. Long term solution

With any of the two camera solutions a recording or control panel is required to bring the outputs of cameras together. Simple recording panels typically record one camera at a time requiring switching back and forth. To monitor what the cameras are seeing a preview monitor is often used by the operator to verify correct camera is selected and pointed correctly. The control panel proposed combines the preview monitor along with control of the cameras into one device minimizing the space taken up.

System being recommended is dual camera setup with control panel which accomplishes our main goals.

1. Video can be live streamed and/or recorded for later upload. Direct upload to web from panel.
2. Two cameras will be used, one to view Town Council dais, the other will be used to show staff, audience and/or citizen lecture. Provides viewer with an experience closer to being at meeting in person.
3. Unit provides for a picture within a picture (PIP) which allows views from two cameras at the same time or one camera and display of a document/presentation. Single camera view is also available.
4. Control panel is a touch screen that provides quick access to adjust inputs.
5. Control unit provides for introduction of text (i.e. title might show what meeting is being streamed or title of agenda item being discussed, P&Z, Council, etc.)
6. Documents and other files are displayed directly from laptop.
7. Direct display of documents/files ensures readability and negates need to point camera at monitor or document.
8. Cameras can be remotely panned and zoomed to handle items that cannot be displayed directly. (i.e. Poster Boards).
9. Cameras will be permanently mounted on walls reducing setup time and avoiding clutter in room.
10. Switching between inputs is handled quickly via touch screen, minimizing attention by staff.
11. Unit will tie into our current sound system ensuring sound will be captured without loss as it might be if taken from room speakers.
12. Setup is minimal, the control box will be connected prior to meeting and disconnected after meeting for safe keeping. Control box is small and will be placed on council chamber staff desk for easy access.
13. Minimal equipment will be visible, all wires for cameras will be within the walls. Cameras are white and should present minimal distraction. Other wires will use the existing wire chases in the floor to connect to sound system and cameras.

#### Future expansion

With addition of a portable camera and tripod the control box can be setup to stream meetings/events from other rooms within town hall. It can also be used to stream events outside of town hall (i.e. Music in the Park) either by storing the event and uploading it later or if Wi-Fi is available event can be streamed live. Camera can also be used standalone and content upload via control box later.

Streaming of meetings other than council, P&Z, HPC, etc.

Staff and Council can easily do public service recordings

Outside groups and organizations can use streaming for their non-political meetings held at Town Hall