



TOWN *of* WAKE FOREST

TOWN OF WAKE FOREST REQUEST FOR QUALIFICATIONS

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| Request for Qualifications | On-Call Transportation Planning, Engineering Services and Construction Engineering Inspection Services |
| Project: | Various |
| Project Manager: | Candace R. Davis, Transportation Planning Manager |
| Phone Number: | 919.435.9513 |
| Date of Advertisement: | March 29, 2016 |
| Qualifications Due Date: | Friday, April 29, 2016 @ 2:00 p.m. |

The Town of Wake Forest (Wake Forest) invites qualified private engineering firms (PEF) to submit Letters of Interest (LOI) to provide preliminary engineering, design services, and construction engineering inspection services (CEI) on an on-call basis for a period of three years. The consultant firms selected for on-call contracts will serve as extensions of Town of Wake Forest Planning Department staff. The on-call contract is intended to provide a flexible and effective way for the Planning Department to respond to recurring consultant service needs for multi-dimensional tasks covering a range of transportation engineering and planning areas. The Town is seeking firms whose combination of experience and personnel will provide timely, cost-effective professional services.

I. BACKGROUND

The 2014 Town of Wake Forest Bond Referendum included funding for land acquisition, design and construction for several street, sidewalk, and greenway projects. It is the town's desire to implement those capital improvement projects under this on-call program. Wake Forest frequently applies for Federal, State and County funding to support transportation improvements. Many of the on-call projects will be obligated to follow federal, state and county requirements. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the town, state agency, county, NCDOT and FHWA contract requirements. Because of this, the PEF should indicate which disciplines related to this scope they are pre-qualified by the North Carolina Department of Transportation to conduct.

II. DESCRIPTION OF SERVICES

This is an on-call, open-ended contract for professional services primarily for design and construction of transportation facilities, and other transportation planning, engineering, and environmental services as-needed. The scope and fee will be determined separately for each assignment prior to notice to proceed.

Project scopes may include, at the direction of the Town, but not be limited to the following core service areas listed below:

- Engineering, design, planning, cost estimation, contract administration, inspection, testing, Programmatic Categorical Exclusion and Right-of-Way (ROW) Certification work associated with locally administered federally funded projects;
- Transportation planning, including and not limited to, sub-area and corridor studies, feasibility studies, development of long-range plans, etc.;
- Bicycle and pedestrian planning, bike/pedestrian counts, studies, design and project development;
- NEPA and project planning/environmental studies;
- Prepare and obtain required permit/environmental letters from agencies/municipalities;
- Assist the town in the application and completion of grants;
- Wayfinding Plan Implementation;
- Field surveying and route locations (property and right-of-way surveys including necessary research at the Register of Deeds Office and the Town of Wake Forest Planning Department);
- Consultation with individual property owners on design, location and access questions;
- Mapping, reports and attendance at neighborhood public meetings, public hearings and other meetings as required;
- Provide presentations and status summaries to Project Manager, Board of Commissioners and Advisory Boards as requested; and
- Prepare computerized visualization/3-D modeling of design information suitable for use at public input opportunities as well as for placement on project websites.

The primary and/subconsultant(s) shall at the time of submittal of this LOI be prequalified by NCDOT to perform the services listed below. Prequalification work code descriptions and requirements may be accessed on the NCDOT website at:

<https://connect.ncdot.gov/business/Prequal/Documents/List%20of%20Discipline%20Requirements.pdf>

- Multi-use trail design, survey and layout (work code 316)
- Surveying (work code 199)
- Wetland and stream delineation (work code 280)
- Wetlands, stream and buffer permitting (work code 284)
- Threatened and Endangered Species Survey & Studies (work code 243)
- Geotechnical engineering services and geotechnical specialty service (work codes 364 and 294)
- Erosion and sediment control design (work code 70)
- Traffic control plans (work code 247)
- Public involvement (work code 171)
- Visualization (work code 276)
- Bridge(s) (work code 24)
- Categorical exclusions (work code 32)
- Utility Coordination (work code 270)
- Right of Way Acquisition (work codes 192 and 194)
- Hydraulic Design (work codes 433 and 434)
- Roadway Design (work codes 201 and 269)
- Roadway Construction Engineering & Inspection (work code 195)
- Structures Construction Engineering & Inspection (work code 233)

Additionally, the Consultant shall coordinate with the North Carolina Wildlife Resources Commission, State Historic Preservation Office, and U.S. Fish and Wildlife Service Ecological Services to obtain all necessary environmental documentation letters. Other agencies that will have to be contacted include, but are not limited to the City of Raleigh, Town of Rolesville, Town of Youngsville, Army Corps of Engineers, Progress Energy Company, North Carolina Department of Transportation (various Departments and Divisions), Department of Environmental Quality, Clean Water Management Trust Fund, NC Rail Division, Norfolk Southern Railroad, CSX, and other departments within the Town of Wake Forest Works.

Each firm selected for an on-call contract will be required to enter into a Master Agreement with the Town of Wake Forest. This master agreement will:

- Fulfill the consultant solicitation and selection process for the work to be performed under the on-call contract; and
- Establish current hourly rates for each employee that may perform work on the contract by position class and also establish a method of calculation and payment for all other direct/indirect project expenses.
- Work performed under the master agreement will be conducted in one of the following ways:
 - Small tasks not representing a complete project will be based on an hourly rate as provided in the Master Agreement or applicable supplemental agreement. Such hourly agreements will be established through a supplemental agreement/ project work plan to be updated annually.
 - Specific projects and/or deliverables identified by Wake Forest will be negotiated through scope-fee discussions and arranged through supplemental agreements. Supplemental Agreements will identify work scope, timeframe, deliverables, staff to perform work, estimated work hours by position class, and total cost.
 - Task orders may vary significantly in size and scope and will be determined in greater detail as each task order is assigned or requested. The Town will discuss the scope of services from the Town's established Pre-qualified Consultants (PQC) shortlist of a minimum of 3 firms prior to issuing task order. The firms/consultants will be responsible for preparing detailed scope and fee estimate for each task order requested by the Town. The Town may accept the scope and fee from one of the consultants from the list or negotiate with the consultants, as appropriate. The Town reserves the right to negotiate all final terms and conditions of any agreements entered into.

The selected firm will report directly to the Town of Wake Forest. The selected firm is to administer the contract and ensure that all work is performed in accordance with the contract requirements.

The PEF will be responsible for providing engineers, planners, landscape architects and technicians within the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the project for the Town. The PEF shall indemnify and save harmless the Town for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians, architects or subconsultants.

The private engineering firm must demonstrate the ability to provide Construction Technicians with the appropriate skills and qualifications to perform inspection, materials sampling, materials testing, surveying grade verification, documentation of pay quantities, erosion control and permit compliance, safety compliance and claims avoidance.

The technicians performing the inspection work must be NCDOT certified to perform materials sampling and testing or be able to obtain provisional certifications based on their combination of education, training and experience.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Professional Engineers, Professional Landscape Architects and Land Surveyors. Any proposed corporate subsidiaries or subcontractors must also be properly registered with the appropriate NC Board of Registration for their role in the project. The Engineers or Landscape Architects performing the work and in responsible charge of the work must be registered Professional Engineers or Landscape Architects in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm and subconsultants shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of any contract entered into under this pre-qualification process.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

The proposed method of payment for these contracts will be LUMP SUM or Cost-Plus. Payment type will be determined after the scope of work is defined for each project.

The selection of a PEF to provide the desired services on this specific project will be handled in accordance with the following process:

- A. Submission of a Letter of Interest (LOI) by private engineering firms.
- B. The Town anticipates selection of PEFs based on the LOI.
- C. The Town reserves the option to create a short list of firms and conduct oral interviews.
- D. The Town will contract with one or more PEFs to provide On-Call Transportation Planning and Engineering Services and Construction Engineering Inspection Services.

III. SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

NCDOT encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the NCDOT's Prime Form RS-2 and/or sub consultant Form RS-2.

Form RS-2 forms may be accessed on the NCDOT website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the NCDOT and firms that are SPSF certified through North Carolina's Unified Certification Program is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

IV. PREQUALIFICATION

The North Carolina Department of Transportation maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department prior to submittal of your LOI. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms; https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx](https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx). Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through

established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age disability or sex in the performance of this contract.

V. SELECTION PROCESS

Pursuant to North Carolina General Statute 143-64.31, the Town of Wake Forest utilizes a “qualifications-based” selection process without consideration of fee proposals in the initial stage for selecting consultants. The selection process and schedule will be as follows:

- A. **Advertisement:** An advertisement for the RFQ will be posted on the following websites:
 1. http://www.wakeforestnc.gov/residents-finance_purchasing_bidsandannouncements.aspx
 2. <https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx>
- B. **Qualifications Submittal:** Written submittals must be received by the Town Planning Department no later than **2:00pm, Friday, April 29, 2016**. Submittals received after this deadline will not be considered.
- C. **Submittal Material:** Consultants interested in providing services as described in this RFQ shall submit five (5) originals and one (1) digital copy in a PDF format of the submittal in a sealed container/envelope labeled on the outside; LOI for **“On-Call Transportation Planning and Engineering Services and Construction Engineering Inspection Services,”** along with the firm name. Send or hand-deliver submittals to:

**Town of Wake Forest
Planning Department
Attn: Candace R. Davis, Transportation Planning Manager
301 S. Brooks Street
Wake Forest, NC 27587-7387**

Completed qualification packages must be received at the address above by **2:00 p.m. on April 29, 2016. Qualification packages containing more than the requested number of pages (20 pages (front and back equals 2 pages, minimum font size of 11)) will not be considered.** Sub-tabs or dividers are acceptable and do not count toward the page limit.

Firms submitting qualifications packages are encouraged to carefully check them for conformance to the submission requirements or if they are delivered to any other office other than the Town of Wake Forest Planning Department, they will be disqualified. **No exception granted.**

- D. **Award:** The Town will establish a shortlist of a minimum of three firms; the exact number will be determined depending on the quality, diversity and responsiveness of the proposals received. The selected firms/consultants shall provide consulting services on as-needed, on-call basis for projects to be determined during the term of the agreement. The agreement to provide as-needed, on-call consulting services will be for three years. The short-listed firms will be notified by **email**. Notification **will not** be sent to firms’ not-short listed. At the option of the Town, oral interviews with the short-listed firms will be conducted. In the event the Town elects to hold oral interviews, they will be held at Wake Forest Town Hall (301 S. Brooks Street, Wake Forest, NC 27587). The Town of Wake Forest reserves the right to reject any or all RFQ’s and to make the award as deemed in the best interest of the Town of Wake Forest.
- E. **Notification:** Official notification of firm selection shall be announced once the NCDOT (when applicable) has reviewed the Town’s preferred firm and authorized the Town’s selection of said firm. The firm selected will be notified by phone and email. Email notification will be sent to firms not selected. The Town reserves the right to reject any and all Letters of Interest.
- F. **Board Approval:** Staff will request Wake Forest Board of Commissioner approval to negotiate with the recommended firms in priority order.

G. Contract Agreements: Contract agreements with the selected firms will be negotiated and executed immediately after selection. If negotiations are unsuccessful with the first firm selected, a second firm will be selected and negotiations initiated.

***All firms submitting LOIs are expected – if selected – to prepare a scope of services, fee estimate (with personnel rate schedule), and any other required documentation in a timely manner. These documents should meet all NCDOT requirements. Failure to provide timely response will result in termination of the negotiation process.**

VI. QUALIFICATION SUBMISSION REQUIREMENTS

A firm interested in submitting a Transportation Planning and Engineering Services and Construction Engineering Inspection Services on-call proposal must address the firm's qualification and expertise in the aforementioned general services.

This qualification packet shall be submitted on 8 ½" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The packet submitted shall not exceed twenty (20) pages double-sided (front/back covers, Table of Contents, RS-2 forms, and tab pages are excluded from these totals). Complete responses to each of the following categories are required:

A. Cover Letter

The Letter of Interest (LOI) must be addressed to Candace R. Davis, Transportation Planning Manager. Said letter is limited to one (1) page and should contain the following elements of information:

1. Expression of firm's interest and why you feel your firm would be best suited for On-Call Transportation Planning and Engineering Services and Construction Engineering Inspection Services;
2. Statement of whether the PEF and any sub consultants are on the NCDOT register and the desired services for which they are prequalified and which they anticipate performing for this project, including the date of the most recent qualifications submittal;
3. Statement regarding firms' possible conflict(s) of interest for the work; and
4. Identification of the Project Manager and their contact information.

B. Organization of Consultant Team

1. Team Organization Chart showing all firms, contractual relationship between firms, and names of specific staff proposed for this project, including their titles. Identify Small Professional Service Firms (SPSF), if any. Also, include other information you feel is appropriate for field surveying, geotechnical and other subcontract work.
2. Responsibilities to be fulfilled by each team member assigned to the Project. The description of responsibilities shall include an estimated percentage of the total project that is to be completed by each individual team member.
3. Indicate how the work described in this RFQ will fit into the total workload of the firm.
4. Detailed resumes for key staff.
5. Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work.

C. Qualifications/Experience

1. Provide a description of the qualifications and experience of the key individuals who will be actively involved in the work (including registration numbers of landscape architects, engineers, planners, etc.). Include the office location in which each key individual is located.
2. Clearly identify each key individual's experience with similar type projects, the specific role that individual performed, and the firm they were employed by at the time of the project work.
3. Previous experience and examples of similar projects designed and/or a construction project managed by the office where the work was performed, giving the name of the client and brief description of the project, dates work was started and completed, construction cost, special

design considerations, etc. Please also include a current contact person with a phone number for each project. Limit projects to those completed in the last five years. Do not include projects on which members of the applicant firm worked on while employed by another firm.

D. Similar Project Experience (Graphics & Narrative)

Provide a summary and pictures of at least three (3) transportation projects (greenway, Complete Streets, sidewalk improvements, etc.) or projects of similar scope for which the Consultant was primarily responsible within the last five (5) years. Each of the project summaries shall include the following:

1. Description of the project including size and scope. Please indicate if the project was LAPP funded.
2. Description of services rendered by the Consultant.
3. Degree of involvement (prime consultant or sub consultant).
4. Associate firms involved and their assigned responsibilities.
5. Key principal and associate staff involved, along with their assigned responsibilities.
6. Project schedule (initial schedule and actual/final schedule), including an explanation of delays, if any.
7. Key design/construction challenges and solutions.
8. Public Involvement process.
9. Initial project budget and final project cost. List design fees and construction costs separately.
10. Project references including current names, addresses, telephone numbers and email.
11. Identify all public agencies that reviewed the project.

E. Core Services

1. Provide a brief description of the firm's capability to perform the following:
 - Provide transportation planning and engineering services to include long-range transportation plan, corridor & area studies, multi-modal transportation planning, project planning/development, functional/conceptual designs, programmatic Categorical Exclusion, feasibility studies, cost estimates, public involvement/meetings, right-of-way certification, and permits. Offer any innovative approaches/context sensitive solutions previously used.
 - Completing projects efficiently and timely is imperative. There will be projects with federal deadlines, gathering and compiling information for permits and conceptual design services must be undertaken immediately after notice-to-proceed in order to expedite construction documentation and construction of the project. Provide examples of your firm's successful track record for project completion.
 - Discuss experiences developing construction plans, specifications, and cost estimates in coordination with a municipality and NCDOT as part of a turn-key design service from feasibility study through preparation of final construction documents.
 - Describe the proposed project team's experience with a minimum of two (2) successful on-call contracts. Please provide references including current names, addresses, telephone numbers and email.
2. Provide a brief description of the firm's approach to the following:
 - Performing Construction Engineering and Inspection Services on an on-call basis, including the firm's understanding of their responsibility regarding safety, contract administration, environmental responsibility, claims, and project delivery. Identify key team members and their experience administering and inspecting NCDOT/FHWA projects. This would involve full time resident engineer and inspection services, to include contract bidding and award, shop drawing review/approval (if needed), review/recommendation on field changes to the original design, pay request review/approval, and as-built documentation. Indicate whether this service would be in-house or subcontracted.
3. Provide a brief description of the firm's capability to perform the following:
 - There may be projects that would possibly require a PEF to provide right-of-way acquisition services. Your proposal should indicate if you have in-house capability or if you would subcontract the work. The name of the firm/person will be needed with a brief history of their acquisition experience, specifically indicate NCDOT and federally funded efforts to include any acquisition experience for water/sewer, power line, telecommunications, greenway, or gas line easements in addition to street rights-of-way.

F. Project Management

1. Describe the project team's method of cost control.
2. Describe method of keeping pre-construction activities, to include Design, Environmental Documentation, Right of Way Certification and final PS&E package on schedule.
3. Approach to ensuring accurate coordination during all phases of project development.

G. Appendices - Consultant Certification Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. The RS-2 pages are excluded from the total page count.

Submit Form RS-2 forms for the following:

1. Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
2. ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and ***sign*** each Form RS-2 (instructions are listed on the form)

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and ***signing*** the form.

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

VII. EVALUATION CRITERIA

The following criteria will be the basis on which consultants will be selected for further consideration (in no particular order):

- Team organization and structure - 10%;
- Project personnel qualifications, experience, knowledge, familiarity and past performance with the desired services, similar on-call contract experiences with local governments –20%;
- Specialized experience of firm and related experience on similar projects within the last five years for other NC municipalities or the NCDOT –15%;
- Past work experience with the Town of Wake Forest; 15%
- Core Services experience; transportation planning and engineering services and construction administration,- 30%; and
- Current workload and firm commitment to provide personnel resources and capacity. – 10%.

VIII. GENERAL PROVISIONS

- A. SUBMITTAL OWNERSHIP/COSTS:** All responses, inquiries or correspondence relating to this Request for Qualifications will become property of the Town of Wake Forest when received. Drawings, tracings, specifications, reports, models, computer discs, renderings, copyrights, and all other documents to be prepared and furnished by the Consultant pursuant to specific projects undertaken by the successful proposer, are the sole property of the Town of Wake Forest, whether the project for which they are made is executed or not, and may be used by the Town of Wake Forest as they see fit. If such documents are used on another project or for another purpose by the Town of Wake Forest, the Consultant shall not be responsible for such use, and shall not received additional compensation. All costs for development of the written submittal and the oral presentation are entirely the obligation of the Consultant and shall not be remunerated in any manner by the Town of Wake Forest.
- B. NON-WARRANTY OF REQUEST FOR QUALIFICATIONS:** Due care and diligence has been used in preparing this RFQ. However, the Town shall not be responsible for any error or omission in this RFQ, nor for the failure on the part of the Consultants to ensure that they have all information necessary to effect their submittals.

- C. REQUEST FOR CLARIFICATION:** The Town of Wake Forest reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either orally or in writing.
- D. ACCEPTANCE/REJECTION OF SUBMITTALS:** The Town of Wake Forest reserves the right to accept or reject any or all submittals in whole or in part, with or without cause; to waive technicalities; or to accept submittals or portions thereof which, in the Town's judgment, best serve the interest of the Town.

The Town of Wake Forest reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the period of contracts which result from this RFQ.

- E. COLLUSION:** The Consultant, by submitting a Qualifications Statement, declares that the submission is made without any previous understating, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and that it is in all respects fair and in good faith without any outside control, collusion, or fraud.
- F. CONSIDERATION OF SUBMITTALS:** Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFQ. The firm must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the Town. The Town reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions before recommending any award.
- G. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE:** The Town of Wake Forest will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The Town of Wake Forest will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Town of Wake Forest programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify Town staff.

All work shall comply with the Americans with Disability Act along with Chapter 11 of the 2009 NC Building Code and the 2003 edition of ICC/ANSI A117.1.

- H. MINORITY/WOMEN/SMALL BUSINESS ENTERPRISE:** It shall be the practice of the Town of Wake Forest Government to provide minority-owned, women-owned, and small business enterprises (collectively "M/W/SBE) as well as other responsible vendors with fair and reasonable opportunity to participate in Town of Wake Forest's business opportunities including but not limited to employment, construction development projects, and material/services, consistent with the laws of the State of North Carolina. The policy of the Town of Wake Forest prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of the Town of Wake Forest to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.
- I. INSURANCE AND INDEMNITY REQUIREMENTS:** To the extent permitted by law, the Consultant shall indemnify and save harmless the Town of Wake Forest, its agents and employees and assigns from and against all loss, cost damages, expense and liability caused by injury, sickness and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the Consultant in the performance of professional services provided to the Town.

The Consultant further agrees to purchase and maintain during the life of any contracts entered into with the Town the following insurance with an insurance company acceptable to the Town of Wake Forest and authorized to do business in the State of North Carolina:

Automobile: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 each person/ \$1,000,000 each occurrence.

Comprehensive General Liability: Bodily injury and property damage liability insurance shall protect the Consultant from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract. The Town of Wake Forest shall be listed as an **“Additional Insured”**.

Consultant’s Professional Liability: In a limit of not less than \$1,000,000.

Workers’ Compensation and Occupational Disease Insurance:

Coverage A – Worker’s Compensation: Meeting the statutory requirements of the State of North Carolina.

Coverage B – Employer’s Liability: \$1,000,000 each accident / \$1,000,000 disease – each employee/ \$1,000,000 disease – policy limits.

Certificates of such insurance with the Town of Wake Forest listed as **Certificate Holder** will be furnished to the Town of Wake Forest Purchasing Manager and shall contain the provision that the Town of Wake Forest be given thirty (30) days written notice of any intent to amend or terminate by either the consultant or the insuring company.

Randy Driver, Purchasing Manager

rdriver@wakeforestnc.gov

919. 435.9474

Town of Wake Forest

234 Friendship Chapel Road

Wake Forest, NC 27587

- J. METHOD OF PAYMENT:** The proposed method of payment for this contract is LUMP SUM. Payments will be made on a monthly basis for work completed during the month upon submission of an invoice, approval by the Town of Wake Forest, and accompanied by proper supporting documentation (project progress report). The selected firm must have an adequate accounting system to identify costs chargeable to the project.
- K. COMMUNICATION:** Respondents are advised to refrain from contact with Selection Committee members. Any specific questions regarding the Request for Qualifications should be directed to Candace Davis, Transportation Planning Manager, Town of Wake Forest Planning Department – phone: 919.435.9513 or email: cdavis@wakeforestnc.gov.
- L. RESOURCES:**
1. Town of Wake Forest Transportation Plan – (<http://www.wakeforestnc.gov/Data/Sites/1/media/residents/planning/transportationplanfinal.pdf>)
 2. Town of Wake Forest Open Space & Greenway Plan Update – (<http://www.wakeforestnc.gov/Data/Sites/1/media/residents/planning/plans/open%20space%20&%20greenway%20plan.pdf>)
 3. Town of Wake Forest Bicycle Plan – (http://www.wakeforestnc.gov/Data/Sites/1/media/departments/planning/wake_forest_bike_plan_full_final_sm.pdf)
 4. Active Transportation Project Map – (<http://www.wakeforestnc.gov/residents-transportationmap.aspx>)

- M. ELECTRONIC FORMAT:** The Consultant shall produce all Construction Drawings for projects in the latest version of AutoCAD. These drawings shall include accurate base drawings for the entire building / project area. Specification shall be produced in MS Word. Final illustrative drawings and reports (if required) should be produced by Adobe Acrobat Professional or equivalent with bookmarks of sections and hyperlinks from Table of Contents to corresponding sections. Upon completion of the project, three sets of disks containing electronic files of the reports and construction documents (drawings and specifications) shall be sent to the Town of Wake Forest Planning Department.
- N. PERMITS:** The Town of Wake Forest expects that the Consultant shall work with all of the various permitting agencies throughout the design process in order that code and permit related issues can be identified, resolved, and incorporated into the final contract drawings and specifications prior to being advertised for construction bids. The Town wishes to eliminate construction change orders that may be necessitated as the result of the permitting process. The Consultant shall obtain all permits and/or resolve all permit requirements prior to completion of 100% Construction Documents and award of the construction contract. It is the Town's goal to accelerate the issuance of permits so that construction can start at the earliest possible date after award of contract.
- O. COMPLIANCE:** All work shall be in compliance with all local, state, and federal codes.
- P. ALTERNATES:** If required, the Consultant shall develop documents with add or deduct alternates, and shall clearly identify these alternates in all estimates of probable cost.
- Q. DOCUMENT PRINTING:** At least one day prior to the date of Advertisement, the Consultant shall deliver to the Planning Department prints of the contract drawings and specifications (quantity to be determined). At the request of the Project Manger, the Consultant shall deliver the original mylar drawings, sealed and signed by the Architect/Engineer of record, and the original specification package.
- R. Required/ Requested Documentation:** Selected firms will have 7 business days to return any requested/required documentation for the duration that this RFQ is valid. Failure to do so may result in the firm being disqualified as a vendor.
- S. E-Verify:** The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes. Further, if the Contractor utilizes a subcontractor, the Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes.
- T. Iran Divestment Act:** The Contractor shall submit a form stating that their company is not on the Final Divestment List, in accordance with the Iran Divestment Act, before being awarded a contract. The Town is prohibited to contract with any company that is on the NC State Treasurer's Final Divestment List.

END OF REQUEST FOR QUALIFICATIONS