TOWN *of*
WAKE FOREST

TOWN OF WAKE FOREST
REQUEST FOR QUALIFICATIONS

Request for Qualifications	Construction Engineering and Inspection Services (CEI)
Project:	**Safe Routes to Schools – Infrastructure Project**
TIP Project Number:	**SR-5001 AC**
Project Manager:	Candace R. Davis, Senior Planner
Phone Number:	919.435.9513
Date of Advertisement:	May 15, 2013
Qualification Due Date:	June 7, 2013 – 2pm

The Town of Wake Forest desires to engage qualified private engineering firms to provide Construction Engineering and Inspection services (CEI) for a contract construction project.

The primary and/or subconsultant firms(s) shall be pre-qualified by NCDOT to perform Roadway Construction Engineering & Inspection <u>and/or</u> Structures Construction Engineering & Inspection.

The Town of Wake Forest (Wake Forest) desires to engage a Private Engineering Firm (PEF) to provide Construction Engineering and Inspection (CEI) services for the construction of infrastructure projects serving Wake Forest Elementary and Wake Forest-Rolesville Middle Schools. The selected firm will report directly to the town. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements.

Project Overview

The Safe Routes to School infrastructure project generally includes the construction of approximately 650 linear feet of 10-feet wide, concrete, multipurpose path, approximately 1,150 linear feet of 2' 6" curb and gutter, 1,300 square yards of concrete sidewalk with curb ramps, 650 square feet of segmental concrete retaining wall, 95 tons asphalt concrete surface course, 105 tons aggregate base course, bollards, erosion and sedimentation control, relocating of signs and mailboxes, coordinating the relocation of utility pedestals, and all associated appurtenances as described in the specifications or shown on the Contract Drawings.

The estimated construction cost ranges between $300,000 - $400,000. The project was advertised on Tuesday, May 14, 2013. The construction contract is anticipated to be available in August 2013. This project shall be completed before March 28, 2014; the PEF will assist the town in achieving this milestone.

The PEF will be responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the projects 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 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 Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers 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 must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of $1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

The proposed method of payment for this contract is LUMP SUM.

The selection of a private engineering firm to provide Construction Engineering and Inspection Services on this specific project will be handled in accordance with the following process:

1. Submission by the private engineering firm of a Letter of Interest (LOI).

2. The Town of Wake Forest will short list private engineering firms to a minimum of three firms.

3. Pre-interview meeting and oral interview at the option of the town.

4. The town will select a private engineering firm to provide the Construction Engineering and Inspection Services.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department 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 Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the 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 Department and firms that are SPSF certified through the Contractual Services Unit 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.

PREQUALIFICATION

The Department 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 letter of interest. An application may be accessed at https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx. 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

EVALUATION

Firms submitting LOIs to perform the Construction Engineering and Inspection Services on this specific project will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized to select a minimum of three firms from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with structure design and highway construction and CEI services - 30%

2. The experience of the firm's proposed staff to perform the type of work required - 40%

3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project – 30%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A

TOWN OF WAKE FOREST

LETTER OF INTEREST

All letters of interest are limited to twenty (20) pages single-sided, or ten (10) pages double-sided. (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single-spaced, one-sided. Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. ***Letters of interest containing more than 20 pages will not be considered.*** 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, Senior Planner. Said letter is limited to one (1) page and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register or submitting information with letter of interest;
- Date of most recent private engineering firm qualification;
- Statement regarding firms' possible conflict(s) of interest for the work; and
- Summation of information contained in the letter of interest.

B. Evaluation Factors

This section should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous and Construction Engineering and Inspection Services experience that is focused to the type of project advertised for services [performed within last seven (7) years];
- The number of employees within the firm;
- A brief description of the firm's approach to performing Construction Engineering and Inspection Services for this work, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery;
- The proposed personnel to be assigned to the work by discipline, their availability date on the project.
- Identify project personnel/subconsultants' qualifications and experience as related to this work;
- Unique qualifications of key team members; and
- Any innovative approaches to be used.

C. Supportive Information

This section should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- The resumes of key personnel – Engineers, Transportation Technician III and IV levels only – that are proposed to be assigned to the work;
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

D. Project Schedule

Completing this project efficiently and timely is imperative. The Town of Wake Forest would like to have this project completed before March 28, 2014. A Project Schedule has been outlined to alert Proposers the need for aggressive project management.

The Proposer is asked to confirm the Schedule as part of their submission, and is encouraged to suggest alternative methods to expedite the completion of this Project.

Advertise Request for Qualification - - **May 15, 2013**
Qualifications Due - - **June 7, 2013 – 2:00 P.M.**
Announce Shortlist --**June 14, 2013**
Interviews (if needed) -- **June 17th -21st (Wake Forest Town Hall)**
Selected Firm Notification – **July 26, 2013**
Notice to Proceed to Consultant - - **July, 2013**
Project Completion - - **March 28, 2014**

1. Provide a listing of current projects and schedules for completion.

Appendices -- CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms **SHALL** be submitted with the firm's letter of interest.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- 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.

SUBMISSION OF LETTER OF INTEREST

Private engineering firms are invited to have letters of interest for furnishing Construction Engineering and Inspection Services to the Town of Wake Forest by **2 p.m.** on **June 7, 2013. Letters of interest received after this deadline will not be considered.**

Submittal Material: Consultants interested in providing services as described in this RFQ shall submit six (6) originals and one (1) digital copy in a PDF format of the submittal in a sealed container/envelope labeled on the outside; **LOI for Safe Routes to Schools – Infrastructure Project,**" along with the firm name. Send or deliver submittals to:

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

Firms submitting letters of interest are encouraged to carefully check them for conformance to the submission requirements stated above. If Letters of Interest (LOIs) do not meet ALL of these 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**.

NOTIFICATION

A. Interview: The Town will short list private engineering firms to a minimum of three firms. The short-listed firms will be notified by phone. 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).

B. Notification: Official notification of firm selection shall be announced once the NCDOT 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 mail. Notification ***will not*** be sent to firms not selected. The Town reserves the right to reject any and all Letters of Interest.

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 QUALFICATIONS: 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. ACCPTANCE/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. **CONDSIDERATION OF SUMITTALS:** 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.

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 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, Senior Planner, Town of Wake Forest Planning Department – phone: 919.435.9513 or email: cdavis@wakeforestnc.gov.

L. 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.

M. COMPLIANCE: All work shall be in compliance with all local, state, and federal codes.

N. 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.

END OF REQUEST FOR QUALILFICATIONS